Minnesota Department of Natural Resources

Minnesota’s Lake Superior Coastal Program

Use for STAR grant applications submitted between July 1, 2022 – June 30, 2023

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

*Application Instructions:*

* *Read the entire Notice of Grant Opportunity and Application Instructions before starting your application.*
* *Include document accessibility features; update the document properties (metadata) and ‘Check for Issues’ (document accessibility).*
* *Delete all italicized text before submitting your application.*

# Project Title:

Requested Project Start Date: January 1; April 1; July 1; or October 1

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:

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

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

## Project Description

### Planning

* *Clearly describe the need for the project, and what the proposed project is intended to accomplish. Provide existing evidence, documented or anecdotal, that confirm the need.* 
  + *Explain why you selected and submitted this project now.*
* *Describe your experience, or opportunity to build experience, with this project. Why are you the best one to take it on?*
* *Explain any public input or participation (i.e., planning process, survey) you put into the planning process.*
* *Describe how you incorporated resiliency to the project – such as resilience to climate change, environmental changes, or products used.*
* *If proposal is part of a larger project, describe the larger project.*
* *List the input and contributions from partners and indicate if there are letters of support (recommended).*

#### Planning Document

*If your project is in a planning document, provide a link to the document and identify where to find it (e.g., page number) or a screen shot of the pertinent section.*

#### Project Map

***A map of the project location is required****. The map should include identifiable location information (e.g., address, coordinates). There is a shapefile with the* [*Coastal Area boundary*](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)*.*

### Process

* *Describe the activities/methods to achieve the project goals*
* *Define any community activities and/or public input during the project.*
* *Describe your commitment to using inclusive practices during the project.*
* *Describe if the project/program design is scalable or replicable.*
* *Describe your best practices to minimize impact to the environment (if applicable).*

#### 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:***

* *July – October: field research*
* *October – November: analyze data*
* *December: write report, develop metadata, and publish results*

### Outcomes

* *List what you expect to produce during the grant period (i.e., what will you turn in at the end of the project).*
* *Describe how you will share the results with the public, land managers, and/or partners. How will they use them?*
* *Details how the proposed activity will be sustained after grant is done.*
* *Describe the evaluation of the project and/or activities, and a plan for evaluation long-term (if applicable).*
* *If applicable to the project, list who owns the land and who is likely to implement the project.*

## Questions

*In one to two sentences, answer the following questions.*

### Criteria: Project fulfills the purpose and goals of the STAR grant program.

* Which Coastal Management Goal(s) does your project address and how?
* Why is your project a good funding fit for the Coastal Program?

### Bonus Points

* Does the project include traditional ecological knowledge (TEK) and/or Tribal input or history? If so, how?
* Is the area’s cultural and historical heritage important to the project? If so, how?
* Will the project have a direct impact on Lake Superior’s ecosystem? If so, how?

## 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 |
| Travel | 0 | 0 | 0 |
| Equipment | 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 unused 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*

#### Travel

***Example***

*4 trips to Grand Marais for community meetings: 166 miles (round-trip) x $0.625 = $103.75*

*Lunch in Grand Marais: $13.00 x 4 days = $52.00*

#### Equipment

***Example***

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

*Tasks:*

*Include Maintenance Plan*

#### 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

*List included materials here (i.e., images, additional maps, designs, contracts). Ensure maps, graphs, charts, and photos print clearly in grayscale.*

## Supporting Documentation

*Provide any supporting documentation if necessary.*

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