



SMALL GRANT PROGRAM APPLICATION INSTRUCTIONS & GUIDELINES

APPLICATION INSTRUCTIONS

APPLICANT INFORMATION

Organization, Address, Primary Contact Person, Phone, Email: Enter your organization and the contact information for the primary person responsible for managing the grant.

Organization Information: Briefly describe your organization and its capacity to complete the project in terms of expertise and experience.

PROJECT INFORMATION

Project Title: Give a short, descriptive name that will distinguish it from other proposals and indicate the project purpose.

Project Start & End Dates: To your best estimate, provide a project start date and project end date. The grant agreement starts when you sign the 'Grant Participation and Indemnity Agreement' upon application approval. A one-year grant agreement lasts approximately 18 months (until Dec 31st of the following year). A two-year agreement will last approximately 30 months (until Dec 31st of the 2nd year). To see a sample agreement, visit: <http://www.ndnrt.com/programs/small-grant-program/>

Example of Grant Agreement Length:
Grant Approved: End of May 2023
Year 1 Funding Expires: December 31st, 2024
Year 2 Funding Expires: December 31st, 2025

Target Audience: Check all boxes that apply to the audience who will be receiving education through your proposed project.

Project Description: Summarize your proposed project. Please address the purpose, location, and major activities, when you plan for those activities to take place and how many people you plan to educate through your project (directly and or indirectly). Also explain how your project addresses one of the two statements of need.

PROJECT BUDGET

Funding Amount Request & Timeline: Check the box that corresponds with your grant funding request length: 1-year or 2-year funding. Fill in the funding amount you are requesting for each appropriate year.

The Trust will consider grant proposals up to \$10,000 per year, not to exceed two years for a total of \$20,000. The Small Grant Program is NOT intended to be the permanent or continuous funding source for a project or program.

Budget Table: Provide a budget table below, or in a separate attached document. Indicate total project expenditures by category and year(s). Include match funding amounts. (See an example budget table below). A budget table is required. If you don't know the exact amounts you will expend in each category of your budget, please provide your best estimate.

Indirect costs are allowed at 10%.

Match funding is not required but applications that have some or 1:1 match will receive favorable consideration.

| EXAMPLE PROJECT BUDGET TABLE | | | | |
|----------------------------------|------------------------|--------------------|--------------------------|--------------------|
| | Year One | | Year Two (if applicable) | |
| <i>Example Budget Categories</i> | <i>Requested Funds</i> | <i>Match Funds</i> | <i>Requested Funds</i> | <i>Match Funds</i> |
| Staff Time | \$ | \$ | \$ | \$ |
| Printing Costs | \$ | \$ | \$ | \$ |
| Facility Use | \$ | \$ | \$ | \$ |
| Equipment | \$ | \$ | \$ | \$ |
| Transportation | \$ | \$ | \$ | \$ |
| Subtotal | \$ | \$ | \$ | \$ |
| TOTAL Project Cost | \$ | | \$ | |

Budget Narrative: The narrative should be written in such a way that someone not familiar with the project can understand the purpose of each category and how you arrived at the calculation. Please explain each budget category and how they apply to the project and what items they will cover. Define how you calculated the totals for each category. Explain where match funding is derived and how it is used to support your project budget.

Cost: Provide what you estimate will be the cost per participant in your educational project. This can help us evaluate your proposed project. However, a lower cost does not lend to a more favorable consideration. Some of the best projects may only involve a small group of people, who then go on to teach others. If you know that your project will indirectly educate others, please make your best guess at that as well.

GOALS & EVALUATION

Project Goals and Evaluation: Summarize what you want to achieve through your project. Please include how you plan to measure your goals and provide a preliminary estimate of your measurable goals. Explain how you intend to evaluate the success of your project relative to our Statements of Need and make sure your measurement of success is tied to the goals you outlined.

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.

APPLICATION GUIDELINES

Proposals will be evaluated based on the extent to which they meet the following criteria:

Program Goals and Priorities: Project meets one or both Statements of Need. Projects that also align with our mission and strategic plan statement will have the most success.

Need: Project establishes the clear need for the funds being requested.

Match Contributions: Match funding is not required, but projects that provide some or 1:1 match funding will be viewed favorably.

Timeline: Projects that clearly define a timeline and a timely execution of funding will have preference. If a timeline is difficult to define, please state the reasons.

Partnerships: The Trust highly values partnerships and projects that are supported by new or existing partnerships are encouraged.

HOW TO SUBMIT YOUR POPOSAL

Applications should be emailed to brenda@naturalresourcestrust.com. Final approvals of awarded grants are made at the May board meeting.

For questions, please contact Brenda Newton at the Trust: (701) 223-8501 or brenda@naturalresourcestrust.com

TIMELINE

Application Deadline: April 12th, 2023, by end of day

Review Period: Mid-April to Mid-May

Awards Announced: End of May (notified through email)