



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

## 2022 SMALL GRANT REQUEST APPLICATION

**I. APPLICANT INFORMATION:** Provide basic information that will help us process your grant application.

**Project Name:**

**Organization:**

**Address:**

**Primary Contact Person:**

**Phone:**

**Email:**

**Fax (if used):**

**Also,** briefly tell us about your organization and its capacity to complete the project in terms of expertise and experience.

**II. PROJECT DESCRIPTION:** In Summary form, please tell us what your proposed project is, why you want to do this project, 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. (250 words or less)

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

- K – 12  
 Agriculture Producers  
 General Public

**III. PROJECT BUDGET:** The Trust will consider grant proposal requests up to \$10,000 per year, not to exceed two years, for a total of \$20,000. Indirect costs are allowed at 10% of grant funds.

**Funding Amount Request & Timeline:** Indicate number of years requesting funding and amount per year.

**1 YEAR:** Amount Requesting \$ \_\_\_\_\_

**2 YEARS:** Amount Requesting 1<sup>st</sup> Year \$ \_\_\_\_\_ 2<sup>nd</sup> Year \$ \_\_\_\_\_

**Project Budget:** Provide a proposed project budget narrative and table. Indicate both annual and total project expenditures by expenditure type/category. Please explain each budget category and how they apply to the project.

*Example Budget Table*

<b>GRANT FUNDS</b>		
(Example Categories)	Year One	Year Two
• Staff	\$	\$
• Equipment/Materials	\$	\$
• Transportation	\$	\$
<b>TOTAL</b>	\$	\$
<b>MATCH FUNDS</b>		
(Example Categories)	Year One	Year Two
• Staff	\$	\$
• Equipment/Materials	\$	\$
• Transportation	\$	\$
<b>TOTAL</b>	\$	\$

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

**IV. EVALUATION:** Explain 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.

## GRANT GUIDELINES

The Trust will consider grant proposals up to \$10,000 per year, not to exceed **two** years and a total of \$20,000. The Trust Small Grant program is NOT intended to be the permanent funding source for a project or program. Indirect costs are allowed at 10%. Proposals with matching funds will receive favorable consideration, but is not required.

**\*\*We'd appreciate you sharing if we are the sole or primary funding source for your project as well, or if you have additional funding sources or match dollars. We are interested in the success rates of various projects based in part on the funding sources.**

### STATEMENT OF NEED

The Trust is seeking grant proposals to assist in the implementation of our mission, and the education and outreach elements identified in our Strategic Plan, as follows:

1. Public awareness and education on the values of wetlands, grasslands, and riparian areas; importance of maintaining soil health and the interconnection with water quality, and the overall health of our natural resources.
2. Public awareness and education on the importance of North Dakota natural resources.

**APPLICATION DEADLINE:** April 8<sup>th</sup>, 2022

### HOW TO SUBMIT YOUR POPOSAL

Proposals may be mailed to the North Dakota Natural Resources Trust, 1605 E. Capitol Avenue, Suite 101, Bismarck, ND 58501-2102 or emailed to [info@naturalresourcestrust.com](mailto:info@naturalresourcestrust.com). Final approvals of awarded grants are made at our spring board meeting (anticipated mid-May 2022).

For Questions, please contact the Trust at (701) 223-8501 or email Brenda Newton at [brenda@naturalresourcestrust.com](mailto:brenda@naturalresourcestrust.com).

### IF YOUR GRANT IS APPROVED

Grant proposals that are selected for funding, an agreement between the grantee and the Trust will be required. The Trust will provide funding on a reimbursement basis only. Reimbursements should be requested in a timely fashion and a project progress report will be required with each reimbursement request. The final project report along with the final reimbursement request will be required within 30 days from the end of the agreement.

In the interest of getting your good work implemented and having the Trust's dollars put to use, **agreements will be issued for periods no longer than 18 months** (known shorter durations can be written as such). If your funding cannot be used within that 18 month timeframe, **you can apply for a one-time 6 month extension**, but will need to be submitted for review 30 days or more prior to the agreement's expiration. ***If no extension request is filed and the expiration date passes, the agreement is void and any unreimbursed portion of approved grants will be returned to the Trust.***

**Please note, if at any time during the agreement your contact information changes, it is the responsibility of the grantee to inform the Trust with updated information.**