*Minnesota Department of Natural Resources*

*Minnesota’s Lake Superior Coastal Program*

# *2021 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 this section.***
* *This application can be no more than 20 pages total (not including Supporting Documentation).*

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

## Project Overview

Project Title:       Total Project Cost:

Grant Request:       Applicant Match:

### Applicant

Applicant:

SAM Registration:  DUNS Number:

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:

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, 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

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

*Summarize your project in one or two sentences.*

## Project Description

*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 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.*
* *The end goals/objectives of the project; specific, measurable, achievable, relevant, and trackable results.*
* *The benefit to the local community, the environment, or the economy of the coast, both during project activities and after project completion.*
* *Who will maintain and/or sustain the 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 outcomes. For designs, include who owns the land and who is likely to implement the designed project.*

### Project Location

*Identify the location(s) where the project will occur; include coordinates (if possible).* ***A map of the project location is required.*** *If you need help in generating a map, please contact the Coastal Program.*

### Project Timeline

*Include a timeline of project activities with estimated date of completion.*

## Questions and Answers

*In one to two sentences, answer the listed questions. The information in your Project Description should support your answers.*

1. Which priority (or priorities) does your project address and why? Answer the appropriate question(s).
   1. How does your project improve or protect the water quality of Lake Superior and coastal area streams?
   2. How does your project or plan reduce future damage from coastal hazards (e.g., climate change, erosion, flooding).
   3. Which diverse population(s) does your project serve? What are the verifiable and measureable diversity, equity, and inclusion objectives of your project?
2. Which Coastal Management Goal(s) does your project address and why?
3. Why is your project a good funding fit for the Coastal Program?
4. What local goal, policy, or effort will your project address? Provide a link or attachment if possible.
5. What do you expect to produce during the grant period (i.e. what will you be able to turn in at the end of the project)?
6. What is the return on investment or how will the public, units of government, researchers, and/or resource managers use the results?
7. If you are applying for a low-cost construction or acquisition project, is your project ready to go (i.e. “shovel ready”)? What will you need to do prior to project start?
8. List your project collaborators and/or partners and their roles and responsibilities. Note whether Letters of Support are included with the application.

## 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 |
| 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*

#### 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).*

## Supporting Documentation

*Provide any supporting documentation if necessary.*

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