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# Small Grant: STAR Application Template

Published August 2024

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

**Instructions**

1. Read the [guidance](https://www.dnr.state.mn.us/waters/lakesuperior/grants.html#text-1-3).
2. Complete this form for grant requests between $4,501 and $10,000.
3. Delete these instructions and italicized text in this template.
4. Email request and required supporting documentation to [mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us).

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

# Project Title:

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

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

**Total Project Cost**       **Grant Request**       **Applicant Match**

Grant Project Contact

**Name Title Phone** **Email**

## Applicant Information

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

     

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

**Benefitting Organization (if applicable):**

Organization’s Authorized Representative for Grant Contract Agreement

**Name Title Phone** **Email**

                 

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

The DNR uses DocuSign for grant contract agreements. Please include the name, title, and email address of each person that will/must sign the agreement in the order in which they must sign.

Signer 1: Name       Title       Email Address

Signer 2: Name       Title       Email Address

**Are there any potential** [**conflicts of interest**](https://mn.gov/admin/assets/grants_policy_08-01_tcm36-207108.pdf) **that may be associated with these activities?** Yes  No

If yes, explain,

## 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 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; include estimated timeline.*
* *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.*

#### Environmental Impact

*Provide detail for any outdoor activities necessary to accomplish project goals.*(e.g., *locations/sites; methods including access; species and habitat onsite; and any environmental concerns that may exist.*

*Describe your best practices to minimize impact to the environment.*

### 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?*
* *Detail 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

*Provide information for project costs, both grant and match, as outlined in the Budget Guidance (see Notice of Grant Opportunity). List the cost category, describe the cost and what it will be used for, note whether this will be a grant and/or match cost.*

***Example:***

*Contract: xyz company, facilitate a planning process, $5,000 ($4,000 grant, $1,000 match)*

**Source of Match:** *Include the source of the required 20% non-federal match.*

## 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. The following documents are not included in the 10-page limit.*

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