*Minnesota Department of Natural Resources*

*Minnesota’s Lake Superior Coastal Program*

# *2022 Annual Grant Application Template*

* *Read the entire Notice of Grant Opportunity before starting your application.*
* *Update the document properties and check document for accessibility.*
* ***Delete all italicized text before submitting your application, including these instructions.***
* *This application can be no more than 20 pages total (not including Supporting Documentation).*
* ***Submit by 3:00 pm on November 16, 2021*** *as either a Microsoft Word or Adobe document*

***Reminders:***

* *Applications need to be concise and provide enough detail for the Coastal Council to evaluate compatibility with the Coastal Program; readiness of the specific work proposed; degree of public benefit; measurability of project outcomes; and organizational capability.*
* *Applicants should not assume prior knowledge on the part of the DNR, Coastal Program, NOAA, or the Coastal Council as to the relative merits of the organization or project.*
* *Applications, including appendices, must:*
* *Be on letter sized paper with one-inch margins*
* *Use a minimum 11-point font*
* *Include page numbers at bottom of each page*
* *Include the required sections with headings*
* *Be visual when printed in black and white*

*(Optional: insert applicant logo and header here)*

# Project Title:

Total Project Cost:      Grant Request:       Applicant Match:

## Applicant

Applicant:

SAM Registration: yes or no DUNS Number:

Type of Applicant:

Address:

City:       State:       Zip:

Mailing Address (if different):

Benefitting Organization (if applicable):

### Official with Authority

Name:       Title:

Email Address:       Phone Number:

Mailing Address (if different):

### Grant Project Contact

Name:       Title:

Organization:

Email Address:       Phone Number:

## Certification

By submitting this application, I certify that:

* I have the authority to apply for this grant.
* I have disclosed any actual or potential conflicts of interest.
* I am submitting this application without collusion; with and without any agreement, understanding or planned common course of action with any other responder of materials, supplies, equipment, or services, designed to limit fair and open competition.
* The contents herein are true and accurate.

Submitted by:       Date:

## Project Summary

*The following is all unlocked and you can edit as you need.*

*Summarize your project* ***in one or two sentences*** *(i.e., who, what, when, where, and why).*

## Project Description

*In two to five pages, describe your project. Your project description should include:*

* *The need/problem your project addresses.*
* *Existing evidence, documented or anecdotal, which confirm the need.*
* *How your project supports, preserves, protects, or enhances the local community, the environment, or the economy of Lake Superior and/or the coastal area.*
* *Why your project is necessary or how the situation will change because of your project.*
* *The methods, activities, or process to complete the project.* 
  + *For educational activities, describe the knowledge/skills/ability your primary audience will be able to demonstrate.*
  + *For research projects, describe how you will share results with land/resources managers.*
  + *For low-cost constructions projects, describe best management practices and sustainability of the project, as well as the public input in development of the project.*
* *The end goals/objectives of the project; specific, measurable, achievable, relevant, and trackable results.*
* *Who will maintain and/or sustain the project beyond the end of grant funding; as well as what measures you will use to determine the long-term success of your project.*
* *How expected results will be measured (i.e. evaluated) during the grant period as well as what measures you will use to determine the long-term success of your project, whether it has achieved the objectives set forth in the application, and how the Lake Superior coastal area was improved through the project.*

*If your project is part of a bigger project/initiative, provide a brief description of the overall project and its outcomes. For designs, include who owns the land and who is likely to implement the designed project.*

*If you are aware of other similar projects, explain how you are different, complementary, or expanding on previous or on-going projects and studies.*

### Project Location

***A map of the project location is required****. The map should include identifiable location information (e.g., address, coordinates). If you need help in generating a map, please contact the* [*Coastal Program*](mailto:mlscp.dnr@state.mn.us)*.*

### Project Timeline

*In a table or with bullets, list the project activities and estimated dates of completion. You may organize by activity or timeframe.* ***Example:***

* *September – June: field research*
* *June - August: analyze data*
* *September - November: write report, develop metadata, and publish results*

## Questions and Answers

*In one to two sentences, answer the listed questions. Include the questions with your answers in your application.*

### Impact to the Coastal Area

1. What local goal, policy, or effort will your project address? Provide a link or attachment if possible.
2. List your project collaborators and/or partners and their roles and responsibilities. Note whether Letters of Support are included with the application.

### Relevance to the Coastal Program

1. How does your project address the DNR’s mission to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and/or to provide for commercial uses of natural resources in a way that creates a sustainable quality of life?
2. Which Coastal Management Goal(s) does your project achieve; and how?
3. Why should the Coastal Program invest grant funds in your project?

### Diversity, Equity, Inclusion

1. How will you engage diverse populations, especially populations experiencing inequities, in activities? What is your plan to sustain their involvement?
   1. Diverse populations include Black, Indigenous, and People of Color (BIPOC); Tribal Communities; LGBTQI communities; disability status; veterans; townships; communities/organizations that have not received a grant in 5+ years.
2. Does the project include diverse populations in leadership or decision-making roles? If so, describe.
3. Does the project include traditional ecological knowledge (TEK) and/or Tribal input or history? If so, how?

### Priorities

1. Does your project address one (or more) of the three funding priorities? If so, briefly describe.
2. Projects to improve the water quality of Lake Superior. The project must improve or protect a waterbody on the Minnesota’s Impaired Water List or identified in one of the following: One Watershed/One Plan, Watershed Restoration and Protection Strategy, or a county/Tribal water plan.
3. Projects to mitigate the impacts of coastal hazards. The project must focus on coastal resiliency to climate change and/or erosion. The projects must use natural or nature-based features or techniques.
4. Projects to improve coastal habitat. The project must prevent or mitigate the spread of invasive or non-native species and/or promote native species throughout the coastal area.

### Results

1. What do you expect to produce during the grant period (i.e., what will you turn in at the end of the project)?
2. How will the public, units of government, researchers, and/or resource managers use the results?
3. How will you evaluate whether you have achieved the objectives set forth in the application and if the product is effective/useable?

### Scope of Work

1. Why did you choose the activities/methods to achieve the project goals?

## Project Management

*Describe your organization’s capabilities in administering a grant of this size and scope, project management experience, your approach to fiscal management, and overall experience. Include prior grant experience with the State of Minnesota.*

## Budget

*Enter whole numbers in the appropriate categories.* ***Do not add additional detail to this table.***

| **Categories** | **Grant** | **Match** | **Total** |
| --- | --- | --- | --- |
| Salaries | 0 | 0 | 0 |
| Fringe Benefits | 0 | 0 | 0 |
| Equipment | 0 | 0 | 0 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 0 | 0 |
| Contract Costs | 0 | 0 | 0 |
| Construction Costs | 0 | 0 | 0 |
| Other Costs | 0 | 0 | 0 |
| Indirect Costs | 0 | 0 | 0 |
| **Total Project Costs** | **$0** | **$0** | **$0** |

### Budget Detail

*Delete unnecessary categories.*

#### Personnel

***Example***

*Jane Doe; Principal Investigator; $2,588: 75 hours at $30/hour plus 15% fringe; $1,588 grant request; $1,000 match from (organization).*

*Tasks: Field Work and Community Meeting Facilitation*

#### Equipment

***Example***

*Equipment Name: # units/price (purchase/rent)*

*Tasks:*

*Include Maintenance Plan*

#### Travel

***Example***

*4 trips to Grand Marais for community meetings: 166 miles (round-trip) x $0.58 = $96.28*

*Lunch in Grand Marais: $11.00 x 4 days = $44.00*

#### Supplies

***Example***

*Supply Name, description: # units x price = total*

*Tasks:*

#### Contract Costs

*List contracts, provide detail*

#### Construction Costs

*List costs, provide detail*

#### Other Costs

*List costs, provide detail*

#### Indirect Costs

*List rate, and which expenses are included in the formula*

## Appendices

*Include materials here (i.e., images, additional maps, designs, contracts). Ensure maps, graphs, charts, and photos print clearly in grayscale. Appendices count toward the page limit.*

## Supporting Documentation

*Provide the following supporting documentation if necessary. Supporting Documentation does not count against the page limit.*

* *Indirect Cost Rate Negotiation (if applicable)*
* *Nonprofit Financial Review (if applicable)*
* *Volunteer Rate Justification (if applicable)*
* *Letters of Support (if submitted)*