



*Photo courtesy of Apple Valley High School – 2024 NCLI Grantee – Lake of the Woods, Oak Island, MN*

# No Child Left Inside Grant Program

FISCAL YEAR 2026 GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55155  
[www.dnr.state.mn.us](http://www.dnr.state.mn.us)

For questions or to obtain this information in a different format, call: 651-259-5193 or email: [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us).

# Table of Contents

- Request for Proposals (RFP) Part 1: Overview ..... 3
- Funding Availability ..... 3
- Project Dates ..... 4
- Eligibility ..... 4
- Priorities ..... 4
- Supported Projects..... 5
- Supported Expenditures..... 6
- Selection Criteria and Weight ..... 7
- Questions, Technical Assistance and Information Sessions..... 9
- Request for Proposals (RFP) Part 2: Submission ..... 9
- Request For Proposals (RFP) Part 3: Application Review Process..... 9
- Request For Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities..... 10
- Grant Contract Agreements ..... 11
- Accountability and Reporting Requirements ..... 11
- Grant Monitoring ..... 11
- Grant Payments..... 11
- Authorized Representatives ..... 11
- Contracting and Bidding Requirements ..... 12
- Audits ..... 13
- Grant Provisions ..... 13
- Affirmative Action and Nondiscrimination..... 13
- Right of Cancellation ..... 14
- Attachments ..... 15
- Attachment 1. Regional Designations ..... 16
- Attachment 2. Insurance Requirements ..... 17
- Attachment 3. Links to Application Forms ..... 18
- Attachment 4. Exhibit D: Certification: Not Suspended or Debarred by the State of Minnesota or the Federal Government ..... 19

## Request for Proposals (RFP) Part 1: Overview

### Grant Overview

- Grant Name: No Child Left Inside – Phase 2026
- Program Website: [www.dnr.state.mn.us/no-child-grants/index.html](http://www.dnr.state.mn.us/no-child-grants/index.html)
- Open for Applications: Monday, November 10, 2025, 8:00 a.m. Central Time
- **Application Due Date: Wednesday, December 17, 2025, 4:00 p.m. Central Time**

The Minnesota Department of Natural Resources (DNR), Division of Fish and Wildlife is excited to announce the continuation of the No Child Left Inside (NCLI) grant program. With additional funding by the 2025 Minnesota Legislature, these grants are provided for “outdoor environmental, ecological, and other natural-resource-based education and recreation programs serving youth” ([Minn. Stat. §84.976](#)).

Through these grants, the DNR is addressing growing concerns over declines in youth participation in outdoor recreation, natural resource education, hunting, and angling.

### Funding Availability

The DNR provides NCLI grant funds annually as authorized by the Minnesota Legislature. \$535,000 has been appropriated for fiscal year 2026, and \$50,000 (<10%) will be used to administer the grant program. **The DNR has \$485,000 available for 2026 grants.**

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the contract has reached its effective date.

**No grant funding is provided up front.** This is a reimbursable award process. Funding will be reimbursed upon submission of required reporting and approval of expenses.

Funding is awarded on a statewide basis. Distribution is divided into six regions throughout Minnesota and determined by percentage of overall state population. *See Attachment 1. Regional Designations.*

The 2026 grants will consist of two types of grant awards. **Applicants must choose only one.**

#### Mini Grants:

Intended for projects with smaller scope or shorter timelines. Demand is expected to be high. Eligible projects will be entered into a lottery for selection.

Amount to Grant	\$100,000 (Up to \$40,000 is held for hunting and fishing related projects.)
Minimum Number of Awards	20
Award Maximum	\$5,000
Award Minimum	\$500

#### Larger Grants:

Intended for projects with greater scope or more significant partner involvement. Funding is available in two categories.

Amount to Grant	\$350,000 – Statewide (Up to \$140,000 is held for hunting and fishing related projects.)  \$35,000 – Limited Reserved for 501(c)(3) nonprofit organizations in the 7-county metropolitan area. This funding is only available to applicants who work within environmental justice areas and provide programming for participants in nonnative English-speaking communities.
Minimum Number of Awards	15
Award Maximum	\$25,000
Award Minimum	\$5,001

## Match Requirement

Applicants must commit matching funds or in-kind resources. There is no minimum required. Match is any amount will be considered when evaluating grant applicants. Examples of match could include teacher time, volunteer hours, program costs not covered by the grant, and time spent on project reports and other administrative tasks.

## Project Dates

- Start Date: Applicants should anticipate a start date ranging from May 15, 2026, to June 30, 2026. The start date is determined by the effective date of the grant contract agreement.
- Timeline: Individual projects may vary in length based on scope or overall funding.
- End Date: All project work must be completed by June 30, 2027.
- Reporting Due: Reporting is required at the conclusion of project work and will vary by individual project. All reporting must be submitted by July 25, 2027.

## Eligibility

Applicants must meet the minimum requirements in order to be considered for this grant opportunity.

- Have a mission or educational purpose that supports natural resource education and/or outdoor recreation for youth under 18 years of age.
- Be registered and eligible to provide programming and services in the State of Minnesota. Grant funding may only be utilized to serve Minnesota youth within the boundaries of the state.
- Maintain minimum insurance requirements at the time of application and throughout the life of the grant project. *See Attachment 2. Insurance Requirements.*

### Eligible Applicants:

Nonprofit Organizations

Public/Charter Schools (PreK-12 and higher education institutions serving youth under 18 years of age)

Tribal Nations

Local Government Entities (cities, counties, conservation districts, other local government units)

Who can NOT apply? These applicants are INELIGIBLE.

- Private businesses and for-profit corporations
- Private schools
- State and federal agencies
- Organizations who defaulted on previous grant contract agreements with the State of Minnesota
- Additionally, an organization may be found ineligible if it had past performance issues during the implementation of another grant project.

NCLI prioritizes eligibility for organizations who have not received a prior NCLI grant award. Past recipients of a Mini grant are not eligible for another Mini grant but may apply for a Larger grant. Organizations who were awarded a NCLI Larger grant in the past may apply for a second grant, but they must demonstrate new programming and a significant expansion in scope or audience. Organizations will not be awarded a third Larger grant. A searchable database of past awards is available on the program website at <https://www.dnr.state.mn.us/no-child-grants/index.html>.

## Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [Office of Grants Management \(OGM\) Policy 08-02: Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

The grant funding will serve:

- Minnesota youth under 18 years of age  
(Activities that include family participation are eligible, but the primary focus must be on youth.)

- Programming that maximizes the number of participants, especially from new and diverse audiences with limited opportunities

Grant outcomes will include:

- Community-focused projects with ongoing impact, rather than one-time events
- New or innovative programming - Existing programs must demonstrate a significant expansion in scope or the inclusion of all new audiences.
- Experiences that provide youth with direct exposure to and an understanding of nature
- Opportunities for outdoor recreation or to learn new outdoor skills
- Use of natural spaces, public parks and trails, or other natural resource venues and personnel

### Supported Projects:

**Education classes** that are held outdoors in natural spaces and use established environmental or natural-resource curriculum. Examples may include investigations on pollinator habitat, water issues, wildlife observation or habitat restoration.

#### **Programs at state parks or trails**

(Applicants must work closely with park staff to ensure the project scope compliments existing activities, fits with available capacity and follows park rules.)

#### **Programs at other public parks, trails or nature centers**

(Trips to residential environmental learning centers are now excluded. Funding support for those multi-day programs is available through new means in 2026. Please contact learning centers directly for information.)

#### **Minnesota School Forest** educational programming and training

**Training** of teachers, facilitators or volunteers to deliver environmental or outdoor education

**Safety training** for firearms, boat, water, ATV, snowmobile

**Shooting sports** including trap, skeet, archery

(Archery projects may be partnered with the National Archery in the Schools program. Contact Benji Kohn, Mentor Network Coordinator, [benjamin.kohn@state.mn.us](mailto:benjamin.kohn@state.mn.us), regarding NASP requirements before applying.)

#### **Hunting or Trapping**

#### **Angling (Fishing)**

**Outdoor recreation activities** that occur in natural spaces and include an educational, health or wellness component

#### **Paddle sports**

#### **Cross-country (Nordic) skiing or Snowshoeing**

**Biking or Hiking** at state and local parks or trails

**Camping** at state and local parks or wilderness areas

**Snowmobiling or ATV riding** on state and local trails

**School courses and clubs** that integrate youth angling, hunting and shooting sports or outdoor clubs

**Mentoring programs** that support volunteer recruitment and training for youth “Learn to Hunt” and “Learn to Fish” programs

What projects are NOT supported? These activities will NOT be considered for grant funding.

- Organized sports or recreational activities that occur on human-made surfaces, developed landscapes, or at indoor facilities. Examples may include football, soccer, softball, tennis, golf, downhill skiing, sledding, ice skating, swimming, etc.

## What projects are NOT supported? (continued)

- Annual field days, festivals, and other one-day events
- Gardening for food projects and other large-scale plantings
- Construction and maintenance of trails or outdoor facilities
- Installation of fishing piers or shooting ranges
- Installation of outdoor classrooms, benches, awnings, playground equipment or fencing
- For-profit projects
- Group banquets, raffles, or other fundraising activities
- Hunting and fishing competitions with cash awards or prizes larger than nominal value
- Use of resources for political purposes or to support inherently religious activities, such as worship or religious instruction

### Supported Expenditures:

**Staff time** directly related to development and delivery of project

**Transportation** costs to parks, natural lands or outdoor recreation programs and facilities

**Program fees** such as admission, tours, facility fees or equipment rental

**Content experts or Consultants** including hired educators or speakers and community outreach consultants who may assist in reaching new audiences

**Teacher prep time or Substitute teacher stipends** for work on EOE curriculum integration or to attend professional development

**Environmental or Outdoor Education (EOE) curricula** needed to lead nature-based investigations

**Classroom set of EOE equipment** such as binoculars, cameras, GPS units, compasses or other outdoor instructional tools

**Outdoor recreation equipment** such as snowshoes, cross-country skis, kayaks, bicycles or fishing, archery and hunting equipment (Firearms and ammunition are NOT eligible.)

**Safety equipment** such as personal flotation devices, hearing and eye protection or other protective equipment

**Accessibility equipment** such as adaptive kayaks, cross-county sit skis, accessibility mats, etc.

## What expenditures are NOT supported? These items will NOT be considered for grant funding.

- Purchase of hunting or fishing licenses, tags or stamps
- Purchase of firearms, ammunition or clay targets
- Gift cards or certificates
- Door prizes or giveaways
- Capital equipment costing \$5,000 or more and fixed assets such as vehicles, motorized boats, ATVs, snowmobiles, large ice fishing houses, shelters, greenhouses, computer equipment, etc.
- Purchase, development or maintenance of any land, trails or nature areas.
- Administrative costs, such as overhead, insurance or indirect costs

## Collaboration

Collaboration between multiple organizations is allowed. However, we will only accept applications from a single applicant. The applying organization must meet all eligibility requirements and grant priorities. If awarded a grant, the applying organization is the Grantee and will enter into the grant contract agreement alone. Grant reimbursements will only be provided to the applying organization (Grantee). Collaborators can provide contracted services, consultation, and may assist in providing one-day events as part of an overall project with greater scope.

## Selection Criteria and Weight

Applicants must first determine if their projects are better suited for Mini Grant or Larger Grant submission. You may only apply for one grant type. The selection process varies by grant type.

### Mini Grants:

Reviewers will consider the following project criteria in determining eligibility for awards. Eligible projects will be entered into a lottery, with awards granted statewide on a regional per capita basis.

- 1) Meet the overall grant priorities as listed on pages 4-5. **Yes/No**
- 2) Propose a supported project and expenditures as listed on pages 5-6. **Yes/No**
- 3) Use research-based, effective environmental, ecological, agricultural, or other natural-resource-based educational curriculum or techniques. **Yes/No**
- 4) Serve children with limited opportunities for outdoor activities. You will be asked to describe your participants as those who:
  - **Attend schools with a reportable free and reduced-price lunch (FRPL) percentage of at least 40% during the 2024-2025 school year.** A [searchable database of Minnesota student enrollment data](#), including FRPL numbers by school, district and county, with data down to the grade level, is available on the MN Department of Education website. Select Category: Enrollment, Year: 2025, and Level: State/District/School/County. Click the “List Files” button to access the spreadsheet that includes FRPL data.
  - **Reside in areas with a childhood poverty percentage above the Minnesota average of 10.6%.** [United States census data](#) from 2023 can be found on the Census Bureau website. Choose your state and area and then, click “Get Narrative Profile”. (Select the area that most accurately describes your participants. This may be a county, township, city, or specific zip code.) Scroll down to “Poverty and Participation in Government Programs” to find the percentage of children under 18 years below poverty.
  - **Do not meet either criteria for underserved audiences.** A portion of mini grant funds (up to \$50,000) will be available for program participants who do not meet other limited opportunity criteria.

### Larger Grants:

Applications will be initially reviewed to determine if they:

- 1) Meet the overall grant priorities as listed on pages 4-5. **Yes/No**
- 2) Propose a supported project and expenditures as listed on pages 5-6. **Yes/No**

If more than 75 applications meet these basic eligibility requirements, reviewers will additionally screen applications to determine if they:

- 3) Serve a targeted audience. Project participants must qualify in at least one of these categories:
  - **Attend schools with a reportable free and reduced-price lunch (FRPL) percentage of at least 40% during the 2024-2025 school year.** A [searchable database of Minnesota student enrollment data](#), including FRPL numbers by school, district and county, with data down to the grade level, is available on the MN Department of Education website. Select Category: Enrollment, Year: 2025, and Level: State/District/School/County. Click the “List Files” button to access the spreadsheet that includes FRPL data.

## Larger Grants (continued):

- **Reside in areas with a childhood poverty percentage above the Minnesota average of 10.6%.** [United States census data](#) from 2023 can be found on the Census Bureau website. Choose your state and area and then, click “Get Narrative Profile”. (Select the area that most accurately describes your participants. This may be a county, township, city, or specific zip code.) Scroll down to “Poverty and Participation in Government Programs” to find the percentage of children under 18 years below poverty.
  - **Reside in an environmental justice area within the 7-county metropolitan area.** An [interactive map outlining environmental justice areas](#) in Minnesota can be found on the Minnesota Pollution Control Agency’s website.
  - **Reside in nonnative English-speaking communities.** You will be asked to provide details on the language use of your program participants.
  - **Represent an underserved audience with special needs.** You will be asked to describe the specific needs of your program participants and their limited opportunity.
- 4) Demonstrate a significant commitment of matching funds or in-kind resources. **Applicants that meet a 1:1 match will be forwarded for additional review.**

After this initial screening is complete, remaining eligible applications will be reviewed and scored by a panel of individuals with an in-depth and comprehensive understanding of natural resource education and outdoor recreation. Each reviewer submits a separate score sheet, and the review committee considers each application on a 100-point scale.

Program focus, design, approach, and evaluation = 50 points

- Project maximizes the number of participants, especially from new and diverse audiences with limited opportunities (up to 30 points)
- Project clearly identifies target audience, goals, learning objectives, and evaluation (up to 10 points)
- Project uses new and innovative approaches to educate or engage youth in natural resources education and outdoor recreation in their community that are founded on research-based curricula and best practices (up to 10 points)

Feasibility of project = 35 points

- Timeline (5 points) - Projects with a realistic timeline will be scored higher.
- Project Goals and Scope of Work (10 points) - Project meets all requirements and at least one category of eligible programs or activities. Those where the scope of the work matches multiple goals and priorities of the grant program will be scored higher.
- Sustainability (10 points) - Projects that have plans to ensure the ability of the organization to effectively carry out project-related activities beyond the grant period will be scored higher.
- Clarity of project work plan and correlation with budget (5 points) - Projects where work to be performed matches project budget and is clear with sufficient detail will be scored higher.
- Staff and Equipment (5 points) - Projects that demonstrate adequate and reasonable involvement of staff and equipment to complete the work will be scored higher.

Financial need and match = 15 points

- Documentation of need (10 points) – Projects showing need for State support will be scored higher.
- Overall budget (5 points) - Projects with a higher percentage of match will be scored higher.

Grants are awarded statewide on a per capita basis. Awards will be given to the highest scoring application(s) in each region until all funds in that region are expended.

## Questions, Technical Assistance and Information Sessions

All questions regarding this RFP must be submitted by email to [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us). Answers will be provided within two business days. Questions should be submitted no later than Wednesday, December 10, 2025, 4:00 p.m. Central Time.

Prospective applicants are encouraged to attend a **virtual information session on Wednesday, November 19, 2025, from 4:00-5:00 p.m. Central Time**. Registration is required. Please visit the link below.

<https://minnesota.webex.com/weblink/register/r0dab4684a2a070cd8cd6567d40093d96>

For additional assistance, please contact the Grant Program Coordinator:

Amber Kastner, Outreach Grants Specialist  
Minnesota Department of Natural Resources, Division of Fish and Wildlife  
500 Lafayette Road, St. Paul, MN 55155  
[amber.kastner@state.mn.us](mailto:amber.kastner@state.mn.us)  
651-259-5193

## Request for Proposals (RFP) Part 2: Submission

**Applications must be received no later than 4:00 p.m. Central Time, on Wednesday, December 17, 2025.**

**Late applications will not be accepted.**

Submit your completed application form to [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us) as an email attachment. Include the subject line "NCLI 2026 Grant Application". File sharing is not permissible, and any shared links will not be accessed.

Applicants may submit only one application and must choose between a Mini grant or a Larger grant. There is a separate form for each grant type, and applicants should take care to use the appropriate form.

List the correct contact person on your application. The individual listed should be the primary contact for the grant and would be responsible for submitting necessary documents, grant reimbursement requests, and reports. An electronic signature is required from this contact person in the application form.

### Application Content

You must submit the following for the application to be considered complete:

- 1. Grant Application Form** - See Attachment 3. Links to Application Forms.
- 2. Exhibit D: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government** – See Attachment 4.

Incomplete applications will be rejected and not evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

The Minnesota DNR reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

**All costs incurred in responding to this RFP will be borne by the applicant.**

## Request For Proposals (RFP) Part 3: Application Review Process

### Review Process

Funding will be allocated through a competitive process with review by a committee of individuals with an in-depth and comprehensive understanding of natural resource education and outdoor recreation. The review committee will use the

point scale provided above to evaluate all eligible and complete applications received by the deadline. Reviewers will meet and discuss the proposals and then put forth their recommendations. The Director of Fish and Wildlife, Minnesota DNR will make the final funding decisions and award notification will be sent by email to applicants.

### **Timeline**

RFP posted on the web site: Monday, November 10, 2025, 8:00 a.m. Central Time

Questions due no later than 4:00 p.m. Central Time: Wednesday, December 10, 2025

Applications due no later than 4:00 p.m. Central Time: Wednesday, December 17, 2025

DNR reviews applications: January-March 2026

Applicants receive notification of results: By Tuesday, March 31, 2026

Selected applicants undergo pre-award risk assessment: April-May 2026

Grant contract agreements are created and signed: May-June 2026

Work plans approved and grant begins: Estimate May 15-June 30, 2026 (Effective date of grant contract agreement)

### **Conflicts of Interest**

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes § 16B.98 Subd. 2-3](#) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

### **Public Data**

Per [Minnesota Statutes § 13.599](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by [State agency] as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, Data will be considered public when all the grant contract agreements have been fully executed.

## **Request For Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities**

### **Preaward Risk Assessment and Financial Review**

Grant applicants may be required to submit financial, capacity, and internal control documents prior to a grant award based on state or federal requirements.

- Nonprofits may be required to submit their most recent board reviewed financial statements, an IRS Form 990, or their most recent certified financial audit.
- All applicants may be required to submit additional documents, including descriptions of internal controls over business expenditures and outcomes of grant funds.

## **Grant Contract Agreements**

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

## **Accountability and Reporting Requirements**

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports until all grant funds have been expended and all terms in the grant contract agreement have been met.

The reporting schedule will be:

- Final Report (required) – Grantees must submit their final report within 30 days of project completion or by July 25, 2027, at the latest.
- Interim Report (optional) – Grantees may be asked to submit an interim report at the midpoint of their grant project.

## **Grant Monitoring**

Minnesota statutes do not require monitoring visits for grants under \$25,000. As such, there is no scheduled in-person monitoring of NCLI grantees. The Grant Program Coordinator will monitor grant progress with quarterly email communications. Grantees with shorter grant periods (less than one year) may receive fewer of these communications.

The Grant Program Coordinator is available throughout the grant period to address challenges, potential revisions or questions. Grantees may request virtual, phone or in-person monitoring, if needed.

## **Grant Payments**

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless the Minnesota DNR has given the grantee a written extension.

Grantees are required to submit supporting documentation for expenses related to grant project work, including purchase orders, receipts, payroll reports, and proof of payment. After financial reconciliation of these supporting documents, reimbursements are dispersed through the State of Minnesota's financial system: SWIFT (StateWide Integrated Financial Tools). Grantees will be required to provide their organization's SWIFT Supplier ID (also known as a Vendor ID) or set up a new supplier account.

The invoicing and payment schedule will be:

- Final Report - Grantees will receive one reimbursement at the conclusion of their grant project.
- Interim Report - If this presents a financial burden for the grantee or their project has a longer timeline, they may request one partial reimbursement at the midpoint of their grant project.
- Due to the smaller nature of these grants, requests for more frequent reimbursement require prior authorization. Grantees should be prepared to carry grant expenses for the length of the project.

## **Authorized Representatives**

Pursuant to [Minnesota Statutes §16B.98, subd. 5 \(d\)](#), grantees must clearly post on the grantee's website the names of, and contact information for, the grantee's leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

## Contracting and Bidding Requirements

### A. Municipalities

Grantees that are political subdivisions or municipalities must use these guidelines:

- A. Municipalities are required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#).
- B. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- C. Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).
- D. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

### B. Nongovernmental entities

Grantees that are nongovernmental entities must use these guidelines:

- A. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
- B. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- C. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - a. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
  - b. [Metropolitan Council Underutilized Business Program](#)
  - c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
- D. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- E. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- F. Notwithstanding the above, the State may waive bidding process requirements when:
  - a. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
  - b. It is determined there is only one reasonable and available source for such materials or services and that grantee has established a fair and reasonable price.
- G. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41 through 177.50](#), as applicable.
- H. The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).

## Audits

Per [Minnesota Statutes § 16B.98 Subdivision 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the state granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Grant Provisions

- Applicants must meet all state and federal laws and rules and obtain necessary permits when required.
- Applicants must be properly licensed for the activity.
- Applicants planning projects that may require DNR staff involvement must work closely with those staff before applying. Applicants must ensure their project scope and schedule complements existing activities, fits with available services and capacity, and complies with DNR rules.
- The State of Minnesota requires proof of insurance coverage, including liability and worker's compensation, for the duration of the project. Documentation of current coverage must be submitted prior to full execution of grant agreement.
- Grantees will be required to sign a grant contract agreement with the DNR, which must be fully executed before June 30, 2026, or the award will be rescinded. When the grant agreement is fully executed (signed by all parties), it becomes public data. Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](#).
- No expenditures can be made or counted as match prior to the execution date of the signed grant contract agreement.
- This is a reimbursable grant process. **No funding is provided up front.** Reimbursements will be provided to the Grantee either upon approval of an interim report and expenses (for expenditures to that point) and/or at the completion of the project upon approval of the final report and expenses. Before applying for a grant, applicants should have a plan to cover expenses until you are allowed to submit related invoices and receipts for reimbursement.
- All angling, hunting, and other outdoor recreation equipment (bows, rods, tackle, skis, snowshoes, etc.) and other related items with a purchase value of \$4,999 or less per item are eligible and shall remain the property of the Grantee.
- The DNR may partially fund projects at its discretion. The DNR reserves the right to restrict awards to a maximum of one per organization, program, project, site, or facility.

## Ineligible Expenses

In addition to the unsupported program expenditures listed on page 6, the State of Minnesota prohibit grant expenses that include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

## Affirmative Action and Nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for

employment is qualified per [Minnesota Statutes § 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, Part [5000.3500](#).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

### **Voter Registration**

The grantee will comply with [Minnesota Statutes § 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

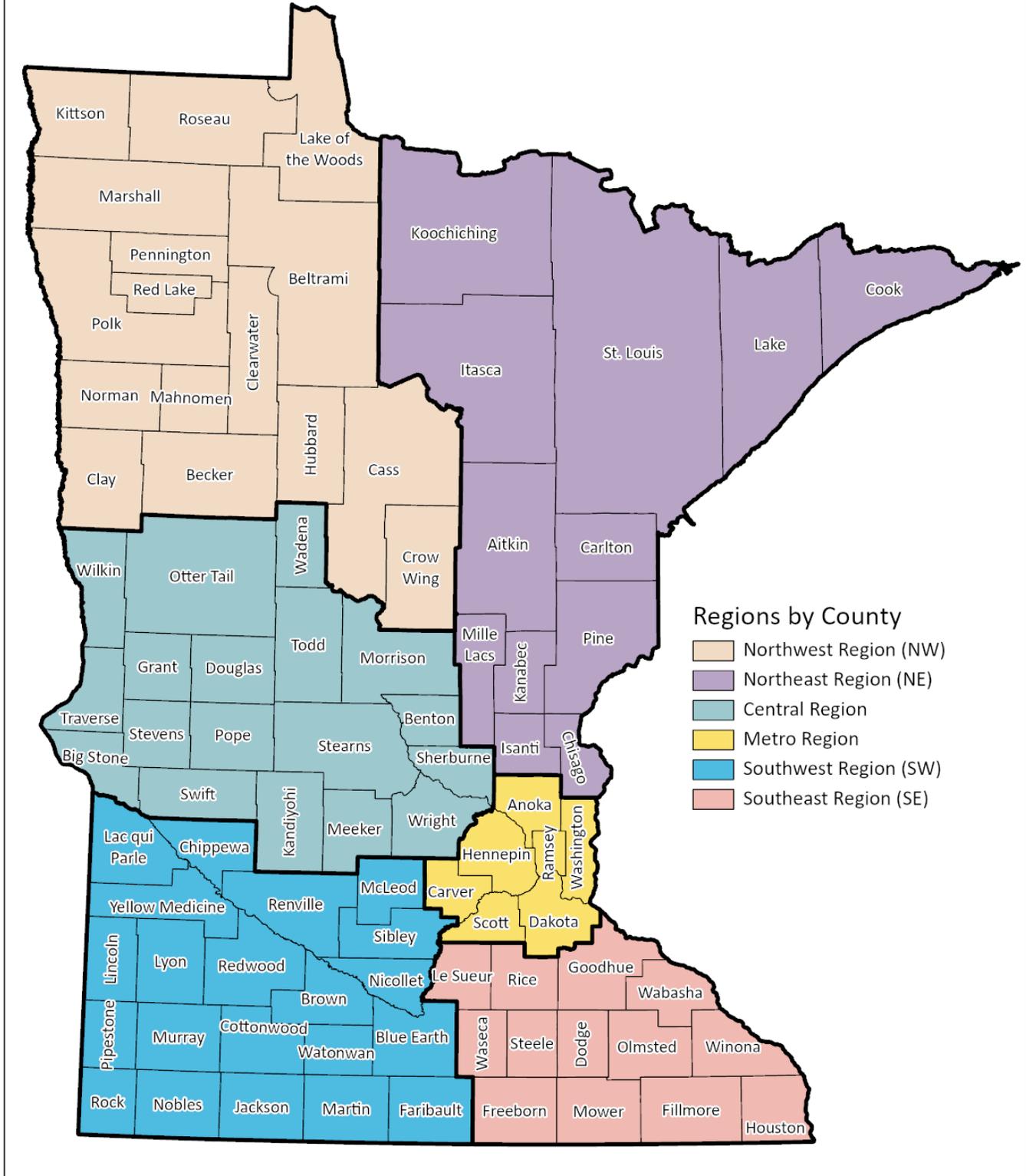
### **Right of Cancellation**

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

## **Attachments**

- 1. Regional Designations**
- 2. Insurance Requirements**
- 3. Links to Application Forms**
- 4. Exhibit D: Certification: Not Suspended or Debarred by the State of Minnesota or the Federal Government**

# No Child Left Inside Grant Program Regional Designations



## Attachment 2. Insurance Requirements

### 1. Workers' Compensation Insurance:

Statutory Compensation Coverage. Except as provided below, Contractor must provide Workers' Compensation insurance for all its employees and in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability. Minimum limits of liability:

- Coverage B – Employer's Liability
- \$100,000 Bodily Injury by Disease per Employee
- \$500,000 Bodily Injury by Disease Aggregate
- \$100,000 Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts the Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, the Contractor must provide a written statement, signed by the authorized signer of the Contract, stating the qualifying exemption that excludes the Contractor from MN Workers' Compensation requirements.

If during the course of the Contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements included herein and provide the State of Minnesota with a certificate of insurance.

Evidence of Subcontractor insurance shall be filed with the Contractor.

### 2. General Liability Insurance:

The Contractor shall maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the Contract.

- A. Minimum Limits of Liability:
  - \$2,000,000 - Per Occurrence
  - \$2,000,000 - Annual Aggregate

- B. Coverages
  - Premises and Operations Bodily Injury and Property Damage
  - Personal & Advertising Injury
  - Blanket Contractual

*MAY BE REQUIRED IF USING YOUR OWN VEHICLES TO TRANSPORT PROGRAM PARTICIPANTS. IN MANY CASES, THIS INSURANCE IS HELD BY THE BUSSING COMPANY.*

### 3. Automobile Liability Insurance:

The Contractor shall maintain insurance to cover liability arising out of the ownership, operation, use or maintenance of all owned, hired and non-owned autos, and in case any work is subcontracted the Contractor will require the subcontractor to maintain Automobile Liability insurance.

- A. Minimum Limits of Liability:
  - \$2,000,000 - Per Occurrence – Bodily Injury and Property Damage Combined Single Limit

- B. Coverages:
  - Owned Automobile
  - Non-owned Automobile
  - Hired Automobile

Evidence of Subcontractor insurance shall be filed with the Contractor.

### Attachment 3. Links to Application Forms

Application forms are fillable and can be downloaded from the grant program website.

<https://www.dnr.state.mn.us/no-child-grants/apply.html>

Applicants may submit only one application and must choose between a MINI grant or a LARGER grant.

There is a separate form for each grant type. Applicants should take care to use the appropriate form.

Sample Images:

Revised 10/31/2025

<b>OFFICE USE ONLY</b>	Tracking number <b>2026NCLI</b> _____	
Date received _____	Time received _____	Staff administrator _____
<input type="radio"/> eligible <input type="radio"/> not eligible	Region: <input type="radio"/> NW <input type="radio"/> NE <input type="radio"/> CENTRAL <input type="radio"/> METRO <input type="radio"/> SW <input type="radio"/> SE	

### No Child Left Inside Grant Program 2026 - **MINI** Grant Application



Instructions:

- Read the [Request for Proposals](#) before submitting this application.
- Do not complete your application in a browser window. Download the form and save it to your computer.
- Electronic signatures are required. Use [Adobe Acrobat Reader](#) (free) to complete your application. Other PDF software may not accurately save your information.
- Do not submit any additional information or attachments. Unrequested materials will not be reviewed.

**Applications must be received no later than 4:00 p.m. Central Time, on Wednesday, December 17, 2025.**

Late or incomplete applications will NOT be accepted.

**Submit as PDF attachment to:** [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us), with subject line "NCLI 2026 Grant Application"

Revised 10/31/2025

<b>OFFICE USE ONLY</b>	Tracking number <b>2026NCLI</b> _____	
Date received _____	Time received _____	Staff administrator _____
<input type="radio"/> eligible <input type="radio"/> not eligible	Region: <input type="radio"/> NW <input type="radio"/> NE <input type="radio"/> CENTRAL <input type="radio"/> METRO <input type="radio"/> SW <input type="radio"/> SE	

### No Child Left Inside Grant Program 2026 - **LARGER** Grant Application



Instructions:

- Read the [Request for Proposals](#) before submitting this application.
- Do not complete your application in a browser window. Download the form and save it to your computer.
- Electronic signatures are required. Use [Adobe Acrobat Reader](#) (free) to complete your applications. Other PDF software may not accurately save your information.
- Do not submit any additional information or attachments. Unrequested materials will not be reviewed.

**Applications must be received no later than 4:00 p.m. Central Time, on Wednesday, December 17, 2025.**

Late or incomplete applications will NOT be accepted.

**Submit as PDF attachment to:** [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us), with subject line "NCLI 2026 Grant Application"

## Attachment 4. Exhibit D: Certification: Not Suspended or Debarred by the State of Minnesota or the Federal Government

The Exhibit D form must also be submitted with your application.

The form is fillable and can be downloaded from the grant program website.  
<https://www.dnr.state.mn.us/no-child-grants/apply.html>

Sample Image:



### EXHIBIT D: CERTIFICATION: NOT SUSPENDED OR DEBARRED BY THE STATE OF MINNESOTA OR THE FEDERAL GOVERNMENT

Grant applicant must certify to this condition required under this Grant Request for Proposal

**INSTRUCTIONS: Sign below to finalize response and submit this document as part of the response to the RFP.**

Office of Grants Management (OGM) Policy 08-04: *Grant Contract Agreements and Grant Award Notifications* requires that agencies must not award a grant to a vendor or grantee that has been suspended or debarred from doing business with the State of Minnesota or with the federal government.

By signing here, I warrant that my organization has not been suspended or debarred from doing business with the State of Minnesota or with the federal government.

I certify that this information is true, correct, and reliable.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Rev. 7.18.2025