



Association of Texas Soil and Water Conservation Districts

ATSWCD Grant Program

Local Work Group Meetings Conservation Partnership Plan of Operations

Local Work Group Meetings and CPPO-\$500 available to each SWCD.

Reimbursement can cover:

Director Planning time for LWG and CPPO

Set up and take down time

Time spent hosting the actual LWG meeting

Advertising, mailers or flyers for the meeting (attach copies of materials)

SWCD staff time to assist NRCS with filing the information from the LWG Meeting

Facility rental (including table, chairs other related expenses)

Please include a copy of your agenda and a detailed description of you LWG meeting. (include number of attendees, speakers, topics discussed etc)

Speaker Travel

Director Travel if not paid by other sources

Any SWCD that submits a completed CPPO to ATSWCD will be entered in a drawing for 1 free State Meeting registration (one per zone)

\$500 is the maximum a SWCD can receive based on reimbursable expenses.

General Information:

Both pages must be completed.

All Reports and documentation must be typed.

Quarterly submission deadlines are listed below and on the form. Do not hold or roll to the next quarter.

Claims must be made in the quarter the funds were spent.

Do not change the mileage rate.

Include all documentation- invoices and receipts for all expenditures and in-kind donations.

No food, beverage, wearables or awards may be submitted for reimbursement.

Reimbursement will be 75% of the claim submitted.

Quarterly Deadlines:

First Quarter: October-November-December: Due January 16, 2025

Second Quarter: January-February-March: Due April 16, 2025

Third Quarter: April-May-June: Due July 16, 2025

Fourth Quarter: July-August-September: Due October 16, 2025