**Mini Grant Application**

Please call or email Tammy Schmitz if you would like assistance in filling out this application. Contact and other information about how to answer questions is available at the end of this form.

As you answer the questions, include information that shows the MWMO how your project meets these purposes of the Stewardship Fund program:

1. Develops partnerships with community organizations
2. Protects or improves the quality of water, habitat and natural resources
3. Builds community understanding, knowledge and initiative related to water, habitat, and natural resource issues and solutions

**Date:** Click here to enter text.

**Project Name:** Click here to enter text.

## Federal Employer Identification Number (FEIN): Click here to enter text.

**Is your project inside the MWMO boundaries?**  Yes  No   
Use our “Find Your Watershed” feature to check: <http://mwmo.org/learn/find-your-watershed/>

**Are you one of the following eligible applicants?**  Yes  No

|  |  |
| --- | --- |
| * Nonprofit organization | * School |
| * Recognized neighborhood group | * Local government agency |
| * Business or professional association | * Other (please describe): |

NOTE: Eligible applicants may not serve a dual role as project manager and project consultant.

See full Eligibility Requirements here: <http://mwmo.org/grants/stewardship-fund-grants/eligibility/>

**Complete the following questions:**

Help the MWMO understand your project better. Answer the questions by typing where it says “Click here to enter text”.See details in the Information Section below for help on key questions.

1. **Describe your project in a short summary below.** **Include ways in which you will educate others in learning how they can take action to protect lakes, rivers, streams or wetlands.**

Click here to enter text.

1. **List up to three name(s) of partners or groups that have confirmed they will help with this project.**

Click here to enter text.

1. **Project Address** (Number, Street, City, State and Zip code. Attach map or drawing, if desired.)

Click here to enter text.

1. **Has the property owner given permission to build this project on their site? (**Permission letters are required from property owners where physical projects will be built before funding can be provided.)

Yes  No  Need to find out  We aren’t building a project

1. **What is the rough total cost of your project**? **If you are invited to submit a final application, complete the budget form attached to that invitation email and submit it with your updated version of this application form.**

$ Click here to enter text.

1. **How much of the project’s cost do you want the MWMO to fund?** (Up to $3,000.00)

Click here to enter text.

1. **What parts of the project do you want the MWMO to fund? (**Check if these costs are [eligible](https://www.mwmo.org/grants/stewardship-fund-grants/eligibility/) for MWMO funding.)

Click here to enter text.

1. **What is a rough timeline for your project?**

Click here to enter text.

1. **List the organization applying for the grant, its address, and phone number:** Click here to enter text.
2. **Which person in the applicant organization should we contact about your project to answer contract or financial questions?** (List their name, title, phone and email address.)

Click here to enter text.

1. **Who will manage the project’s details (project manager)?** (List their name, address, phone and email.)

Click here to enter text.

1. **How will you monitor the project while it is being built or conducted to make sure it is meeting your goals?**

Click here to enter text.

1. **How did you hear about the MWMO’s Mini Grants?** Click here to enter text.

**FOR ALL APPLICATIONS:**You may attach other documents that provide more information about your project. Check all boxes below so we know what materials will be arriving with your application.

Letters of Support, emails or other written communications showing support for your project

Site drawing, sketch or illustration of the project site (include project size and location on site)

Map(s)

Technical reports about soil in project site (soil test or other record of soil types at location)

Any required permits or other approvals from cities, counties, the Minnesota Pollution Control Agency, the Department of Natural Resources or others

A simple, five year maintenance planfor in-the-ground projects *(MWMO staff can assist you)*

Lesson plan(s)

Information about rental site(s) for planned event(s)

Other: Click here to enter text.

## CHECKLIST BEFORE SENDING APPLICATION TO MWMO:

Confirmed the project is within the geographic location of the MWMO: <http://mwmo.org/learn/find-your-watershed/>

Confirmed [our organization is eligible](http://mwmo.org/grants/stewardship-fund-grants/eligibility/) to apply for this grant.

Confirmed the Stewardship Fund Budget Form is being sent in (only with Full Applications).

Thank you for taking the time to fill out this Mini Grant application. Contact MWMO staff or see the Information Section below to help you answer questions on the form. Send applications electronically or paper copies via US mail to:

Tamara Schmitz  
Mississippi Watershed Management Organization  
2522 Marshall Street NE  
Minneapolis, MN 55418-3329   
**Phone:** 612-746-4988   
**Email:** [tschmitz@mwmo.org](mailto:tschmitz@mwmo.org)

INFORMATION SECTION  
Examples and details to help you answer key questions in the Mini Grant application.

**Question 1:**   
Describe your project. Projects can be focused on education, art or building a physical structure that engages the public in this topic; storing, reusing or filtering stormwater; aiding habitat; or a combination of these things. **All projects** require grantees to help others learn about and engage in protecting water bodies from pollutants that flow with stormwater into lakes, rivers, streams and wetlands. Include the steps you will take to interest others in protecting these water resources: Who is the audience you want to reach?Will you ask participants to take a specific action to protect water bodies? How will you know if you achieved your project goals?

**Question 2:**

List people or groups that will assist you in completing your project by providing funding, donating materials, offering labor, etc. If you have emails or letters from them about their commitment, please send them with your application.

**Question 4:**   
Permission letters are required from property owners where physical projects will be built. Letters must include the property owner’s permission to build the project on their site as described by the applicant. Include the project address in the letter and indicate who will maintain the project for a minimum of 3-5 years after it’s installed. Signatures from all property owners are required on the letter.

**Question 5 -7:**   
For initial Applications: Enter a rough idea or any information you already have for questions 5-7. You can attach a budget if you have already created one.

For final Applications: Answer Questions 5 & 6. In Question 7, type in “See attached budget”, then complete the required budget form emailed to you when you were invited to submit a revised Application. Fill in the budget form with as many details as you know at this point in time. If your organization is offered funding for its proposal there will be opportunities to update the budget prior to a contract being signed.

[Eligible costs](http://mwmo.org/grants/stewardship-fund-grants/eligibility/) in your budget might be staffing, materials, soil, rocks, educational materials or a rental fee for facilities where you’ll hold an event or other details specific to your project.

**Question 8:**   
See the example timeline below. Use whatever format you prefer. Just be sure to add details that show how you will plan, complete and reflect on your project at the end to learn lessons for the future.

*April 2019–May 2019: Plan educational presentation and raingarden design  
May 2019–June 2019: Give educational presentation; sign up volunteers for raingarden install  
June–September, 2019: Install raingarden; create raingarden maintenance plan*

*September 2019–October 2019: Give tours of new raingarden site; encourage others to plant*

*October 2019–December 2019: Discuss project with partners to decide what went well and/or what might need to be changed in the future*

*October 2019–December 2019: Complete grant close out activities with MWMO, including a close out interview and sharing “lessons learned” with MWMO staff*

**Question 12:**   
Things you might want to monitor could include whether planned lessons are being delivered as expected, that communications about your project are sent out on time, whether the project is being built according to your design so you can respond quickly to any issues, or how required invoices/receipts will be saved to share with the MWMO at the grant closeout. Share any needs unique to your project.

**Question 13:**Did you hear about Mini Grants from a friend or co-worker, the MWMO website, newsletter, social media post (Facebook, Instagram, Twitter or LinkedIn) or another source? Your information will help the MWMO learn where to share news so that more groups have a chance to apply for Stewardship Fund grants.