Minnesota Department of Natural Resources

Minnesota’s Lake Superior Coastal Program

2023 Annual Notice of Grant Opportunity – Application Template

(Optional: insert applicant logo and header here)

*Application Instructions:*

* *Read the entire Notice of Grant Opportunity and Application Instructions before starting your application, as well as the Coastal Program Grant Agreement Terms and Conditions.*
* *Include document accessibility features; update the document properties (metadata) and ‘Check for Issues’ (document accessibility).*
* *Delete all italicized text before submitting your application.*
* *This document (the application and appendices) must be 20 pages or less. Supporting documentation (letters of support, required financial documents) do not count towards the page limit.*

# Project Title:

Total Project Cost:       Grant Request:       Applicant Match:

## Applicant

Applicant:       Unique Entity Identifier:       Type of Applicant:

Benefitting Organization (if applicable):

Address:       City:       State:       Zip:

Mailing Address (if different):

### Official with Authority

Name:       Title:       Email Address:       Phone Number:

Mailing Address (if different):

### Grant Project Contact

Name:       Title:       Email Address:       Phone Number:

Organization (if different):

## Certification

By submitting this application, I certify that:

* I have the authority to apply for this grant.
* I have disclosed any actual, potential, or perceived 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

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

## Project Description

*In approximately one page, describe your project, include:*

* *The need/problem your project addresses.*
* *Existing evidence, documented or anecdotal, which confirm the need.*

*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.*

### Impact to the Coastal Area

* *Describe how your project supports, preserves, protects, or enhances the local community, the environment, or the economy of Lake Superior and/or the coastal area both during project activities and after project completion. Include evidence of similar successful initiatives, if available.*
* *Describe the community the project supports, and note their involvement in project planning (e.g., unit of government, residents, land/resource managers, youth, landowners).*
* *List which local plan or goals (e.g., community development, watershed, hazard mitigation) include the project, or describe why this project is important right now. Provide where to find the project and/or need in the plan (e.g., page number, section, table).*

Bonus Points (answer if applicable)

* Which waterbody does the project improve or protect, and which is it identified in: 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?
* How does the project acknowledge and address the cultural and historical heritage of the area, if applicable?
* How does the project prevent or mitigate the spread of invasive or non-native species and/or promote native species throughout the coastal area?

#### Project Location

***A map of the project location is required****. Identify the project locations(s); include coordinates or address if possible.**To download a shapefile of the coastal boundary to use in GIS programs, visit the* [*maps page*](https://www.dnr.state.mn.us/waters/lakesuperior/maps.html) *on our website. If you need help in generating a map, please contact the* [*Coastal Program*](mailto:mlscp.dnr@state.mn.us)*.*

### Relevance to the Coastal Program

* *Describe why the Coastal Program should invest grant funds in your project.*
* *Describe how the project considers climate change and coastal resilience, as well as resilience of the materials, project, and community.*
* *Describe how your project will 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.*

#### Bonus Point (Required)

* Which Coastal Management Goal(s) does your project achieve (or contributes to); how?

### Diversity, Equity, Inclusion

*\*Diverse populations include Black, Indigenous, and People of Color (BIPOC); Tribal Communities; LGBTQI communities; people with disabilities; veterans; and women led organizations.*

* *Describe the specific and measurable activities that will result in the inclusion of any of the diverse populations as partners, staff, or consultants.*
* *Describe how the project and/or its results will be accessible to all people, regardless of abilities.* 
  + *~for research projects: List your skills and plans to make documents and/or environmental data accessible.*

Bonus Point (answer if applicable)

* How does the project include Traditional Ecological Knowledge and/or Tribal input or history?

### Results

* *List the end goals/objectives of the project (i.e., specific, measurable, achievable, relevant, and trackable results) and how they will be used now and into the future. Include evidence of similar successes, if possible.*
  + *For educational activities: describe the knowledge/skills/ability your audience will be able to demonstrate.*
  + *For research projects: describe how you will share results with land/resources managers and how they will use them.*
* *Describe who will maintain and/or sustain the project beyond the end of grant funding.*
* *Describe 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 and impact of your project.*

### Scope of Work

* *Describe the methods, activities, or process to complete the project.* 
  + *Provide evidence of how they are sound, reflect best practices, and/or novel methods.*
  + *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.*
* *Note which activities are still in development, and what you will do prior to project start.*
* *Describe your skills, expertise, and knowledge needed to achieve the outcomes.*

Bonus Point (answer if applicable)

* Describe the activities that provide opportunities for public input.

#### Project Timeline

***A project timeline is required.*** *In a table or with bullets, list the necessary project activities and estimated dates of completion. You may organize by activity or timeline*.

### 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, if applicable.*

*List your project collaborators and/or partners involved in planning and/or committed to positive outcomes, and their roles and responsibilities. Note whether Letters of Support are included with the application.*

### Budget

*You must submit both the budget table and details to justify expenses.*

#### Budget Table

*List the project’s costs as in the table below. Use whole numbers, round up to the nearest dollar.*

| **Categories** | **Grant** | **Match** | **Total** |
| --- | --- | --- | --- |
| Salaries | 0 | 0 | 0 |
| Fringe Benefits | 0 | 0 | 0 |
| Travel | 0 | 0 | 0 |
| Equipment | 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

##### Personnel

*List the staff and/or volunteers (name and title) involved in the project. Include the designated dollar amount (both salary and fringe), number of hours, cost per hour, and the task responsibilities per staff/volunteer.*

***Example***

*Jane Doe; Principal Investigator; $2,588: 75 hours at $30/hour plus 15% ($4.50) fringe; $1,588 grant request; $1,000 match from (organization).*

*Tasks: Field Work and Community Meeting Facilitation*

##### Travel

*List each trip, including destination and purpose. The DNR will not reimburse for travel and subsistence expenses incurred outside of Minnesota unless you have received prior written approval from the Coastal Program for out of state travel. The DNR will not reimburse for out of country travel.*

##### Equipment

*List the piece of equipment and its purpose; include rental rate or purchase price. If you are purchasing equipment, include how you will maintain the equipment and provide justification for purchasing rather than renting for the project activities.*

##### Supplies

*List the supply, a description of the item and associated costs, including a description of how it will be used in the project.*

##### Contract Costs

*Include the budgets and budget justifications of contracts and information supporting the price or cost of contracts. Identify what the subcontractor will provide. Explain how you arrived at the amount, including if you solicited quotes.*

##### Construction Costs

*Support estimated construction costs with documentation including drawings and estimates, formal bids, etc. Detail provided should include administrative and legal expenses; land, structures, rights-of-way, appraisals, etc.; relocation expenses and payments; architectural and engineering fees, project inspection fees; site work; demolition and removal; equipment; contingencies; and program income.*

##### Other Costs

*List other costs with detail.*

##### Indirect Costs

*Identify the eligible indirect cost rate (federally negotiated or de minimis). If you do not have an established indirect cost rate, you may choose to negotiate a rate or use the de minimis indirect cost rate of 10% of modified total direct cost (as allowable under 2 CFR §200.414).*

### Appendices

*Using bullets, list the appendices included in the application.* ***Appendices count toward the application page limit.***

### Supporting Documentation

*Using bullets, list the supporting documentation (financial review and letters of support) for the application.* ***Supporting Documentation is not included in the application page limit.***

##### Indirect Cost Rate

*If your budget includes a federally negotiated indirect cost rate, you must include a copy of your approval letter from the federal agency.*

##### Volunteer Rate

*You should provide screenshots, letters, or other documentation to justify the value of volunteer time.*

##### Nonprofit Financial Review

*Nongovernment organizations applying for more than $25,000 in financial assistance must submit one copy of one of the following:*

* *IRS Form 990 – For organizations with total annual revenue under $750,000.*
* *Certified financial audit – For organizations with total annual revenue over $750,000.*
* *Internal financial statement – For organizations with annual revenue under $50,000 or organizations not in existence long enough to have a completed IRS Form 990.*

#### Letters of Support

*You should include letters of support from each partner that is making a significant contribution to the project or those that benefit directly from the project. Please address letters to the Coastal Council, or the Governor’s Council on Minnesota’s Coastal Program, 1568 Highway 2, Two Harbors, MN 55616.*

*You must submit the letters of support before the application deadline, or the Council will not receive them. Email is preferred but mail is acceptable if received prior to deadline.*