



Photo courtesy of Thia Xiong – 2022 NCLI Grantee Urban Roots – Superior Hiking Trail, Duluth, MN

# No Child Left Inside (NCLI) Grant Program

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## Phase 2025 Request for Proposals

### Application deadline: Tuesday, December 17, 2024, 2:00 p.m. CST

- Submit to [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us) with subject line “NCLI 2025 Grant Application”.
- Late or incomplete applications will not be accepted.
- Multiple submissions will not be accepted. Applicants must choose one grant type: Mini Grant (\$500-\$5,000) or Larger Grant (\$5,001-\$25,000).
- Please submit your questions no later than Thursday, December 12, 2024, 5:00 p.m. CST. Questions can be directed to [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us) or 888-MINNDNR (888-646-6367).
- Additional resources may be found on the [No Child Left Inside website](#).

## ***Grant Overview***

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 2023 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. The DNR has \$1,200,000 available for 2025 grants. Ten percent of those appropriated funds (\$100,000) are used to administer the grant program and an additional \$100,000 is held to produce a report to the Legislature on state programs that facilitate opportunities for Minnesota youth to experience the outdoors.

The 2025 grants will consist of two types of grant awards. **Applicants must choose only one.**

### Mini Grants:

- Grant awards between \$500-\$5,000
- \$200,000 available – Up to \$80,000 is held for hunting and fishing related projects.
- A minimum of 40 grants will be awarded on a regionally-balanced, statewide basis.
- Intended for projects with smaller scope or shorter timelines.
- Demand is expected to be high. Eligible projects will be entered into a lottery.
- Those selected to receive mini grants will be notified by email prior to February 28, 2025.

### Larger Grants:

- Grant awards between \$5,001-\$25,000
- \$800,000 available in two categories:
  - 1) \$600,000 is available to all eligible organizations and will be awarded on a regionally-balanced, statewide basis – Up to \$240,000 is held for hunting and fishing related projects.
  - 2) \$200,000 is reserved for 501(c)(3) nonprofit organizations in the 7-county metropolitan area. This category of grants is open only to applicants who work within environmental justice areas and provide programming for participants in nonnative English-speaking communities. Community outreach consultants are eligible to support these projects in reaching new audiences.
- A minimum of 32 grants will be awarded.
- Intended for projects with greater scope or more significant partner involvement.
- Eligible projects will be competitively-reviewed and scored after the application deadline.
- Those selected to receive larger grants will be notified by email prior to March 31, 2025.

## ***Minimum Requirements***

- 1) Applicants must have a mission or educational purpose that supports natural resource education and/or outdoor recreation for youth under 18 years of age.
- 2) Grant funds must be used only for the delivery of programs within the State of Minnesota.
- 3) Funds may only be used for programming and activities that are directly related to connecting and getting youth into the outdoors.
- 4) Applicants must commit matching funds or in-kind resources. There is no minimum required.
- 5) Applicants must meet minimum [insurance requirements](#) for a DNR grant contract.

**This a reimbursable grant process. No funding is provided up front.** If selected, you may only incur eligible expenses after the grant contract agreement is fully executed. (Anticipated contract start dates will range from May 1 to June 30, 2025. Applicants should not plan to begin any project work before then.) Applicants who are awarded grants are expected to provide proof of insurance, resolve any conflicts of interest, and register as a State of Minnesota vendor.

## ***Priorities***

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in grant awards. This includes implementing diversity and inclusion in grant-making. [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The Minnesota Legislature established some specific requirements and priorities for the No Child Left Inside grant program. The DNR has created additional funding priorities in consultation with stakeholders:

- Maximize the number of participants, especially from new and diverse audiences with limited opportunities
- Primary audience must be youth under 18 years of age - Activities that include family participation are eligible, but the central focus must be on youth.
- Applicants that commit matching funds or in-kind resources
- Community-focused projects with an ongoing impact, rather than one-time events
- New or innovative programming - If an existing program, the applicant must demonstrate a significant expansion in scope or inclusion of new audiences.
- Provide students direct experiences and understanding of nature
- Provide opportunities for outdoor recreation or to learn new outdoor skills
- Use public parks and other natural resource venues and personnel as resources
- Education classes that are held outside and use established environmental, ecological, or natural resource educational curriculum
- Other projects that support natural resource education and outdoor recreation, as determined by the DNR

## ***Eligibility***

Who can apply?

- Nonprofit organizations
- Public/Charter schools (includes PK-12 and higher education institutions serving youth under 18)
- Tribal Nations
- Other public entities (including cities, counties, and other local government)

Who can NOT apply?

- Private businesses are NOT eligible.
- State and federal agencies are NOT eligible.
- Past recipients of a No Child Left Inside mini grant are NOT eligible for an additional mini grant but may apply for a larger grant.
- Groups that have defaulted on previous grants with the State of Minnesota are NOT eligible, unless the default was by agreement between the State and the applicant. In addition, a group may be found ineligible if it had past performance issues (i.e., violated the terms of a grant agreement within the past two years).

**ELIGIBLE Projects:**

*These activities are eligible for No Child Left Inside grant funds.*

**Education classes** that are held outdoors in natural spaces and use established environmental or natural-resource curriculum

**Training** of teachers, facilitators or volunteers to deliver environmental or outdoor education (EOE) such as: Project WET/WILD/Learning Tree, Tread Lightly!, E-STEM, etc.

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

**Programs at state parks or trails** that cover topics such as: water quality, raptors/bird watching, plants and animals, maple syruping, weather and seasons, watersheds, prairie restoration, pollinators, forests, etc. (Must work closely with park staff to ensure the project scope and schedule complements existing activities, fits with available capacity, and follows park rules.)

**Similar programs at other parks, trails, nature, or environmental learning center facilities**

**Minnesota School Forest Program** activities and trainings

**Outdoor recreation activities** with an educational, health or wellness component: paddling or camping tied to water quality, hiking with plant or tree identification, snowshoeing to find animal tracks, wild rice harvesting, night sky viewing, fishing with aquatic habitat studies, tree planting, prairie seed collection, nature photography, etc.

**Investigations on water issues or water education:** water quality, water conservation, watershed research, citizen science, aquatic wildlife and plants, weather, storm drains, Mississippi River, habitat restoration, macro invertebrates, service-learning projects, winter snow and ice, etc.

**Shooting sports** including trap, skeet, and archery (Archery projects will be partnered with the National Archery in the Schools Program. Contact Kraig Kiger, DNR Shooting Sports Coordinator, [kraig.kiger@state.mn.us](mailto:kraig.kiger@state.mn.us), regarding NASP program requirements before applying.)

**Hunting or Trapping**

**Angling**

**Paddle sports**

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

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

**Camping** at state and local parks

**Snowmobiling or ATV riding**

**School courses and clubs:** Development and adaptation of school courses that integrate youth fishing, hunting, and shooting sports programs delivered in formal school programs. Support for development and operation of high school angling, hunting and outdoor clubs.

**Mentoring programs:** Volunteer mentor recruitment and training to support youth “Learn to Hunt” and “Learn to Fish” programs. Projects that establish mentoring programs that recruit new and diverse anglers and hunters through multiple experiences with on-going support. Reverse mentoring service programs in which youth anglers and hunters would be encouraged to re-engage or reactivate anglers and hunters age 45 and older.

**INELGIBLE Projects:**

*No Child Left Inside grant funds are NOT eligible for these activities.*

Organized sports or recreational activities that occur on human-made surfaces, developed landscapes, or at indoor facilities, such as: football, softball, tennis, golf, downhill skiing, ice skating, swimming, etc.

Gardening for food projects, unless combined with significant environmental education programming

Annual field days, festivals, and other one-day events

Construction of trails or outdoor facilities

Installation of fishing piers or shooting ranges

Installation of outdoor classrooms, 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

**ELIGIBLE Expenditures:**

*No Child Left Inside grant funds can be used to purchase these items.*

**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.

**INELIGIBLE Expenditures:**

*No Child Left Inside prohibits the use of grant funds for these items.*

Purchase of hunting or fishing licenses, tags, or stamps

Purchase of firearms and ammunition (Bows and arrows ARE eligible.)

Shooting range fees and clay targets

Gift cards or certificates (Some exceptions may be made for specific products or activities. Please refer questions to [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us) for prior approval.)

Capital equipment costing \$5,000 or more and fixed assets such as: vehicles, motorized boats, ATVs, snowmobiles, large ice fishing houses, trailers, sheds, shelters, platforms, piers, greenhouses, computer equipment, and other larger items (Small canoes, kayaks, portable ice shelters, bicycles, and accessibility equipment ARE eligible.)

Trail or nature area purchase, development, equipment, or maintenance

Administrative costs, such as overhead, insurance or indirect costs

**Selection Criteria and Weight**

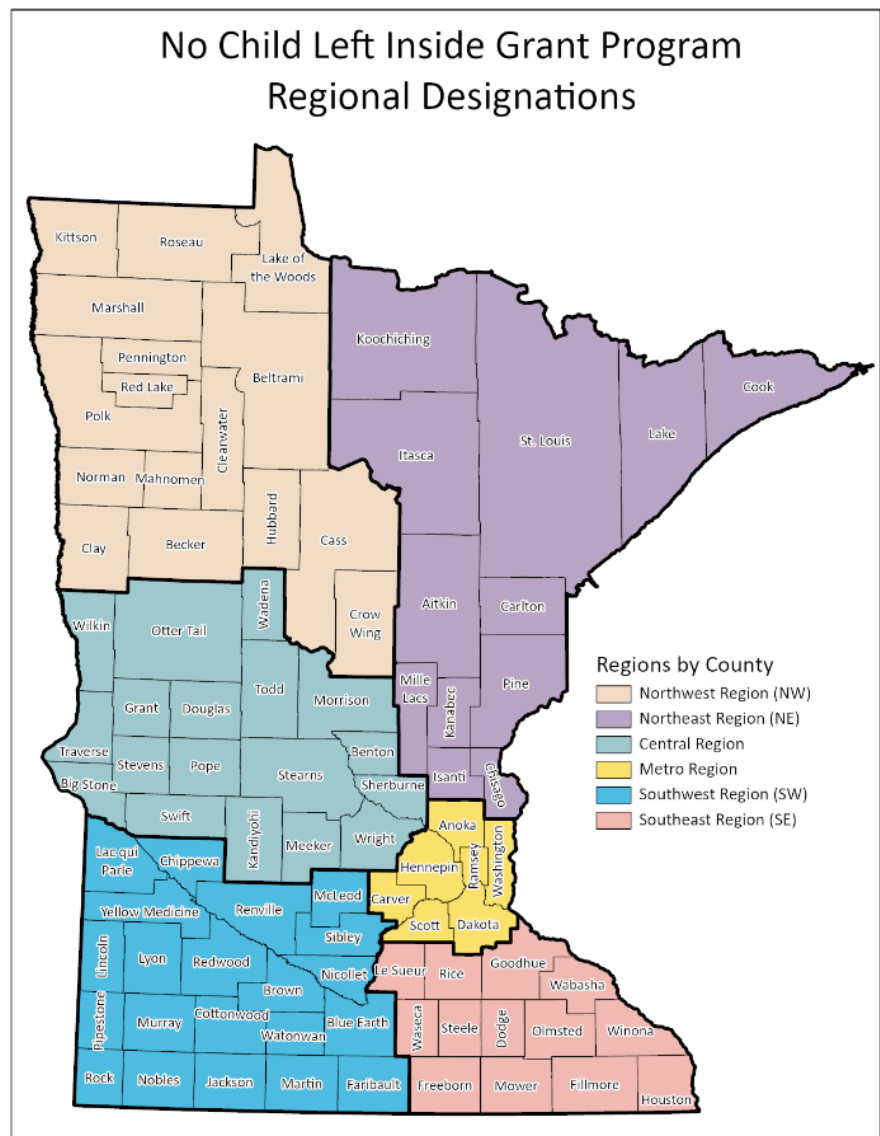
Applicants must first determine if their projects are better suited for Mini Grant or Larger Grant submission. You may only apply for one grant type. Multiple submissions will not be accepted. **Be sure to submit the appropriate application form.**

Mini Grant	Larger Grant
<ul style="list-style-type: none"> <li>• Awards of \$500-\$5,000</li> <li>• \$200,000 available:               <ul style="list-style-type: none"> <li>- Up to \$80,000 is held for fishing and hunting related projects</li> </ul> </li> <li>• Simplified application</li> <li>• Matching funds (in any amount) or in-kind resources are required.</li> <li>• Once project eligibility is determined, applications will be entered into a lottery. Awards will be randomly selected on a regionally-balanced, statewide basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Awards of \$5,001-\$25,000</li> <li>• \$800,000 available:               <ul style="list-style-type: none"> <li>- Up to \$240,000 is held for fishing and hunting related projects</li> <li>- \$200,000 is reserved for 501(c)(3) nonprofit organizations in the 7-county metro area. Applicants must work with participants in environmental justice areas and from nonnative English-speaking communities.</li> </ul> </li> <li>• Expanded application for projects with greater scope</li> <li>• Matching funds or in-kind resources are required. Total match amount will be considered during proposal evaluation.</li> <li>• Eligible applications are chosen through a competitive review process. Awards are granted to the highest scoring applicants on a regionally-balanced, statewide basis.</li> </ul>

## Mini Grants

In addition to meeting the overall grant priorities, reviewers will consider the following project criteria in determining eligibility for awards. Eligible projects will be entered into a lottery, and awards granted randomly on a regionally-balanced, statewide basis.

- Meet at least one category of eligible projects or activities in the application
- Use research-based, effective environmental, ecological, agricultural, or other natural-resource-based educational curriculum or techniques
- Serve children with limited opportunities for outdoor activities. You will be asked to describe your participants as those who:
  - 1) **Attend schools with a reportable free and reduced-price lunch (FRPL) percentage of at least 40% during the 2023-2024 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. Under the “Category” drop-down, click on “Enrollment” and then the “List Files” button to access the database that includes FRPL.
  - 2) **Reside in areas with a childhood poverty percentage above the Minnesota average of 10.9%.** [United States census data](#) from 2022 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.
  - 3) **Do not meet either criteria for underserved audiences.** A portion of mini grant funds (up to \$100,000) will be available for program participants who do not meet other limited opportunity criteria.



## **Larger Grants**

All grant applications will be initially reviewed to determine if they meet the stated eligibility requirements and overall grant priorities. If more than 50 eligible applications are received, applications in regions of the state where the amount requested exceeds the available funds may be put through an initial screening review to determine if they meet these priorities in order of importance:

- 1) Projects that are community-focused with an ongoing impact, rather than one-time events – **Pass/Fail**
- 2) New or innovative programming - If an existing program, applicant must demonstrate a significant expansion in scope or inclusion of new audiences. **Pass/Fail**
- 3) Targeted audience – Project participants must meet at least one of these eligibility requirements:
  - **Attend schools with a reportable free and reduced-price lunch (FRPL) percentage of at least 40% during the 2023-2024 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. Under the “Category” drop-down, click on “Enrollment” and then the “List Files” button to access the database that includes FRPL.
  - **Reside in areas with a childhood poverty percentage above the Minnesota average of 10.9%.** [United States census data](#) from 2022 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 commitment of matching funds or in-kind resources – **At least 1:1 match (one dollar match value for every dollar of grant funds requested)**

If a large number of applications (over 100) still meet these requirements, the DNR may apply additional screening requirements based on program overarching criteria.

After the initial screening is completed, 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 with points awarded according to how well the proposed project meets the following scoring criteria.

### **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.

**Questions**

Please submit your questions to [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us) or 888-MINNDNR (888-646-6367). All questions will be answered within two business days. Questions should be submitted no later than Thursday, December 12, 2024, 5:00 p.m. CST.

**Application Submission**

- **All applications must be received no later than 2:00 p.m. Central Standard Time on Tuesday, December 17, 2024.** Late or incomplete applications will not be considered.
- You must use the appropriate application form found on the [No Child Left Inside website](#). Do not submit any additional information beyond what is requested in the application. Unrequested materials will not be reviewed.
- List the correct contact person on your application. The individual listed should be the primary contact for the grant and will be responsible for submitting necessary documents, grant reimbursement requests, and reports. An electronic signature is required from this contact person in the application form.
- Submit your application electronically to: [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us) with the subject line “NCLI 2025 Grant Application”.
- The applicant is responsible for any costs they incur in applying to this RFP.

**Review Process and Grant Timeline**

November 12, 2024	No Child Left Inside 2025 grant program announced to the public. Grant application materials available on the program website.
December 17, 2024	<b>Applications DUE by 2:00 p.m. Central Standard Time.</b> DNR review begins.
by February 28, 2025	Mini Grant applicants notified by email of award status.
by March 31, 2025	Larger Grant applicants notified by email of award status.

March - June 2025	Awardees complete necessary forms, sign and return grant contract grant agreements. <b>Project work, including match activities, cannot begin until awardee receives an executed agreement from the DNR. Applicants should not plan for a project start date before May 1, 2025.</b> Project timelines will vary by applicant but must occur between May 2025 – June 2026.
June 30, 2025	All grant contract agreements must be signed and fully executed.
June 30, 2026	All reimbursable grant project work must be completed.
July 30, 2026	Deadline to submit all expense reimbursements and final project report. Projects ending earlier must submit final reports within 30 days of project completion.

### ***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 [Minn. Stat. §16B.98 Subd. 2-3](#) and [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 [Minn. Stat. §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, when all grant contract agreements have been fully executed.
- All data created or maintained by the DNR 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, when all grant contract agreements have been fully executed.

### ***Financial and Grantee Capacity Review***

As applicable, grant applicants may be required to submit financial, capacity, and internal control documents 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 if selected for a grant award

- All applicants may be required to submit additional documents, including descriptions of internal controls over business expenditures and outcomes of grant funds, if selected for a grant award.

### ***Grant Provisions***

- Applicants must meet all state and federal laws and rules.
- All participants must be properly licensed for the activity.
- This is a reimbursable grant process. **No funding is provided up front.** Grant project funding will be reimbursed 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 and 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.
- Match is required. At the end of the project, grant recipients will be required to report a match of dollars or in-kind labor, materials, and services. Examples of match could include teacher time, parent volunteer hours, program costs not covered by the grant, time spent on reports and other administrative tasks associated with the grant project. There is no minimum requirement.
- 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.
- Grant recipients will be required to sign a grant contract agreement with the DNR, which must be fully executed before June 30, 2025, 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.
- Grant project activities must be completed before June 30, 2026.
- Final grant report and invoices for allowable expenses must be received by July 30, 2026 or within 30 days of completion of the grant project. Copies of itemized receipts must be kept on file and submitted.
- 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.
- Before applying, applicants planning projects that require DNR staff involvement must work closely with DNR staff on project scope and schedule, ensure the project complements existing activities, fits with available services and capacity, and complies with DNR rules.
- 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 Director of the Minnesota Department of Natural Resources, Division of Fish & Wildlife determines final grant awards.

### ***Accountability and Reporting***

Upon the grant contract effective date, grantees will receive an Authorization to Proceed email with instructions, necessary reporting forms, and contact information for their DNR project representative. Representatives are an available resource throughout the grant and may occasionally inquire about project status.

Grantees are required to submit a final Report and Payment Request at the conclusion of their grant project. Those with longer project timelines may submit an optional interim report to receive partial reimbursement before their grant project is complete. The grantee must not contract with vendors who are suspended or debarred in MN: [Suspended/Debarred Vendor Information](#).

### ***Grant Payments***

Per [Policy 08-08](#), 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 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 individual State of Minnesota vendor account each grantee has set up.

Grantees will receive one reimbursement at the conclusion of their grant project. 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 requires prior authorization. Grantees should be prepared to carry grant expenses for the length of the project.

### ***Audits***

Per [Minn. Stat. §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.

### ***Affirmative Action and Non-Discrimination requirements for all Grantees***

- 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. [Minn. Stat. §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 Requirement***

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

### ***Contact Information***

For more information about this RFP, contact:

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

### ***Attachments***

Please review the following items on the [NCLI application webpage](#):

- Frequently asked questions
- Sample Grant Contract Agreement (PDF) – Demonstrates the expectations of completing a grant project with the MN DNR
- Insurance Requirements (PDF) – Lists the insurance grantees are required to have
- Sample Workplan (PDF) – Provides an example for those considering a larger grant application
- Sample Report and Payment Request (PDF) – Provides an example of reporting expectations
- Mini Grant Application Form (PDF)
- Larger Grant Application Form (PDF)



*MN DNR extends its thanks to the Connecticut Department of Environmental Protection for the use of "No Child Left Inside."*