

2024-25 STAR Grant Application Instructions

Tips for grant writing

Successful grant writing involves advance planning and preparation. There are many (free) resources [online](#) or through grant writing resources in the community.

Organize your application; pay attention to detail and specifications; use concise, persuasive writing; and request reasonable funding. Make sure your grant seeking purposes match the goals and objectives outlined in the [Notice of Grant Opportunity](#) (Notice). Use the required format and template.

Format

- Read the entire Notice and Application Instructions before starting your application.
- [Include document accessibility](#); update the document properties (metadata) and check accessibility.
- Delete all italicized text before submitting your application.

Your application must:

- Be on letter sized paper with one-inch margins.
- Use a minimum 11-point font.
- Include page numbers at bottom of each page.
- Include the required sections with headings.
- Be submitted as either a Microsoft Word (.doc, .docx) or Adobe (.pdf) document.
- Be no more than ten pages including appendices.
 - Supporting documentation does not count against the page limit.

All materials submitted including appendices and supporting documentation must meet the above requirements when printed out.

Template

Download and complete the application template. If you have any issues or concerns with the template, please contact the [Coastal Program](#) for assistance.

Instructions

To complete the application, follow these instructions.

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

Requested Project Start Date: Select requested project start, must be three months or more after application submittal.

Grant Request, Applicant Match, and Total Cost: Use whole numbers (round up).

Grant Project Contact: Provide the contact information for the project coordinator/principal investigator if someone other than the Official with Authority to request.

Applicant

Applicant: Provide legal name, name associated with SAM Unique Entity Identifier. 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: Enter your [System for Award Management](#) (SAM) Unique Entity Identifier (twelve digits, no spaces, or hyphens)

Applicant Address

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.

Official with Authority: Provide the contact information for the person who has the legal authority to request grant funds and administer the award.

DocuSign: Include, in the order in which they must sign, the name, title and email address for those that must sign grant contract agreements on your organization’s behalf.

Conflict of Interest: Disclose any conflicts of interest that might exist.

Project Description

Provide enough detail for the Coastal Council to evaluate the application against the scoring criteria. Applicants should not assume prior knowledge on the part of the DNR, Coastal Program, or the Coastal Council as to the relative merits of the organization or project.

For the project narrative instructions, see application template.

Budget

Complete the budget table as instructed. Use whole numbers, do not add rows to the table. This is the overall summary of your budget. Provide detail for both the grant and match expenses in the Budget Detail. There is Budget Guidance in the Notice. Include the source of the match.

Appendices

Options include additional maps, charts, graphs, photographs, and excerpts from reports or plans. **You should ensure maps, graphs, charts, and photos print clearly in grayscale.**

Supporting Documentation

Materials submitted for Supporting Documentation do not count against the page limit.

Indirect Cost Rate

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

Volunteer Rate

Provide screenshots, letters, or other documentation to justify the value of volunteer time.

Letters of Support

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 with the application or before the application deadline. Email is preferred but mail is acceptable if received prior to deadline. The Council will not review letters received after the application deadline.