

# Application Instructions

Review the [Grant Application Guidelines](#).

A **complete application** consists of the **five items listed below (I. through V.)**. All items may be submitted either electronically or via hard copy. If submitted electronically, send as email attachments to [jeff.bruton@ncdenr.gov](mailto:jeff.bruton@ncdenr.gov). If submitted by hard copy, send via U.S. Postal Service to the below address and limit page size to 8.5 x 11 inch format.

Division of Water Resources  
1611 Mail Service Center  
Raleigh, NC 27699-1611

- I. Sponsor and Primary Contact Information** - Download and complete the electronic [Application Form](#) located under [Financial Assistance](#) on the Division of Water Resources website (<http://www.ncwater.org/>).
- II. Official Resolution** - Most projects proposals will follow the format outlined in the template, or model, that can be viewed and downloaded under the heading of [Model Resolution](#). However, if the proposed project is to conduct an engineering or feasibility study, use the [Study Model Resolution](#) template, or if the proposed project is for an aquatic weed control project, use the [Aquatic Weed Model Resolution](#) template.
- III. Project Narrative** - The local sponsor should describe the project and its benefits in as much detail as needed for a competitive evaluation of the project along with other applications for the limited state funds available. Project narratives are typically up to two pages in length.
- IV. Project Plan and Location Map** - Drawing and location maps should be prepared with sufficient detail to allow someone unfamiliar with the project to understand what is proposed and where the project features will be located in relationship to roads, bodies of water, or other landmarks.
- V. Budget** - The project budget should identify costs and income by major category in a tabular format as shown in the [Budget Template](#). The budget should also identify income source by category and whether it is cash or in-kind.