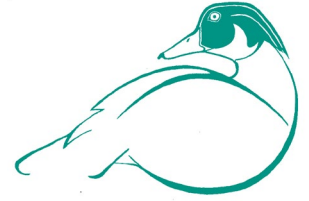


Cacapon Institute

#10 Rock Ford Road
Great Cacapon, West Virginia 25422
Cell: 540 335-0687 Office: 304-258-8013
bmp@cacaponinstitute.org
<http://www.cacaponinstitute.org>



YourBMP Application Guidelines

“Good Neighbors, Great Lawns, Best Management Practices”



Cacapon Institute and its affiliates do not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

We strive to be inclusive, regardless of age or disability and seek a diverse workforce and audience.

WHAT IS “YOURBMP”?

YourBMP is a Cacapon Institute program that sponsors neighborhood-scale projects in which several private landowners collaborate to install BMPS. Successful projects will build a network of BMP recipients who provide support, encouragement, and assistance in installing and maintaining BMPs on private land. By teaming together, homeowners will not only be implementing BMPs on their private property but also strengthening bonds within their community.

YourBMP engages private citizens and provides an avenue for them to get involved in environmental stewardship on their own property by implementing simple, low-cost, and easily installed best management practices. These BMPs can include planting trees, installing rain barrels, disconnecting downspouts, creating walkways with pervious pavers, and installing rain gardens. All of which help protect rivers and watersheds by reducing stormwater runoff pollution from residential properties!

Goals for YourBMP include:

- Helping and education private landowners install and maintain best management practices
- Fostering an increased awareness of local water quality issues
- Connecting citizens with resources to make positive changes in their community
- Promoting independent environmental stewardship through education
- Engaging citizens in making priority decisions within their community

After reading the Application Guidelines, interested parties are encouraged to contact Cacapon Institute with any questions or concerns by emailing bmp@cacaponinstitute.org or calling 304-258-8013.

HOW DOES YOURBMP WORK?

YourBMP is a collaboration between Cacapon Institute and your community. The roles and requirements of Cacapon Institute, the Project Leader, and the BMP recipients are explained below.



**Cacapon
Institute**

Cacapon Institute:

- Reviews project proposals and awards them based on likelihood of success
- Purchases trees and materials
- Leads a community tree planting demonstration
- Follows-up with Project Leader and Recipients



**Project
Leader**

Project Leader:

- Submits Pre-Proposal by deadline ([see timeline](#))
- Engages at least 6, and no more than 12, homeowners to receive BMPs (these are first-time participant limits, returning communities can have more trees and participants)
- Sign up participants and organize orders and payments (paper or online sign up)
- Work with Cacapon Institute staff to confirm orders finalize one check for the whole community
- Picks up trees from holding location
- Hosts a community tree planting demonstration



BMP Recipients:

- Complete sign-up sheet and place orders with Project Leader by due date ([see timeline](#))
- Attend community tree planting demonstration to learn about installing BMPs, as well as to pick up BMP materials (if group gatherings are ill-advised then digital instructions will be distributed)
- Install and maintain BMPs using the methods described in the BMP installation demonstration
- Submit YourBMP online to Cacapon Institute’s “What’s YourBMP?” tool by due date ([see timeline](#))

WHAT ARE THE APPLICATION REQUIREMENTS?

- BMPs must be installed in Jefferson, Berkeley, Morgan, Mineral, Hampshire, Hardy, or Pendleton counties in West Virginia
- The appointed project leader will be the liaison between Cacapon Institute and the BMP recipients within their community
- The project leader will help distribute installation and education materials
- BMP recipients will pay 50% of the costs for BMPs
- BMPs must be picked up from one of the holding locations

WHAT IS THE TIMELINE FOR A YOURBMP PROJECT?

YourBMP Timeline	Spring	Fall
Pre-Proposal * *Cacapon Inst. Accepts pre-proposals at any time.	January 1 (Recommended)	June 1 (Recommended)
Deadline to apply (seasonal)	February 1	July 1
Award Notification	February 1	July 1
Tree Order Due	February 15 th	August 15 th
Planting Season	April 1 st – May 15 th	October 1 st – November 15 th
Project Leader Report Due	June 30	December 31
BMP Care and Maintenance	Ongoing	Ongoing

WHAT TREES CAN WE ORDER?

For tree planting projects, Cacapon Institute will prepare and distribute a list of available trees. Only trees from the list can be selected, but please be aware that your order is subject to change in species

and stock size depending on nursery availability. First time participants are limited to ordering 36 trees maximum as a community.

WHERE ARE THE MATERIAL PICK-UP LOCATIONS?

The materials for YourBMP projects will be delivered to one of our holding facilities listed below. You will be responsible from picking up all of your materials from the location you select.

Moorefield:	WV Conservation Agency Moorefield Field Office, 60 C Industrial Park Road, Moorefield, WV 26508
Inwood:	WV Division of Forestry, 145 Pilgrim Street, Inwood, WV 25428
Great Cacapon:	10 Rockford Road, Great Cacapon, West Virginia 25422
Wardensville	28813 Route 55, Wardensville, WV 26851

READY TO APPLY?

Are you ready to help protect rivers and watersheds throughout the Potomac Highlands and beyond? Are you ready to connect with your community and help achieve our motto of "**Good Neighbors, Great Yards, Best Management Practices**"? *If so, Cacapon Institute is prepared to help you achieve your goals!*

Please follow the link below to complete your pre-proposal application:

[GOOGLE FORM](#)

For more information on Cacapon Institute or the YourBMP program, please contact Cacapon Institute by emailing bmp@cacaponinstitute.org or by calling 304-258-8013.