

**Colorado Big Country Resource Conservation and Development, Inc.  
Project Assistance Request Form**

**Project Title:** \_\_\_\_\_

**County (check 1 or more)**

- |                                   |                                  |                                     |                                       |
|-----------------------------------|----------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Eagle    | <input type="checkbox"/> Jackson | <input type="checkbox"/> Pitkin     | <input type="checkbox"/> Summit       |
| <input type="checkbox"/> Garfield | <input type="checkbox"/> Mesa    | <input type="checkbox"/> Rio Blanco | <input type="checkbox"/> All counties |
| <input type="checkbox"/> Grand    | <input type="checkbox"/> Moffat  | <input type="checkbox"/> Routt      |                                       |

**Watershed:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Project Contact Name/Phone:** \_\_\_\_\_

**CBC Project Sponsor:** \_\_\_\_\_

**Membership: Are you a member of CBC RCD?**  Yes  No

**Project Narrative-REQUIRED:** (attach additional pages to address the following)

- **Problem statement:** describe the need or problem your project addresses
- **Objective:** state the objective of the proposed project
- **Project deliverables:** describe the item/product produced, if any
- **Benefits:** state the effects that the completed project will have on the economic, social and environmental conditions of the area
- **Project Budget:** provide a detailed breakdown of the estimated costs associated with the project by identifying known and committed resources, any matching requirements these might have, and a breakdown of needed resources (labor, land, equipment, material, finances)
- **Project Timeline:** include critical milestones at which project status will be reported to CBC RCD Board
- **Project Evaluation Method:** identify the criteria that will be used to evaluate the outcome of the project
- **Recognition:** please include how you will recognize CBC RCD for their contribution to the project

**Council Assistance Requested** (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Project planning          | <input type="checkbox"/> Partnership building & networking    |
| <input type="checkbox"/> Locating sources of funds | <input type="checkbox"/> Organizational support & development |
| <input type="checkbox"/> Grant writing             | <input type="checkbox"/> Technical Assistance                 |
| <input type="checkbox"/> Grant administration      | <input type="checkbox"/> Other: _____                         |

CBC Sponsor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For information or assistance with this form, please contact:**

**Colorado Big Country RC&D  
PO Box 2168  
258 Center Dr.  
Glenwood Springs, CO 81602**

**Phone: 970.945.5494 ex. 103  
Fax: 970.945.0837**

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**FOR CBC RCD OFFICE USE ONLY:**

Recommended Technical Assistance:  
(Must be in a quantifiable format such as hours, #'s of grants written, etc.)

- RCD Sponsor: \_\_\_\_\_ hrs.
- RCD Project Administrator: \_\_\_\_\_ hrs.
- RCD Coordinator: \_\_\_\_\_ hrs.
- Other RCD Members: \_\_\_\_\_ hrs.

(Recommended fees to be collected: CBC should plan to collect a 10% administrative fee for project funds – if allowed by the grantor. If a straight percentage is not allowed, then the project should be billed by the hour for all RC&D support work (excluding coordinator's time). The hourly rate should be established to cover all allowable personnel costs and overhead. In addition, the cost of all travel and supplies should be reimbursed from project funds upon proper invoicing.)

Fees to be collected (if appropriate to the project): \_\_\_\_\_

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Other comments: \_\_\_\_\_

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**FOR CBC RCD BOARD OF DIRECTORS USE ONLY**

- Board Action (check one):
- Approved
  - Disapproved
  - Returned for modification or further review

Presiding Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

06-04-08 cg

All programs and assistance of the RC&D Council are available without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326W, Whitten Building, 14<sup>th</sup> and Independence Avenue SW, Washington, CO 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.