

Aquatic Habitat Grants Program Project Proposal Form

Proposals must be received no later than 4:30 p.m., CDT, Friday October 28th, 2011. Electronic proposals are encouraged.

Proposals must follow this format to be considered.

- 1. Project Title**
- 2. Project Lead (individual's name, affiliation, phone, e-mail and address)**
- 3. Proposed Project Location Information (if available)**
- 4. Contact information for DNR and other cooperators (Name, Division, phone number)**
- 5. Types of Project proposed**
 Shoreland Enhancement Habitat Mapping
 Workshops Other
- 6. Amount of Requested Grant Funds and In-Kind Match.** Proposals may request funds ranging \$20,000 to \$100,000. The in-kind match responsibility for this grant requires that at least one dollar of match must be made for every three dollars of grant money received.
- 7. Budget:** List personnel costs, supplies, equipment costs, etc.
 - July 1, 2012 through June 30, 2014
- 8. Submit a detailed example of a similar related project you have completed.**
- 9. Provide a brief description of the proposed project.**
- 10. Describe the need and justification for the project.** Discuss why the project is being proposed and why it is important and what specific aquatic habitat and water quality issues you plan to address with this project.
- 11. Project Summary and Results.** Quantify the ecological, social or economic benefits that are to be accomplished during the grant period.
- 12. Project Methodology or Approach** (i.e. how the work will get done) - Describe in detail, the procedures, activities and methods that will be used to accomplish the objective(s). Identify key personnel, cooperators and potential project location. Include a timeline for major project tasks.
- 13. Dissemination:** How will you distribute the products of this project?
- 14. Maintenance Plan.** Provide maintenance plans of how you will maintain any restoration projects you are proposing.
- 15. Questions?**
If you have questions about these guidelines please contact John Hiebert, Shoreland Habitat Consultant at 651-259-5212 or john.hiebert@dnr.state.mn.us.

Aquatic Habitat Program Grant Application FY2013 Proposal (July 2012-June 2014)

Project Title _____

Lead Organization _____

Project Lead – Name/Title _____

Address _____ City _____

State _____ ZIP _____ County _____

Phone _____ Fax _____

E-mail _____

Proposed Project Locations. Please provide a map showing the extent of the project area you will be working in and individual project locations (if known)

Project Partners: Please list any project partners that will help complete this project

Name	Organization	Title
Address		
Telephone	Fax	Email

1. Name	Organization	Title
Address		
Telephone	Fax	Email

2. Name	Organization	Title
Address		
Telephone	Fax	Email

Amount of Grant Funds Requested

The grant program covers restoration project costs for materials, supplies and labor to install the vegetation and any approved construction costs to prepare the site. We also cover approved expenses related to conducting workshops on protecting, enhancing and restoring shorelines, conducting shoreland habitat assessments and research to improve the protection, enhancement and restoration of shorelines. The focus of these projects must be on reestablishing vegetation for fish and wildlife habitat and funds cannot be used for rock riprap stabilization or permanent wave breaks.

For every three dollars of grant money received, they must be matched by at least one dollar from the grantee and at least 1 in 5 dollars of this match must be a cash contribution to the project (for example, for a \$75,000 grant, your match would have to be at least \$25,000, of which at least \$10,000 would need to be a cash contribution). The remainder of the match can be an in-kind donation of labor, time and materials to install, establish and maintain the project. The time spent by the grantee, volunteers, local government or other non-state employees count toward meeting your in-kind match. For more information on the in-kind portion of the grant go to the SH Program Financial Manual on the web at:

http://files.dnr.state.mn.us/assistance/grants/habitat/shorelandgrant_info.pdf

Please fill out the following table to estimate budgets, total grant amounts requested and required in-kind match.

AQUATIC HABITAT GRANTS BUDGET TABLE

Time Period		Cost Categories					
		Plants	Erosion Control Supplies	Equipment	Signs/ Education	Labor	Total
July 12 thru June 13	Requested funds						
	Match (Cash)						
	Match (in-kind)						
July 13 thru June 14	Requested funds						
	Match (Cash)						
	Match (in-kind)						
Total							
Total funds requested							
Total Match (Cash)							
Total Match (in-kind)							

In-kind match includes donated time, supplies, equipment or land that is necessary for the completion of the project.

Please list the sources of matching funds and in-kind for each of the cost categories above:

A. Provide supporting materials that show a specific example of a shoreland related project you have completed in the past, that is similar to what you are requesting funds for here.

1. Please attach related project design and specifications, material lists, plant lists, before and after photos of the site, maintenance plans, final project reports and results, and where appropriate workshop and educational materials created, research publications and any other supporting materials that illustrate what you did on the project and how you did it.

B. Please answer the following questions about the project you are proposing to be funded with grant dollars. Use as much space to answer each question as you need and this form can be modified to fit the information presented.

1. **Provide a general description of the proposed project.** Please provide a written description of the project you are proposing. If multiple components (enhancement, workshops, habitat mapping, or research) are involved in the project, please describe each for each part.
2. **Describe why you are undertaking this project and what specific aquatic habitat and water quality issues you plan to address with this project.** Define how the work you will be completing will improve aquatic habitat and water quality within the project area.
3. **Project Summary and Results:** Please provide a clear, concise summary of the project goals and the activities that will occur to accomplish these goals. These should include proposed outcomes of the project, such as number of projects or workshops completed or the specific goals of habitat mapping or watershed enhancement projects.
4. **Project Methodology or Approach (i.e. how the work will get done).** Describe in detail, the procedures, activities and methods that will be used to accomplish the objective(s). Identify key personnel, cooperators and potential project location. Please include a timeline for major project tasks.
5. **Dissemination.** How will you distribute the products, outcomes and results of this project?
6. **Maintenance Plan:** Describe the proposed short-term and long-term maintenance activities for any restoration projects. Include information on who will be responsible for maintenance and when maintenance activities will occur.

To Apply:

The deadline for submitting this application is **October 28th, 2011**. Completed applications should be returned to the appropriate contact in the region where the project is located (see map below). You may also e-mail the applications if you prefer. In **January of 2012**, a statewide committee will review and select projects to be funded.

Or for more information, contact John Hiebert, Shoreland Habitat Coordinator, at (651) 259-5212 (john.hiebert@dnr.state.mn.us) or the individual identified in your Region (see below).

Northwest Region:

Lindy Ekola
DNR – Fisheries
23070 N Lakeshore Dr
Glenwood, MN 56334
320-634-4573

lindy.ekola@state.mn.us

Central Region:

John Hiebert
DNR - Fisheries
500 Lafayette Road
St. Paul, MN 55155
(651) 259-5212

john.hiebert@state.mn.us

Northeast Region:

Heather Baird
DNR – Fisheries
1601 Minnesota Drive
Brainerd, MN 56401
218-833-8648

heather.baird@state.mn.us

South Region:

John Hiebert
DNR - Fisheries
500 Lafayette Road
St Paul MN 55155
651-259-5212

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