



1224 Marshall Street NE, Suite 201
Minneapolis, Minnesota 55413-0136

(612) 465-8780
(612) 465-8785 fax

www.mwmo.org

**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

STEWARDSHIP FUND PROGRAM

ACTION GRANTS

How to Complete a Full Proposal

Note: You should only submit this information after your Letter of Interest has been reviewed and accepted.

Submit the following on your organization or school letterhead, if possible. Please use a font size of at least 12-point and use at least one-inch margins. Your application should be no more than one title page plus eight following pages. The proposal will also include an appendix of supplemental materials (see Appendix Checklist below) which will not count towards the page total.

Please email the following to Erica Sniegowski at esniegowski@mwmo.org by the deadline (see **Action Grants Timeline** on our website).

Selection Criteria

The following criteria will be used to select projects for funding:

- 20% Project purpose is clear and well aligned with program goals
- 45% Project activities are clearly stated and will lead to successful outcomes
- 15% Project timeline and budget are reasonable and cost effective (Projects with a cash or in-kind match will be given greater consideration)
- 10% Project will lead to lasting changes, actions or improvements beyond the grant period
- 10% Overall proposal quality, including completeness, clarity, and key project personnel

Instructions

1. Title Page

- Include:
 - ✓ Organization Name
 - ✓ Name of contract signatory and title and address
 - ✓ Project Manager's name and title, address, phone, fax, and email
 - ✓ Organization website
 - ✓ Names of additional partnering organizations, if applicable

- ✓ Names of contractors, if applicable
- ✓ Total amount requested, up to \$50,000

2. Description of applicant (approx. one page)

- Briefly describe the organization applying for the grant.
- Include your mission, primary programs, and a description of the community you serve.
- If applicable, briefly describe any key partners in the project. In the Appendix, include signed letters of support from partners and/or other funders.
- Why is your organization interested in completing this project? You might clarify how the project relates to your organization’s mission, goals, programs, location, history, and/or audience.
- Please describe your organizational capacity to manage a project of the size and scope you are proposing. You might include examples of similar projects you have successfully managed.

3. Water Quality Improvement Activities (approx. 1 – 2 pages)

Your project must address Program Goal 1: Improve water quality or improve water and natural resource management.

- Describe the primary activities you will complete to achieve this goal, the audience(s) you will involve, and how you evaluate if the activities are successful. Please include quantifiable targets, if applicable.
- If you have had community input during the planning of your project, please describe the process and outcomes.
- If the project includes construction, installation or other site-based activities that will disturb soils, describe the history of use(s) of the property where the project will take place. Visit the Minnesota Pollution Control Agency’s “What’s In My Neighborhood?” webpage and utilize the Map Search tool to identify possible sources of contamination on or surrounding the project site property. Include the search results in your description.

<http://www.pca.state.mn.us/index.php/topics/environmental-data/wimn-whats-in-my-neighborhood/whats-in-my-neighborhood.html>)

If the project is awarded a Stewardship Fund Action Grant, the funding may be contingent upon the results of a site assessment to rule out site contamination which would make the project infeasible (conducted at the MWMO’s expense).

- Describe how the project will be monitored or evaluated to determine if it provides expected water quality benefits.
- If the project is to occur on property not owned by the applicant, please include in the Appendix a letter of permission from the landowner. The letter should be on the landowner’s letterhead and should be signed by the appropriate officer or other individual who has the power to grant permission for activities such as those that are proposed.

- If the project includes construction, installation or other site-based activities, include in the Appendix a one-page site plan, showing where the different components of the project will take place. This sketch need not be to scale.
- Print a copy of the MWMO Watershed Map (available on our website), mark the location of the project site and include in the Appendix.
- Include technical designs (Appendix).
Note: Final designs should be prepared and submitted as part of this application. Only in exceptional cases will design fees be eligible expenses in an Action Grant. MWMO will provide technical inspections (at MWMO's expense) of designs and during installation to ensure successful implementation.
- Include plant lists, including scientific names, if applicable (Appendix).
*Note: See Eligible Project Expenses in the **Administrative Reference Information** document on our website for plants covered by an Action Grant.*

4. Education / Awareness Activities (approx. 1 – 2 pages)

Your project must address Program Goal 2: Build community understanding, knowledge, and initiative related to water and natural resource issues and solutions.

- Describe the primary activities you will complete to achieve this goal and the audience(s) you will involve.
- Describe how you will evaluate if the education activities are successful. Please include quantifiable targets, if applicable.

5. Past accomplishments

- If you have experience completing projects similar to the one you are proposing, briefly describe those projects and your successes and challenges.
- If you have received funding from MWMO in the past, please describe how the new project you propose builds on, complements, or is related to the earlier project.

6. Key project personnel

- Briefly describe the key staff (or contracted staff) for the project, including their role and background/qualifications. Please identify one lead staff person with overall responsibility for the project.

7. Work Plan and Timeline

- Provide a detailed work plan and timeline that shows start and end dates for the project, plus major activities or milestones
- Include in the work plan and timeline the process for determining and acquiring any necessary permits for the project

8. Disseminating results

- If information about your project could benefit or serve as a role model to other organizations, what strategies will you use to share what you have done and learned?

9. Longevity

- How will the benefits or outcomes of the project continue beyond the end of the grant?
- If the project involves physical improvements such as infrastructure and plantings, describe how they will be maintained, and by whom, to ensure performance over the long term. *Note: In the case of plantings, address maintenance activities during the first three years (initial establishment period) and who will be responsible for them.*
- What additional projects, if any, could be an outgrowth of the success of this project?

10. Budget (Appendix)

Review the list of Eligible Project Expenses in the **Administrative Reference Information** document on our website. Create a budget based on solid estimates of items and services needed and their costs.

Complete the **Stewardship Fund Budget Form** (available for download on our website or contact Erica Sniegowski at (612) 465-8780, ext. 206, for a hard copy):

- Include expected expenses, broken out into logical categories. Within each category, provide further detail of anticipated cost items.
- If the project will involve funding sources other than MWMO monies (cash funds or in-kind contributions), indicate those expenses which will be covered with MWMO funds and those to be paid from other sources.
- Detailed cost estimates should be based on realistic quotes obtained for services during the planning phase.

Appendix Checklist

In the Appendix, include:

- ✓ Completed Stewardship Fund Budget Form
- ✓ Signed letters of support from partners and/or other funders (if applicable)
- ✓ Signed letter of permission from the landowner (if applicable)
- ✓ Site plan (if applicable)
- ✓ MWMO Watershed map indicating project location
- ✓ Technical designs (if applicable)
- ✓ Plant lists, including scientific names (if applicable)