**Nassau County Soil and Water Conservation District**

**Part C 2025 Request for Proposals (RFP)**

The Nassau County Soil and Water Conservation District (The District) is seeking to fund a limited number of mission-aligned projects during 2025. Eligible applicants include local governments in Nassau County and not-for-profit organizations. Applications are **due by April 04, 2025,** and awards are expected to be made in April 2025. Projects must be completed by March 31, 2026. While these dates and the below amounts are not expected to change, funding amounts and timelines are subject to the District’s own receipt of funding from the New York State Soil and Water Conservation Committee.

1. Projects must meet one or more of the follow criteria in Nassau County:
   1. Conserve or improve soils
   2. Improve water quality of our groundwater and/or surface water
   3. Control and prevent soil erosion and/or prevent floodwater and sediment damages
   4. Conservation, development, utilization, and disposal of water
   5. Preserve, increase, or improve natural resources including trees and plants
   6. Control or eliminate invasive plants or wildlife
   7. Control and abate NPS water pollution
   8. Preserve wildlife
2. The minimum assistance provided by the District shall be $2,000.
3. The maximum assistance provided by the District shall be no more than $15,000 unless additional assistance is deemed appropriate by the District’s Board of Directors.

1. The project must be completed by March 31st, 2026.
2. Projects must be reported on quarterly so the District can track progress, with a final report due by April 13th, 2026. Reporting requirements are described in more detail below.
3. Applicants should be aware that these project funds are available on a reimbursement basis only, and that total project costs must be absorbed by the applicant organization up front, and then reported on before a reimbursement can be issued. Applicants that cannot cover the total upfront costs of their project should reconsider applying. If you are unable to cover the upfront costs of your project but would still like to apply, please provide an explanation as to your organization’s financial situation. Reimbursements will be issued on a quarterly basis upon receipt of a quarterly report and proof of payment.

Please note: Projects which include match funding and/or support previous District projects will be given a higher standing in the final selection process.

Prior to the application deadline, the District has scheduled a day for applicant consultations on March 14th, 2025, between the hours of 10am and 2pm. Applicants that would like application guidance in addition to what is in this RFP are asked to contact the District to schedule a consultation using the information below. Applicants will have 20 minutes each to discuss their project and ask questions as needed. These consultations will be held virtually.

**Nassau County Soil and Water Conservation District**

Tel: (516) 364-5860

Email: dbetts@nassauswcd.org

**Application Procedure:**

To submit a project for funding, please email a detailed overview/project description to Derek Betts ([dbetts@nassauswcd.org](mailto:dbetts@nassauswcd.org)) using the template provided, and no later than April 4th, 2025. The document should include the following:

* Project Title
* Project Location / Address
* Description of the proposer’s organization
* Description of proposer organization’s history of work with NCSWCD (if any), using the space provided on the proposal template
* Main Project Contact Information
* Estimated start and completion dates
* A detailed project description
  + This should include breakdown of project activities
* A summary timeline that breaks project out by month, as indicated in the provided template
* A list of Project Partners (if any) on the project, and any experience they have had with the District
* A summary budget and budget narrative using the provided template
* A detailed budget using the provided excel template
  + This includes a section for any matching funds being provided (give details)
* Any approvals/permits from the landowner or municipality, and status
  + PLEASE NOTE: Proof of approval/permits must be submitted with your Proposal. If permits or approvals have not been obtained when the application packet is submitted, applicants must provide details about the permitting approval process in order to ensure that the project can successfully be completed within the one-year project lifetime. If work is being completed in a local town/village a letter of support must be provided.
* A request for volunteers or District Staff help (as needed)
* Outreach Activities (if any)

**Provided Templates:**

* Proposal Template
* Summary Budget and Budget Narrative Template
* Detailed Budget Template
* Timeline Template
* Quarterly Report Template
* Final Report Template

R**eporting Requirements:**

Successful applicants are required to submit progress reports throughout the year using the templates provided. These reports should include metrics, significant updates on work, a summary of expended funds to date, and any photos taken of the work being done. These progress reports should be submitted on the following dates:

* Quarterly Reports: July 14th, 2025, October 13th, 2025, and January 16th, 2026.
* Final Report: on or before April 13th, 2026.

Failure to submit these reports in a timely manner may result in suspension of project funding and termination of future funding opportunities with the District.

**Press and Media engagement:**

All press and media materials generated by this project should be coordinated with the District. At a minimum, mention of the District and its logo should be included in all press and outreach materials.