

Membership Match Fund Application

Minnehaha Creek Watershed District
Watershed Association Initiative Mini-Grant
October 2008 to 2009

Fund Description:

The Membership Match Fund is a part of the Watershed Association Initiative's Mini-Grant Program. The Fund is to be used as an administrative supplement, to assist the Association in completing its mission and vision for the future.

The Fund is a 1:1 match for your new member dollars up to \$1000. Associations are allowed to make only one application for the Membership Match Fund dollars within 9 months of the Kick-off meeting date.

Process:

E-mail application and supporting documents to:

Eli Condon

elic@minnesotawaters.org

Subject Line: WAI Membership Match Fund Application



Organization Information:

Organization: _____

Contact Person: _____

Address to Mail Check to: _____

City, State, Zip: _____

Contact Person's...

Phone: _____ E-mail Address: _____

Supporting Documentation:

1. Charter/ Kick-Off Meeting Documentation

Provide proof that your organization has held a Charter/ Kick-Off Meeting which has been approved by WAI Staff.

Include as many of the following as possible:

- Agenda
- Summary of Event
- Registered Participants
- Pictures
- News Article

2. Membership Spreadsheet

Include an electronic copy of your membership, *Microsoft Excel* is preferred. You may make your own or use the WAI Standard Membership Spreadsheet provided by WAI staff.

Please notify your members that they **will be automatically subscribed** to the Minnehaha Creek Watershed District's e-newsletter, *Splash*, as a requirement of the membership match grant. Members can unsubscribe from this service if they wish once they receive the first e-mail.

Information needed in membership document:

- | | |
|----------------|------------------------------------|
| - Member name | - Indicated volunteering interests |
| - Address | - Date membership purchased |
| - Phone number | - Amount paid |
| - E-mail | - Total memberships |

3. Summary of Fund Use

Provide a summary of your proposed use of the Membership Match Funds.

One year from your submission of the Membership Match Fund application or when the funds have been utilized, provide a summary of what you have accomplished to date as an organization. This final summary will be presented to the Minnehaha Creek Board of Managers for review by your organization and/or your WAI representative.

Include the following information:

- Projects or events
- Cost
- How these are in accordance with your mission and goals

Examples of projects are:

- Meeting costs
- Newsletter/communications
- Annual Plan