

Sheboygan County Stewardship Fund Grant Program

Guidelines

These guidelines have been developed to administer the Sheboygan County Stewardship Fund Grant Program that provides matching grants to Sheboygan County villages, cities, towns, non-profit groups, and other agencies for the purchase of land and development rights, wetland and other habitat restoration, and recreation project development.

Introduction

In November of 2000, nearly 70% of the voters of Sheboygan County voted in favor of establishing a County Stewardship Fund to develop recreation opportunities and help conserve Sheboygan County's natural resources. The types of projects that the County will support include project development, purchase of development rights, land acquisition, and restoration.

Eligibility

Applicant

Any town, village, city, county agency, or other government agency completing projects within Sheboygan County or any non-profit group as reported in federal form 501(c) may apply for funds through this program.

Project

Projects should be in accordance with one or more of the following categories:

1. Project Development. Examples*: Park or trail development or restoration, creation or restoration of public access to significant water resources.
2. Purchase of Development Rights.
3. Land Acquisition. Examples*: Conservation easements, property acquisition of sensitive or significant lands, scenic easement acquisition.
4. Restoration of Wetlands and Natural Habitat. Examples*: Vegetative buffering along significant surface water resources; wildlife habitat restoration; forest, prairie, and flora restoration, wetland restoration; Lake Michigan bluff protection.
5. Discretionary. These projects will be funded on a case-by-case basis where the project has significant merit to promote the goals of the Program.

*Types of projects are not limited to those provided as examples.

Application Process

The application and selection process for the Stewardship Fund Grant Program will follow the timetable outlined below.

Special Circumstances: Recognizing that there may be times when this timetable will not fit acquisition opportunities due to extenuating circumstances, the Citizens Advisory Board (CAB) may make exceptions to this policy. The method used will be established by the CAB at a later date and is not part of these granting guidelines.

- The grant application is released by the Planning, Resources, Agriculture, and Extension Committee in the fall of each year. (Usually in September.)
- After the established due date staff will review applications and refer qualified projects to the Citizens Advisory Board. The Citizens Advisory Board will prepare its recommendations for the Resources Committee.
- The Resources Committee will award grants in October or November of each year. The Director of the Planning and Resources Department will forward an award letter with instructions for grant agreement and implementation guidelines to the selected grant recipients.

Application Documents

Grant program applicants will submit requested materials for application according to the timetable outlined in the application packet after it's release. The application and supplemental information forms are designed to be as simple and user-friendly as possible.

The application form requires specific information about the project, including but not limited to:

- Narrative that will assist the Planning staff and the Citizens Advisory Board in ranking and rating the project based upon its evaluation criteria.
- Site plan sketch, topographic maps, engineering, site location map, other graphic information describing the project
- Additional information as outlined in application packet. [e.g.- Application form, budget worksheet, 501c(3) form (if non-profit), letters of support]

Applications are to be submitted by mail or in person.

Sheboygan County
Planning and Resources Department
508 New York Avenue
Sheboygan, WI 53081
920-459-3060

(Applications submitted by fax or email will not be accepted.)