

# Application Process

## **Step One**

Applications are submitted using the WebGrants portal at <https://grants.nd.gov/index.do>. Application deadlines will be posted on the Outdoor Heritage Fund website at <http://www.nd.gov/ndic/outdoor-infopage.htm>. Applicants are strongly encouraged to register for their ND login and submit applications prior to the deadline in order ensure that proposals will be complete and able to be submitted on deadline date.

## **Step Two**

Staff conducts an initial review. This review does not involve analysis of the application but rather just a look to make sure all the blanks are filled in and all the information required is provided. If an application is incomplete, staff will notify the applicant of what is missing and the applicant will have an opportunity to make the correction and resubmit the application within three (3) business days. After the submission deadline, applicants will have **one** opportunity to make revisions and resubmit. Applications that are incomplete or fall under the “Exemptions” list will be rejected at the staff level.

## **Step Three**

All applications will be posted to the Outdoor Heritage Fund website. A notice will be sent to the OHF Advisory Board notifying them when the applications have been posted and providing them with a list of the applications. If an OHF Advisory Board member has a technical question about an application they should forward their question(s) to Industrial Commission staff as soon as possible so the Technical Committee can deal with the question.

## **Step Four**

Review of applications by the Technical Committee. The Technical Committee consists of the four ex-officio members of the OHF Advisory Board – Game and Fish Department, State Forester, Soil Conservation, Parks and Recreation. These individuals will utilize staff within their offices to complete the reviews. If the Technical Committee members do not have the expertise available within their offices needed to review an application, they may reach out to other entities that have that expertise.

The Technical Committee will look at all applications and provide comments on the technical aspects of the applications. They will not be scoring the applications. They are asked to answer the following two questions: 1) Does this application meet the requirements of the law? and 2) Does the application satisfactorily deal with the scientific aspects of the project (if applicable?).

## **Step Five**

OHF Advisory Board will meet to consider the proposals. Applicants will have the opportunity to provide a 10 minute oral presentation. While the oral presentation is strongly encouraged, applicants can elect not to make an oral presentation.

The OHF Advisory Board will then have an opportunity to discuss the applications and then do their scoring of the applications.

Adopted by the OHF Advisory Board: October 17, 2013  
Adopted by the Industrial Commission: October 22, 2013  
Revised: September 14, 2018, February 14, 2020