



Chenango County Soil & Water Conservation District
Community Grant Program
Application Instructions
Application due date: April 14, 2026

A. Introduction

The Chenango County Soil and Water Conservation District (SWCD) invites municipalities and not-for-profit organizations in Chenango County to submit proposals for funding under the SWCD Community Grant Program. Program funds are available for projects that address the program goals listed below.

B. Goals of the Program

The goal of this program is to provide funding for small projects that increase the environmental well-being of human and natural communities across the County. Environmental well-being includes responsible resource management, the promotion of clean air & water, fostering diverse wildlife & vegetative species, increasing environmental safety, striving for the sustainable consumption of resources, increased access to green spaces, and active community engagement.

Project funding seeks to offer financial assistance to implement projects that pertain to the following focus areas:

- * Stream Stabilization Projects
- * Culvert Replacement Projects
- * Emergency Management and Natural Hazard Resiliency
- * Water Quality Improvement Projects
- * Forest Management, including Invasive species control or reforestation
- * Urban Forestry Projects
- * Stormwater Management

Each application should identify one focus area. An eligible applicant may submit multiple proposals.

Available Funding

Pursuant to available funding, the 2026 SWCD Community Grant Program has \$125,000 in available funding. Funding will be dispersed at a rate of 75% of the total project cost up to the awarded amount.

C. Funding & Match Requirements

Successful candidates will receive an award letter and project expenses must occur after the date of such letter. The SWCD will develop a contract between the recipient and SWCD for signature. The award is contingent on prior contact with the SWCD and contract development. Please contact our office to review the sample contract.

Grant awards will range from a minimum of \$2,000 to a maximum of \$35,000. Grant awardees must provide a minimum 25% match, either direct expense reimbursement or in-kind.

Sample calculation: Total project cost is \$10,000.00. SWCD will issue payment for 75% of the total cost of the project - $\$10,000.00 \times 75\% = \$7,500.00$

The SWCD Community Grant Budget Form must be submitted along with the application. Awards will be dispersed based upon the figures submitted in the budget worksheet. The cost share percentage requested from the Soil and Water Conservation District may not exceed 75%.

D. Eligible Applicants

Eligible applicants must be in Chenango County and may include local municipalities, not-for-profit agencies, water/sewer districts, emergency service departments, or outdoor recreation and/or educational organizations. A site visit to the project location is required prior to award confirmation. All applications must clearly identify how the proposed project serves the public interest.

*All projects must follow all federal, state, and local laws and permit requirements. It is the responsibility of the applicant to obtain all necessary permits, owner/land use agreements, and appropriate engineering approvals, if necessary, as determined by NYS Education Law. **All necessary permit approvals must be furnished to the SWCD before the project commences.***

E. Submission Requirements

All proposals must be submitted by 4:00pm, local time on April 14, 2026. Proposals received after that date will not be considered for funding. Each submission shall include a completed application form, a completed budget worksheet, and a *letter of support from the representative body, or lawful agent, of each agency or municipality.*

F. Ranking

All applications will be ranked and funded according to the ranking criteria.

- * Project clearly addresses a need, concern, or opportunity.
- * The project enhances, develops, or encourages environmental well-being within the community.
- * The project will have a high and measurable community impact.
- * The project demonstrates strong cost-effectiveness, includes a thorough assessment of risks, and is well-prepared for implementation.
- * The project has a documented plan and budget for future operation and maintenance.
- * Application completeness.

The Soil and Water Conservation District Board will rank each application. The top-ranked applications will receive funding until available funds are fully allocated. Applications may be partially funded at the discretion of the SWCD Board.

G. Eligible Expenses:

Eligible Expenses related to the project include:

- * Direct project implementation expenses; equipment, materials/supplies, and labor.
- * Engineering costs.

- * Permitting costs.

All payments made in support of the project are subject to Chenango County Soil and Water Conservation District's procurement policy (competitive bids) and to General Municipal Law.

Ineligible expenses related to the project include.

- * Attorney fees, costs associated with land acquisition or purchase.
- * Travel expenses.
- * Expenses tied to agency or organizational operations.
- * Operation and maintenance expenses.

H. Procurement

All awarded applicants must follow the Chenango County SWCD's procurement procedures. These procedures are as follows:

- * Goods and/or services with the projected cost over \$20,000.00 require 3 written, competitive bids. Documentation of this bidding process will be facilitated by the SWCD. Please provide solicitation records to the SWCD, including company/manufacture information and price quote. ***(This information is not a requirement for the application).***
- * All purchases over \$5,000 will require three written quotes, which will be documented by the SWCD. Price lists and catalog reference may be substituted for written quotes.

I. Final Payment

The SWCD Community Grant Program is a reimbursement program. For payment to be made, all awardees must provide a bill for materials or service and a receipt or cancelled check to show proof of payment. Alternatively, if the awardee does not have the funds upfront, the district may assign payment directly to the contractor, consultant, manufacturer, or distributor. This arrangement must be made in advance of purchases or agreements made. Partial payments for goods or services are generally not allowed within this program unless previous arrangements are made. ***All awardees who require partial payments must contact the district before project commencement.***

J. Special Considerations

- * Awards made during this round is not a guarantee that future funding shall be awarded.
- * The SWCD can assist municipalities and not-for-profit organizations with the design and planning for some projects. This assistance can be provided at no cost pursuant to work schedules, experience, and design requirements. The SWCD, however, does not hold professional engineering licenses or stormwater certifications.
- * Culvert replacement projects must be completed to the design and specification as determined in the NYS DEC and US Army Corps of Engineers permits. The SWCD may assist with the permitting process.

K. Previous Project Examples

- * Town DPW installed riprap on an eroding slope adjacent to a road.

- * A local Lake Association upgraded the size of the principal spillway pipe to accommodate larger, more intense rainfall events.
- * A non-profit developed a forest management plan for publicly accessible land.
- * An environmental education organization developed pollinator gardens to develop educational programs and diversify the landscape that they operate.
- * A municipal water district was able to satisfy permitting requirements by using SWCD Community Grants funds to pay for a hydrogeologic study on a municipal well.
- * A municipality upgraded the septic system to meet current NYS Department of Health requirements for a small camping ground.