

High Plains Underground Water Conservation District No. 1

Funding Requests for Research/Demonstration Policy

(Adopted 10-14-2014, Amended 3-2-2019, Amended 11-8-2022, Amended 3-14-2023)

Annually, the HPWD Board of Directors may review and approve funding requests for conservation research and demonstration within the District.

Conservation research/demonstration proposals shall be submitted to the General Manager and the Board of Directors at the District's principal office. Proposals must be received no later than the first Monday in February each year. The application is provided on the HPWD website to be submitted with the proposal.

Proposals received by the deadline will be reviewed by the HPWD Research/Demonstration Committee, which shall make recommendations to the Board. Applicants are to be notified by the end of March concerning the decision of the Board.

The HPWD Research/Demonstration Committee shall be appointed annually by the President of the Board and shall consist of the General Manager or his designee, two or more HPWD Board Members, two HPWD County Advisory Committee Members, and two or more Members At-large.

Proposal Requirements:

- An executive summary of the proposal.
- Proposed work objectives and expected impact of the research/demonstration being conducted.
- Length and timeline of the proposed project.
- Previous research/demonstration initiatives related to the project.
- List of cooperators and other funding sources for the project.
- Proposed budget and budget justification.
- No more than 5 pages in length and single-spaced.

Reports: Grant recipients are required to provide a progress report (halfway through the project contract dates) to the Board and a final report when the project is completed. Also, if not delivered earlier, a progress report shall be due no later than January 31 each year, until project completion. The reports should include the following:

- Progress made to date with the project.
- Successes, or setbacks observed with the project.
- Conservation impacts to the District.
- Budget expense report and the remainder of funds.
- Pictures or video of the project which may be used for HPWD media outlets

Notes:

- HPWD does not fund fringe, specific overhead costs or salaries of full-time employees. Part-time or student labor may be considered.
- If the grant recipient does not undertake the project or otherwise needs to cancel the agreement, HPWD must be notified immediately and funds must be returned.
- HPWD must be notified if the grant recipient requests an extension or revision of the original dates established in the agreement. HPWD reserves the right to approve or deny the request.