Operations Mini Grant

Overview and Instructions

Grant Overview

The Operations Mini Grant is a competitive grant program that provides up to a $500 award for limited operational support to organizations that have a conservation mission consistent with that of the Missoula Conservation District, that operate or provide services in Missoula County, and that demonstrate a budgetary need.

Match Requirements

There are no match requirements for the Operations Mini Grant. However, showing other funding sources for the organization's operations is encouraged and may make an application more competitive.

Limitations and Other Requirements

- Successful applicants may only receive one Operations Mini Grant award per grant program year (i.e., July 1, 2026 – June 30, 2027).
- Applicants must operate or provide services in Missoula County, and their mission must align with MCD's current Strategic Plan.
- Grant funds cover a one-year (12-month) award period.
- Applicants must be a legally established organization with a valid tax identification number.
- Grant recipients must ensure that all published outreach and education materials and/or reports that recognize the organization's funders or sources of operational funding include acknowledgement of the Missoula Conservation District. The official MCD logo must be included where appropriate.

Application Deadline and Review Process

Operations Mini Grants are offered on an ongoing basis with a rolling deadline. Applications are reviewed by the Missoula Conservation District (MCD) staff and Grants Committee, who make funding recommendations to the MCD Board of Supervisors at their monthly meeting. These monthly meetings are open to the public and normally held on the second Monday of the month.

All Operations Mini Grant application materials must be received by 4 pm on the Monday occurring two weeks preceding a Board meeting to be considered at that month's meeting. Applications received after this deadline will be considered the following month.

MCD may choose to award an Operations Mini Grant in an amount less than what is requested.

MCD may also consider any or all of the following factors when making funding decisions or recommendations on a grant application:

- How well the organization's mission and work align with MCD's current Strategic Plan.
- The services or programs the organization provides to Missoula County residents and the number of people it serves.
- How clearly the application describes the organization's budgetary need and how the grant funds will be used.
- Other funding sources for the organization's operations.

- Applicant's prior MCD grant award history, including the applicant's number of prior grant awards, the success of the applicant's prior grant awards, and any other factors deemed pertinent.
- MCD's remaining funds for the grant program.
- Any other matters deemed relevant by the MCD Board of Supervisors.

Award Process and Reporting Requirements

Successful applicants are required to provide the organization's valid tax identification number prior to being issued the grant award payment. A notice of intent to award and a federal Form W-9 (Request for Taxpayer Identification Number and Certification) will be sent to successful applicants, typically within one week of the grant's approval at a monthly MCD Board meeting. An award letter and grant payment check will be sent, usually within one week, upon receipt of the applicant's completed federal Form W-9. No payments will be issued until the recipient's valid tax identification number is on file.

MCD may also request a copy of the organization's annual budget to verify its financial need and/or its annual work plan to verify consistency with MCD's mission.

Operations Mini Grant recipients are required to report back on how the grant funds helped them carry out their organization's mission. Their report may be in one of several acceptable formats, including a short presentation at an MCD Board meeting, a video that can be posted to MCD's website and/or social media platforms, a one-page letter, or another format agreed upon by MCD. The report must address or include any items specified in the recipient's award letter.

MCD reserves the right to request that grant recipients provide verification of expenses that were paid for with the grant award. If requested, this verification must be in the form of valid receipts, invoices, or employee payroll records. Any unused grant funds or expenses that cannot be verified with valid documentation (if requested) must be returned to the Missoula Conservation District. Grant reports and expense verification documents (if requested) must be provided within 90 days after the end of the one-year award period, unless otherwise specified in writing by MCD.

Failure to provide the required report and verification of expenses (if requested), or to return unused grant funds, may make the recipient ineligible for future grants or services offered by the Missoula Conservation District.

How to Submit an Application

All Operations Mini Grant applications must be submitted online through the JotForm link provided on MCD's Grants webpage.

The Operations Mini Grant Application Form Template is also available on MCD's Grants webpage. You may use it to preview the questions and prepare your responses before completing the online application. The template is for reference only and cannot be submitted in place of the online application.

You do not have to complete the online application in one sitting. Use the Save option at the bottom of the form to save a draft that you can return to later to finish and submit.

If you have any issues accessing or submitting the online application form, please contact the grant program manager listed below under the Questions or Additional Information section.

Application Instructions

OpMG Grant Eligibility: The application begins by asking whether the applicant has an established tax identification number. All applicants must have a valid tax identification number to be eligible for an MCD grant award. If you answer "No," the applicant is not eligible for an Operations Mini Grant, and the application will not let you continue.

Grant Request

Grant Amount Requested: Enter the amount of Operations Mini Grant funds you are requesting, up to $500. The online application will not accept an amount over $500. Decimals are okay (e.g., 495.25), but do not enter a $ sign.

Annual Operating Budget: Enter the organization's total operating budget for its current fiscal year. Decimals are okay, but do not enter a $ sign. The Annual Operating Budget cannot be less than the Grant Amount Requested. If it is, the online application will display a warning and will not let you continue until the amounts are corrected.

All expenses exceeding the Operations Mini Grant award, regardless of its amount, are the responsibility of the applicant.

Applicant Information

Applicant Name: Fill in the name of the organization applying for the grant.

Applicant Type: Enter the applicant's organizational structure (e.g., nonprofit or government entity).

Physical Address: Include the applicant's complete physical address including the zip code.

Mailing Address: The application asks whether the mailing address is the same as the physical address. The Mailing Address field appears only if you answer "No." If it appears, include the applicant's complete mailing address including the zip code.

Contact Information: The Authorized Representative is the person legally authorized to sign on behalf of the applicant (e.g., executive director or board chair). The Organization Contact is the person who will manage the grant and its reporting. The application asks whether the Organization Contact is the same person as the Authorized Representative; the Organization Contact fields appear and must be completed only if you answer "No." Enter each email address in both boxes for verification.

Application Questions #1 – #3: Provide a complete but concise answer to each question. A few sentences per question is plenty. For Question #2, MCD's current Strategic Plan is available on MCD's website at www.missoulacd.org.

Certification and Signature: Read the Public Information and Disclosure Notice and the Certification Statement, then check the box confirming that you have read and agree to both. The Authorized Representative signs the application by typing their full name in the Authorized Representative Signature field; the typed name serves as the signature. The date fills in automatically with the day you complete the application. It can be modified if you save a draft of the application and complete it on a different date.

Public Information and Disclosure Notice

All Missoula Conservation District grant applications, grant documents, and grant reports (including photos, video recordings, presentations, and social media content) are considered public information and may be posted on MCD's website, social media accounts, or otherwise made available to the public.

Questions or Additional Information

For questions or requests for additional information, please contact:

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