



# High Plains Underground Water Conservation District No. 1 *Funding Requests for Research/Demonstration Policy*

*(Adopted 10-14-2014 and Revised March 12, 2019)*

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Annually, the HPWD Board of Directors may review and approve funding requests for conservation research and demonstration within the District.

Conservation research/demonstration proposals shall be submitted to the General Manager and the Board of Directors at the District's principal office. Proposals must be received no later than the first Monday in May each year to be considered for the following District budget cycle beginning October 1. Email delivery of proposals is preferred.

- Example: Proposals must be received by Monday, May 4<sup>th</sup> 2020 to be considered for the District budget cycle beginning October 1, 2019 and ending September 30, 2020.

Proposals received by the deadline will be reviewed by the HPWD Research/Demonstration Committee, which shall make recommendations to the Board.

The HPWD Research/Demonstration Committee shall be appointed annually by the President of the Board and shall consist of the General Manager or his designee, two or more HPWD Board Members, two HPWD County Advisory Committee Members, and two Members At-large.

## **Proposal Requirements:**

- An executive summary of the proposal.
- Proposed work objectives and expected impact of the research/demonstration being conducted.
- Length and timeline of the proposed project.
- Previous research/demonstration initiatives related to the project.
- List of cooperators and other funding sources for the project.
- Proposed budget and budget justification.
- No more than 5 pages in length and single spaced.

*Please Note: HPWD does not fund fringe, specific overhead costs or salaries of full time employees. Part-time or student labor may be considered.*

**Annual Progress Reports:** Project administrators or researchers receiving HPWD funding are required to provide an annual progress report to the Board or HPWD Research/Demonstration Committee until the proposed demonstration or research is completed. This report shall be due no later than the first Monday in July, and should include the following:

- Progress made to date with the project.
- Successes, or setbacks observed with the project.
- Conservation impacts to the District.
- Budget expense report and remainder of funds.