NORTH DAKOTA NATURAL RESOURCES TRUST

Small Grant Program

Program Manual

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PROGRAM BACKGROUND & INFORMATION

Background

The North Dakota Natural Resources Trust (Trust), originally the North Dakota Wetlands Trust, was created in 1986. The Trust is under the direction of a six-member board of directors. Three of the directors are appointed by the governor of North Dakota, one by the National Audubon Society, one by the National Wildlife Federation, and one by the North Dakota Chapter of The Wildlife Society. The North Dakota Game and Fish Department director is an ex-officio member. The Trust is also comprised of eight staff members.

The Mission of the Trust is **"to promote the retention, restoration, creation and wildlife friendly management of wetlands, grasslands and riparian areas by presenting practical conservation opportunities throughout North Dakota."** The Trust has a long history of distributing grants to help deliver its mission. In 2014, the Trust created the Small Grant Program to specifically address promoting the awareness of North Dakota's natural resources through education.

The Trust is seeking grant proposals that address our Statement of Need, assist in the implementation of our Mission, and support projects which produce educational aspects around the value of prairie landscapes, healthy soils and grass-based regenerative practices.

We invite proposals that reach a range of audiences such as the general public, students/educators, agricultural producers, underserved communities or others. In addition, we are interested in initiatives that engage young adults (ages 17–30) and/or incorporate modern or innovative outreach tools and technologies.

Information

Statement of Need
Small grant proposals should address the Program's Statement of Need:

Public awareness and education of the value of grassland, wetland and riparian landscapes, healthy soils, grass-based regenerative practices, and the importance of North Dakota's natural resources.

2026 Application Deadline
Friday, April 10, 2026

Funding Amount
The Trust will consider grant proposals for one- or two-year funding requests. The grant request cannot exceed $10,000 of funding per year, or $20,000 maximum for a two-year funding request.

The Small Grant Program is NOT intended to be the permanent or continuous funding source for a project or program.

Eligibility
Any organization or group is eligible for the Small Grant Program, regardless of location. However, funding will only be approved for projects and activities that occur within North Dakota.

Reimbursement

The Small Grant Program offers reimbursement-based grants. Funding will be distributed to the grant recipient after expenses have been incurred.

Documents

Application and instruction documents can be found on the Trust website, on the Small Grant Program page.

http://ndnrt.com/programs/small-grant-program/

Contact/Questions

For more information, guidance on application submission, or questions about the program, call the Trust office at (701) 223-8501 or email Kathrin at kathrin@naturalresourcestrust.com.

APPLICATION INSTRUCTIONS & GUIDELINES

Application Instructions

Applicant Information

QUESTIONS 1-5: Organization, Address, Primary Contact Person, Phone, Email - Enter your organization and the contact information for the primary person responsible for managing the grant.

Project Information

QUESTION 6: Project Title - Give a short, descriptive name that will distinguish it from other proposals and indicate the project purpose.

QUESTION 7: Project Abstract - Provide a short 2-5 sentence paragraph of what your project is about.

QUESTION 8: Project Start & End Dates - To your best estimate, provide a project start date and project end date. This is when you plan to start project activities and when you think your project will be completed. 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 2024*
> *Year 1 Funding Expires: December 31st, 2025*
> *Year 2 Funding Expires: December 31st, 2026*

QUESTION 9: Target Audience - a) Check all boxes that apply to the audience who will be receiving education through your proposed project. If you check underserved communities/populations, please explain the audience. **b)** Provide an estimate of how many people you will reach (directly or indirectly) and what message you want your audience to receive through your program.

QUESTION 10: Project Type - Is your project a one-time event, part of an already established program, or building the foundation for a longer-term project? Check the box that applies and explain your choice in the space provided.

QUESTION 11: Funding Amount Request & Years - 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.

QUESTION 12: Project Description - Summarize your proposed project. Please address **1)** the purpose, location, and major activities of your project, **2)** provide any major milestones or activities planned in your project (i.e. purchase of equipment, site planning, design phase, event planning, event implementation, evaluations) **3)** Provide a timeline of these milestones and activities. Include the start and end dates indicated in question 8.

Please be as descriptive as possible, so we can get a clear idea of your project.

QUESTION 13: Statement of Need – Explain how your project addresses the Small Grant Program Statement of Need. Explain if and how your project aligns with the Trust's Mission.

Statement of Need: *Public awareness and education of the value of grassland, wetland and riparian landscapes, healthy soils, grass-based regenerative practices, and the importance of North Dakota's natural resources.*

Trust's Mission: *to promote the retention, restoration, creation and wildlife friendly management of wetlands, grasslands and riparian areas by presenting practical conservation opportunities throughout North Dakota*

QUESTION 14: Organization Information - Briefly describe your organization and its capacity to complete the project in terms of expertise and experience. Are you going to manage the project or rely on partners to help with management? Also describe any past Small Grants you've had from the Trust.

Project Goals & Evaluation

QUESTION 15: Project Goals and Evaluation - Summarize what you want to achieve through your project. List your project goals and describe how each goal will be achieved. 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.

Project Budget

QUESTION 16: Budget Table - Provide a budget table in the application, 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 more scoring points for consideration.

EXAMPLE PROJECT BUDGET TABLE				
	Year One		Year Two (if applicable)	
Example Budget Categories	***Requested Funds***	***Match Funds***	***Requested Funds***	***Match Funds***
Staff Time	$2,000.00	$1000.00	$	$
Printing Costs	$500.00	$	$	$
Facility Use	$600.00	$	$	$
Equipment	$	$200.00	$	$
Transportation	$	$150.00	$	$
Subtotal	$3,100.00	$1,350.00	$	$
TOTAL Project Cost	**$4,450.00**		**$**	

QUESTION 17: 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.

QUESTION 18: Match Funding Description – Match funding is any other funding (besides the requested funds) that will be used to complete your project. For example, this could be staff time that is already paid by your organization. Or it could be travel expenses that will be covered by a partner or other funds. If you indicated any match funding in your budget table, explain where the funding is derived and how it will be used to support your project. If a partner is providing the match funding, explain their role in the project.

QUESTION 19: Funding Need - Explain how activities for the project would or would not move forward if you did not receive funding through the Small Grant Program.

Partner Recognition
QUESTION 20: Partnership Recognition - Explain how you would recognize the Trust's Small Grant Program in your project if you receive funding. For example, the use of the Trust logo on print materials, signage or video created; recognition of the Trust's Small Grant Program at events; mention of the Trust in articles, newsletter, website, social media, media interviews etc. Please tag the Trust in any Facebook posts about your Small Grant project.

Guidelines

Length
Limit your application length to 5 pages.

Scoring criteria
Proposals will be evaluated based on the extent to which they meet the scoring criteria.
The scoring sheet is used as a tool to evaluate the applications, but the final decision on awards ultimately rests with the Trust Board.
See the scoring criteria sheet in the Appendix.

How to submit your proposal
Applications should be emailed to kathrin@naturalresourcestrust.com. Final approvals of awarded grants are made at the May board meeting.
For questions, please contact Kathrin at the Trust: (701) 223-8501 or email
kathrin@naturalresourcestrust.com

Timeline
Application Deadline: Mid-April. See the Small Grant Program page on the Trust website for the exact date each year. http://ndnrt.com/programs/small-grant-program/
Review Period: Mid-April to Mid-May
Awards Announced: End of May (notified through email)

APPROVED GRANTS

Agreement, Reporting & Reimbursements

Grant Approval

For grant proposals that are selected for funding, a 'Grant Participation and Indemnity Agreement' between the grantee and the Trust will be required. The Trust will provide funding on a reimbursement basis only. **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.**

Agreement Length

In the interest of getting your good work implemented and having the Trust's dollars put to use, one-year funding agreements will be issued for **approximately 18 months** (shorter durations can be written upon request). Two-year funding agreements will be issued for **approximately 30 months.** If your funding cannot be used within that timeframe, **you can apply for a one-time 6-month extension request**, which needs to be submitted 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 the approved grant will be returned to the Trust.* If you foresee needing an extension and have questions, please contact the Trust. We want our grantees to succeed.

> Example of Agreement Lengths:
> *Grant Approved: End of May 2024*
> *Year 1 Funding Expires: December 31st, 2025*
> *Year 2 Funding Expires: December 31st, 2026*

Reimbursements

Reimbursements should be requested in a timely fashion and a status update will be required with each reimbursement request. Reimbursements are issued after expenses have occurred. You may request a reimbursement as often as every month. To ensure a payment, requests must be received before the 25th of each month. Payments are issued by check on the last working day of every month. You will receive a payment within 7-10 days of issue date.

* Please use the provided reimbursement form (on website & in appendix) or a similar document from your organization to request reimbursements.
* All reimbursement requests must be accompanied by receipts or supportive documentation for each item.
* Indirect costs are allowed at 10% of the total grant funding amount.
* All reimbursement requests must include a short status update.

Status Updates and Reports

Status Updates: Status updates must be included with each reimbursement request. A status update does not need to be long.

- Briefly summarize the success of your project to date, and how the items listed for reimbursement support your project so far. (e.g. education materials developed, planned events, objectives that have occurred).

Interim Progress Reports: An interim progress report is required at the end of each funding year. The reporting date will be included in your agreement.

- Summarize in 1-2 paragraphs your accomplishments so far and what you expect to accomplish in the next several months?
- If you have made a reimbursement request within 3 months prior to the interim progress report due date and you provided a project update AND there are no additional updates to provide, you <u>DO NOT</u> need to submit an interim progress report.

Final Reports: A final project report is required with the final reimbursement request, no more than 30 days after the agreement expiration.

For the Final Report, provide in a word or pdf document:

1) How was funding spent?

2) If an event was held, explain when it was held, the number of participants and what activities were completed?

3) What (if anything) would you have changed about implementation?

4) How did you measure the success of your grant (participant surveys, some type of subjective measurement, etc.) and what were the findings?

5) Include a few pictures of your project and a copy of created materials (i.e. brochures, signs, educational material, video, articles, website mention), especially those that mention the Trust or feature its logo.