

## Small Grant: Capacity Request Form

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Minnesota Department of Natural Resources; Minnesota's Lake Superior Coastal Program

### Instructions

1. Read the [guidance](#).
2. Complete this form for grant requests between \$1,000 and \$4,500.
3. Email request and required supporting documentation to [mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us).

**In one or two sentences, describe the funding request (be specific)**

**Requested Contract Start                      Requested Contract Expiration                      Amount Requested in Grant Funds**

**Submitted by (name, title)    Phone                      Email**

### Grant Contract Agreement Information

**Organization    SAM Unique Entity Identifier ([www.sam.gov](http://www.sam.gov))**

**Address (street, city, state, zip)**

*Organization's Authorized Representative for Grant Contract Agreement (not for DNR requests)*

**Name    Title    Phone    Email**

**Address (street, city, state, zip)**

The DNR uses DocuSign for grant contract agreements. Please include name, title, and email address of each person that will/must sign the agreement on your behalf.

Signer 1:    Name    Title    Email Address

Signer 2:    Name    Title    Email Address

**Are there any potential [conflicts of interest](#) that may be associated with these activities?**    Yes                      No

If yes, explain

**Do you expect to generate a profit from these activities?**    Yes                      No

If yes, who will receive the revenue and how will it be used?

**If limited funds are available, are you interested in partial funding if available?**    Yes                      No

Attach a word document further describing your project, information requested on the last page of this form.

**Budget (use whole numbers, round up)**

Estimated Costs	Describe the item/cost	Total Cost	Grant Expenses	Match Expenses
<b>Personnel</b> <i>Staff/volunteer name or position; # hours, \$/hour, fringe description; tasks/roles</i>				
<b>Travel</b> <i>Mileage/Transportation (# miles; \$/mile; airfare) Meals (days; \$/day or meal) Lodging (\$/night)</i>				
<b>Equipment</b> <i>Equipment Name: # units/price (purchase/rent)</i>				
<b>Supplies</b> <i>List each supply &amp; cost, describe use</i>				
<b>Contract</b> <i>List contracts, provide detail</i>				
<b>Other</b> <i>List costs, provide detail. Include conference expenses: facilities, refreshments, supply costs, speakers</i>				
<b>Indirect</b> <i>Include Negotiated indirect cost rate or 10% de Minimis</i>				
<b>TOTAL</b>				

**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.

Signature:

Date:

**For Coastal Program Use Only**

Comments:

State's Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Please be concise but add as much detail as necessary to adequately describe your request. You may insert or attach agendas, maps, pictures, or graphics as appropriate.

### **Project Information**

**In approximately 500 words or less, describe the activity (who, what, when, where, and why).**

*Include the need, the local/organization priority or initiative. Explain how you will manage the activities and lasting benefits of the actions.*

*If hosting or attending an event: Include the target audience and how many people you expect to participate. Describe support from or involvement of the targeted audience. Attach a flyer, invitation, or agenda (if available).*

*If purchasing equipment: describe the maintenance plan and expected 'life' of the item (e.g., years, number of uses).*

**Provide detail for any outdoor activities to be funded by the grant.** (e.g., locations/sites; methods including access; species and habitat onsite; and any environmental concerns that may exist.)

**Describe how this activity enhances or supports coastal management.**

**List project partners, including their role and responsibilities.**

**List the source of the required 10% match (e.g., participant time, university funds, township funds).**