



OVERVIEW

The Missoula Board of County Commissioners created the Rural Grant Program to support community-driven projects that enhance the quality of life in the rural areas of Missoula County. The program includes two unique funding opportunities: Micro Grants, with awards between \$100 and \$500, and Impact Grants, with awards over \$500 and up to \$4,000.

This notification of funding availability (NOFA) is for the Micro Grant, which provides between \$100 and \$500 in grant funds and is designed to support community projects that can be completed within 90 days.

Who can apply

Eligible entities are 501(c)3 not-for-profit organizations, citizen groups, community councils, individuals, schools, and special districts. All project proposals must be able to demonstrate direct public benefit.

Grant amount

The minimum grant request must be at least \$100, and the maximum request is \$500. Micro Grants will be awarded monthly until the Micro Grant fund has been expended. The County may partially fund a grant request.

Eligible project costs

Examples of eligible costs include, but are not limited to, the purchase of equipment, materials and supplies, advertising/marketing, or professional services* **that benefit the local community in which the project will take place**. Grant funded project expenses will be detailed in a budget worksheet provided in the online application portal.

*Examples of professional services include: advertising, printing, and mailing; construction; specialized workshops, classes, lessons, etc. Contact the grants department to discuss specific professional service project costs.

Ineligible project costs

- General operations such as staff salaries, administrative expenses, monthly rents, subscriptions, utilities, insurance, websites or routine maintenance costs.
- Projects by private businesses that benefit only that business's clientele.
- Sponsorships, including auctions, dinners, tickets, or fundraising.
- Political action or legislative advocacy.
- Expenses solely for religious purposes.

The applicant cannot be the direct beneficiary of grant funds.

*This is not an exhaustive list, please contact the grants department if you have specific questions.

How to apply

To preview the application questions and apply, go to the Rural Grant Program website at <http://missoula.co/ruralgrant>. If other accommodations are needed to apply, contact the grants department listed at the bottom of this notice.

Deadline

Applications are due on the last day of the month and will be accepted monthly, until all funds have been allocated. Applications will be evaluated and decisions made by the end of the following month.



Project period

The project must be completed within 90 calendar days from the date of the award letter.

How grant funds are provided

Payment will be made in advance. A check will be mailed with the award letter within two weeks of an email award notification sent to successful grant applicants. Expenses incurred prior to the award notification date will not be reimbursed. Receipts that verify how funds were spent will be required in an Expenditure Report that is a component of the Final Report.

Reporting

An expenditure and final report will be due within 90 days of date on the award letter.

Matching funds

No matching funds are required.

Evaluation criteria

1. **Demonstrated Need.** Describe the need or demand for the project and state why it is important. Make sure to clearly identify which community or rural area will benefit from this project. Preference will be considered for projects submitted by local community members.
2. **Community Benefit.** Describe how the project will make a positive difference for the community. Include who and how many people the project will serve, and how the project benefits that population.
3. **Community Support.** Submit at least two (2) letters of support from community organizations or from community members who are not related to the project leader. Letters should pertain to the proposed project and not be a character reference about the applicant.

Applicant obligations

Before submitting the application, applicants will be required to certify that they understand and will abide by the terms and conditions listed in the application to receive the grant funding.

ADDITIONAL INFORMATION

- **Project location** - Projects must take place in **rural communities** within Missoula County, outside of the Missoula city limits.
- **Frequency for applying** – Only one Micro Grant may be received by an applicant per calendar year. Applicants can receive funding for the same project for a maximum of two years.
- **Tax consequences** – Applicant is responsible for determining any tax implications from receiving this grant. Upon notice of award, submission of a W9 is required to receive payment from Missoula County.
- **Insurance requirements** – The need for liability insurance coverage will be evaluated on a case-by-case basis. *Projects involving youth often require proof of insurance.

QUESTIONS?

Contact the grants department by emailing grants@missoulacounty.us or calling [406-258-4657](tel:406-258-4657) if you have questions about this grant opportunity.