

**Guidelines:**

- Participants must own the property where the rain garden is to be located.
- The property must be located in DeKalb County.
- **An application for District Cost Share Program (DCSP) for Rain Garden MUST be approved by the DeKalb County Soil & Water Conservation District (SWCD) Board of Supervisors prior to any work being started.**
- The DCSP benefit is limited to one garden per landowner/location.
- The DCSP benefit is 75% of the total cost of installation and planting up to a maximum of \$500.00.
- Work must be completed within one year of the date the application was approved by the DeKalb County SWCD Board of Supervisors.

**Step-by-step instructions for participating in the program are as follows:**

1. Complete an application for participation in the DCSP for Rain Garden. Applications can be picked up at the DeKalb County SWCD office at 942 W 15<sup>th</sup> Street, Auburn, IN 46706, or mailed out by contacting DeKalb County SWCD personnel at (260) 925-5620 extension 3.
2. **Return the completed application to DeKalb County SWCD, 942 W 15<sup>th</sup> Street, Auburn, IN 46706.**
3. After verification the completed application will be taken to the monthly DeKalb County SWCD board meeting for approval of participation in the program. (The DeKalb SWCD Board meets the 3<sup>rd</sup> Thursday of each month. Applicants are welcome, but not required, to attend.) You will be notified when your application is approved.
4. Once work has been completed it is the responsibility of the applicant to notify DeKalb County SWCD by submitting a copy of the paid receipt for work completed.
5. DeKalb County SWCD will verify the work has been completed per terms of the program.
6. Upon verification of work being completed applicants file will be taken to the DeKalb County SWCD Board meeting for payment approval.
7. Upon DeKalb County SWCD Board approval for payment reimbursement will be sent to the applicant whose name appears on the application.