



ND Natural Resources Trust
 1605 E. Capitol Avenue, Ste. 101
 Bismarck, ND 58501-2102
 701-223-8501
 Rev. 01/2015

2018 SMALL GRANT REQUEST FOR PROPOSALS GRANT PROPOSAL APPLICATION

I. APPLICANT INFORMATION: This section contains basic information that will help us process your grant application. Of primary importance is designating a contact person, their phone number and email address, so we know who to contact if we have questions or need additional information. **Please note, if at any time during this agreement this information changes it is the responsibility of the grantee to inform the Trust with updated information.** Tell us why you want to do this project, and discuss your organizations capacity to complete the project in terms of expertise and experience. Tell us both the time you expect it will take you to do the project and the useful life you expect from the accomplishments.

Project Name:			
Organization:			
Address:			
City:	State:	ZIP Code:	Phone:
Primary Contact Person:			Email:
Fax:			

II. PROJECT DESCRIPTION: Please tell us what your proposed project is, what you intend to accomplish, and how the project will address our Statement of Need. List goal(s) and objective(s), making sure that objectives are quantified whenever possible, describing what outputs you intend to produce or what you intend to accomplish, and by what date. Use maps and other appropriate graphics to illustrate where and how you intend to do your work.

Education Project: Please check the appropriate box(es) for the target audience of your project.

K – 12

Agriculture Producers

General Public

III. PROJECT BUDGET

Project Budget: Indicate both annual and total project expenditures by expenditure type/category.

Example Budget

GRANT FUNDS	Project Year		
	Year One	Year Two	
Category			
• Staff			
• Category 2			
• Category 3			
MATCH FUNDS	Project Year		
	Year One	Year Two	
Category			
• Staff			
• Category 2			
• Category 3			
GRAND TOTAL			

Cost: What is the cost per participant in this educational project?

IV. EVALUATION: Be explicit about how you intend to evaluate the success of your project relative to our Statement of Needs and make sure your measurement of success is tied to the goals and objectives you outlined in your project description. Wherever possible, evaluation criteria should be output-oriented. For example, in education projects it is common for evaluation to be based on “inputs” such as the number of instructors using the material, number of students exposed to the material, etc. For educational projects the Trust would prefer to see evaluation based on innovative pre and post instructional testing that assesses what students exposed to the material actually learned and retained.

Project results cannot always be measured quantitatively. However, the key to clarity and to assisting us in evaluating your proposal is to set clear goals and objectives and use them in developing your measurement criteria. If you can’t quantify expected or measured results, be as clear as possible about which subjective measurement criteria you plan to use and how you plan to apply them.