# 2025 Annual Grant Application Template (and Instructions)

*Minnesota Department of Natural Resources; Minnesota’s Lake Superior Coastal Program*

* *The Application should be no more than twenty pages (1-inch margins, font size 11).*
* *Include the following information in your application.*
* *Before submitting, delete these instructions and all italicized text.*
* *Submit by 11:59 p.m. on November 17, 2024 to* [*mlscp.dnr@state.mn.us*](mailto:mlscp.dnr@state.mn.us)

**To:** Minnesota Department of Natural Resources

**Re:** Minnesota’s Lake Superior Coastal Program’s 2025 Annual Notice of Grant Opportunity

**Funding Opportunity:** *Administrative or Coastal Resource Improvement Project*

**From:** *Applicant name* **SAM:** *Unique Entity Identification Number*

**Project Manager:** *Name, Title, and Contact Information (email and phone number)*

#### Project Summary

**Project Title:** *Keep it short (40 characters or less).*

**Funding Request: *(****Administrative or Resource Improvement)*

**Coastal Management Goal:** *(Coastal Community Development; Coastal Habitat; Coastal Hazards; Coordination and Public Involvement; Public Access; or Water Quality)*

**Total Project Cost; requested grant amount; and non-federal match:** *Use whole numbers (round up).*

**Proposed Start Date:** *(not before 9/1/2025)* **Proposed End Date:** *(not after 12/31/2026)*

**Applicant:** *Provide legal name, the organization that will receive and administer the grant award. May be an organization that serves as a “fiscal agent” on behalf of an eligible entity.*

**Unique Entity Identifier:**  *Provide the unique entity identifier, as assigned by the* [*System for Award Management (SAM)*](#_System_for_Award_2)*.*

**Applicant Address: *Include legal address, City, State, and Zip code***

**Benefitting Organization:** *If applying as a fiscal agent, enter the name of the organization/agency for whom you are applying. Please submit a letter of agreement with your application.*

**Grant Project Manager:** *Provide name, title, and contact information (phone and email) for the grant/ project manager.*

**Summary:** *Briefly describe the project goals, the proposed activities, and the intended outcomes (in one or two paragraphs).*

**Partners:** *List the project collaborators and/or partners*

#### Certifications

By submitting this application, you agree to the following certifications. Sign and date below the certification. An electronic signature is acceptable.

* 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.

#### Project Narrative and Supplemental Materials/Appendices

*Describe your project, include:*

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

*For design plans, include land ownership and who is likely to implement the designed project.*

*If you are applying for Coastal Resource Improvement dollars, please review Appendix A carefully. It contains specific information requested for these projects.*

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

*In cases where funding is being requested for a component of work that is part of a larger design or effort, applicants should clearly identify what portion will be implemented with the requested funding. Applicants should provide supporting documentation in the Supplemental Materials/Appendices that is sufficient to allow reviewers to understand work that has been completed and work that is being proposed for funding.*

##### 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; is it identified in the Minnesota’s Impaired Water List or 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?
* 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

*Describe the geographic scope of the project location(s); include coordinates or address if possible.**Include a map showing participating jurisdictions and location of proposed activities as applicable.* ***A map of the project location is required****.*

*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 the climate risk, vulnerability, or resilience and adaptation challenge(s) to be addressed. Note any specific problems, gaps, or needs. Include how the proposed strategies and actions increase coastal resiliency.*
* *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); and how?

#### Diversity, Equity, Inclusion

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

* *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[[1]](#footnote-1) 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.* 
  + *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/resource 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 construction 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 partners involved in planning and/or committed to positive outcomes, and their roles and responsibilities. Note if Letters of Support and Collaboration are 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

*Provide justification for all budget items, include detail for each expense. Explain how funds will be used and matched (include the source of the match).*

* *You should provide screenshots, letters, or other documentation to justify the value of volunteer time.*
* *Include detailed budget information regarding all known contracts and subawards and indicate the basis for the cost and price estimates in the narrative.*
* *For Coastal Resource Improvement projects, include funding for temporary and permanent signage.*

*For budget category definitions, see* *Appendix D in the Notice of Grant Opportunity.*

1. U.S Fish & Wildlife Service: [Traditional Ecological Knowledge for Application by Service Scientists](https://www.fws.gov/nativeamerican/pdf/tek-fact-sheet.pdf); National Park Service: [Indigenous Knowledge and Traditional Ecological Knowledge](https://www.nps.gov/subjects/tek/index.htm) [↑](#footnote-ref-1)