Welcome to the [ ] County AIS Grant process! If you have a great idea that matches with our guidelines, we might be able to help you.

[ ] County is receiving money each year from the Minnesota State Legislature for aquatic invasive species (AIS) prevention. A portion of that yearly allocation has been set aside to fund local grant proposals. We have established a simple two-step process to apply and receive funds. It starts when you fill out the AIS Project Idea Brief (see below). When you send in a Brief, you’ll be launching an opportunity to make a difference in our county by preventing the spread of AIS. The Brief is just a sketch of your idea—an early draft of a project proposal to make sure your idea is a good match with the eligibility requirements, guidelines, and priorities established by the AIS Grant Committee. Here’s how to get started:

1. **Review the Eligibility Requirements, Guidelines and Priorities.** Make sure you meet the established criteria for submission of a grant proposal. Otherwise, your idea will not make it past this stage of the review process. If you’re unsure, call or email [contact person] and they can help answer your questions. Make sure your idea matches at least one of the funding priorities as determined by the AIS Grant Committee. [Counties may want to consider the following criteria/guidelines to share with prospective grantees.]
* **Who is eligible to apply?** (Individuals? Any organization? Only 501(c)3 organizations?)
* **What are priorities for funding?** (Education? Training? Inspections? Mass Media advertising and communication campaigns? Innovations? Research? Partnerships/Collaborations?)
* **How much funding is available through this grant?** (How much total money is available for the grant program this year? This grant will fund projects up to 5K? 10K? 20K? Is money given out up front and then grantees must account for how the money was spent?)
* **Is a match required?** (If so, how much? Is in-kind an acceptable match?)
* **Are there any ineligible expenses this grant will not cover?** (Political lobbying? Religious activities? Chemical treatments? Things already covered by DNR grants, like signs?)
* **What is the funding cycle?** (Are Idea briefs accepted anytime or is there a set schedule for submittals? How quickly will applicants be notified of the acceptance or refusal of their proposal? Is the grant good for up to one year? 2 years?)
* **What are the reporting requirements?** (Are receipts required? Is there a final report template to share with grantees? What information must be collected to know if the grant was successful or not?)

1. **Fill out the Brief.** Include enough detail (no more than 2-3 pages) to convey your idea, especially about the way your idea meets one of our priorities for preventing the spread of AIS in our county.
2. **Send in the Brief.** The person you send it to will get in touch soon to let you know we’ve received your Brief, and the AIS Grant Committee will start talking about your idea.
3. **What happens next?** Our AIS Grant Committee will review your Idea Brief and decide if your idea warrants a full proposal. You must meet all the established guidelines to be considered.

Even the AIS experts admit that they don’t have all the answers. Maybe your idea will get us closer to a solution. We’re looking forward to hearing what you think might work to prevent the further spread of AIS in our county.

**AIS Project Idea Brief**

**Instructions**

1. Before getting started, read the questions below.

2. Provide enough detail to get your conversation with the AIS Grant Committee off to a solid start.

3. Contact [ ] any time you have questions—even before filling out the Brief.

**Contact Information**

|  |  |
| --- | --- |
| Today’s Date |  |
| Name |  |
| Organization |  |
| Address |  |
| Telephone |  |
| Email |  |

**Project Information**

|  |  |
| --- | --- |
| 1 | Please describe your project idea in a short summary (4 or 5 sentences or so). |
|  |
| 2 | What is the main opportunity, need, or concern your idea addresses, and how does this fit with one of the funding priorities? |
|  |
| 3 | What would you like to accomplish? How would you measure success? |
|  |
| 4 | How would this idea prevent the spread of AIS in our county? Are there other public benefits that will result from your project? |
|  |
| 5 | What groups of people would benefit from this project, and how would you engage and communicate the results to them? |
|  |
| 6 | List the community partners who would participate in this project, if you already know some or all of them. What would their contributions be? (Examples of community partners include: fishermen, boaters, teachers, business owners, resort owners, youth, school districts, colleges, local artists, lake associations, and nonprofits.) |
|  |
| 7 | Please provide some information on your project’s timeline, the amount you are requesting, and anticipated major budget expenses. |
|  |

**Send your Brief, preferably by email, to one of the following members of the AIS Grant Committee.**

|  |  |  |
| --- | --- | --- |
| AIS Committee Member | Email | Phone |
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## Or mail your Brief to: