



INDIANA STATE SOIL CONSERVATION BOARD

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To: All SWCD Staff and Supervisors

Date: October 25, 2016

Re: Supervisor and Staff Training Sponsorships and Reimbursements

The State Soil Conservation Board (SSCB) is pleased to again offer SWCD supervisor and staff training funds for 2016 and 2017. This year the funds will be available in the form of sponsored district capacity building trainings and reimbursements.

A portion of these funds will directly sponsor established trainings. This will reduce registration fees and increase availability to high quality speakers. Support will be directed to trainings such as the Supervisor Summit and Leadership Institute.

The other portion of these funds will be reserved for training registration fee reimbursements. Each district is eligible to apply for supervisor and/or staff training reimbursements through March 15th, 2017. Actual amounts of training reimbursements will depend on the number and amount of requests submitted, and will be capped at \$1,000 per district. Funds will be prioritized to supervisors and those districts demonstrating financial need. Eligible trainings take place between July 1st, 2016, and June 30th, 2017. Reimbursement requests are due **December 15th** and **March 15th** and will be reviewed thereafter, and applicants will be notified immediately after the review is complete. If awarded, registration fees will be reimbursed to districts pending confirmed attendance with 2016 AFR grant payments. Please note that AFR eligibility is not required to apply for training funds.

The SSCB recognizes that grant writing is a skill that the Soil and Water Conservation Districts should have, as many districts rely on grants for supplemental funding. To encourage districts to attend a grant-writing workshop this year, an additional allocation the training funds will be in a specific category that may only be spent on grant writing workshops. If you are unsure if there is a workshop in your region, please contact your DSS and they will help you find one. Recipients of these funds will be required to submit one grant proposal (non-CWI, non-319) within a year of the training. The grants training reimbursements will follow the same process as general training reimbursements.

The form to be used to request reimbursements can be found at <http://www.in.gov/isda/3371.htm>. Submit the form as needed by **through March 15, 2017**.

Please contact the grants program manager or your district support specialist with any questions on the new procedures.

Thank you,

A handwritten signature in cursive script that reads "Ray Chattin".

Ray Chattin
Chairman
State Soil Conservation Board