

Minnesota River Board Programs Grant Application FY12

Grant Application Cover Sheet

Date of application: _____

Organization Information

<i>Name of organization</i>		<i>Legal name, if different</i>	
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>	
<i>Phone</i>	<i>Fax</i>	<i>Web site</i>	
<i>Name of Organization Director, Chair, Administrator</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>

Proposal Information

Project Title with 1-2 sentence description of program to be offered:

Population served:

Geographic area served:

Funds narrative: In 2-3 sentences, provide a brief description of how the funds would be utilized. (attach a detailed budget to this form)

Anticipated Start Date: _____ Anticipated Completion Date: _____

Budget

Dollar amount requested from MN River Board	\$ _____
Cash Contributions to project from other sources	\$ _____
Value of In-kind Contributions to project (include in budget)	\$ _____
Total project budget	\$ _____

Authorization

Name and title of authorized representative _____

Signature _____

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PROPOSAL NARRATIVE

I. ORGANIZATION INFORMATION (NO MORE THAN 1 PAGE)

- A. Brief summary of organization history, including the date your organization was established.
- B. Brief summary of organization mission and goals.
- C. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments.

II. PROGRAM/PROJECT PROPOSAL – PURPOSE (NO MORE THAN 2 PAGES)

At a minimum, please include the following information in your program/project proposal

1. For what purpose are you requesting the funds?
2. What opportunities/benefits would you secure for Minnesota River Basin residents, watershed professionals, elected officials, and other interested parties if your program is funded and implemented?
3. In what ways would the completion of your program/project enhance and advance your organization's mission and the mission of the Minnesota River Board?
4. What are your overall goals for the program/project and how will you determine if those goals have been achieved (i.e., what would be your measures of success)?
5. When and where will the program/project take place and who will be responsible for the effort?

PROJECT BUDGET AND APPLICATION INFORMATION

The maximum allowance for any one organization in a fiscal year is \$3,000. In this round of funding, \$9,000 is available. There is no minimum request requirement. You may use any project budget format that you would like to use; however, it must include specific information that denotes how the Minnesota River Board portion of the funds and any in-kind and cash match would be utilized. The Minnesota River Board funds should be designated for programming and project expenses only. The use of these funds to pay for staff wages and benefits is strongly discouraged. Reasonable expenses to pay for speaker fees, program travel, site arrangements, supplies, professional services, etc., are appropriate. These funds are provided from state and county revenue and can be used as matching funds where appropriate. Please note that we pay actual expenses and will do so on a reimbursement basis. **Funds must be expended by December 31, 2012.**

Applications must be received by 4:00 pm CST on **February 29, 2012**. Applications will be reviewed by the Minnesota River Board and their recommendations will be presented at the Minnesota River Board meeting on March 19 in Fairmont, MN. All successful applicants will be required to submit a mid-year report by June 22, 2012 and a final report after the project is completed.

Minnesota River Board (ATT: Susan Carlin)
135 Trafton Science Center South
Mankato, MN 56001

Scanned copies of proposals are acceptable and can be sent to susan.carlin@mnsu.edu. Please contact the Minnesota River Board at 507-389-6279 with any questions.