

NDSU



“Care for, protect and improve forests and natural resources to enhance the quality of life for future generations.”

For more information

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Celebrating
“100 Years of Forestry”
1906 – 2006



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ND Outdoor Heritage Fund Grant Application Format

The NDSU-North Dakota Forest Service manages a variety of state and federal grant programs. Based on our experience, we offer the following grant application process recommendations for consideration by the North Dakota Outdoor Heritage Fund Advisory Board. An effective grant allocation process may include:

Applicant Information

Agency/organization, contact person, address, telephone and email.

Project Information

Descriptive title of project, partnering agencies/organizations and the duration of the project (*1, 2 or 3 years*).

Project Overview

A comprehensive, but succinct overview of the proposed project that includes basic details of who is doing what, where and why.

Context, Goals and Objectives

Resource issues/threats/opportunities to be addressed by the project. Desired vision or end state. The goals (*long-term*) and the objectives (*short-term*), and the benefits will be achieved.

Proposed Activities

Specific activities to be completed using the Outdoor Heritage funds. Description of who will do the work and the timeframe.

Outputs and Outcomes

The outputs and outcomes to be achieved by the project. The indicators used to measure and monitor progress. The outputs and outcomes should relate directly to proposed activities, goals and objectives.

Collaboration

The partner contributions and commitments toward the proposed project. The nature of their contributions such as planning, implementation, or financial resources.

Relationship to State Natural Resource Plans

A description of how the project aligns with existing state natural resource plans including the state wildlife plan, outdoor recreation plan, water quality plan or forest action plan.

Meaningful Scale

The scale of the project (local, regional, statewide) and how it facilitates the achievement of project goals.

Outdoor Heritage Fund Grant Application

The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations to:

- A. Provide access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;
 - B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems, and to support other practices of stewardship to enhance farming and ranching;
 - C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and
 - D. Conserve natural areas for recreation through the establishment and development of parks and other recreation areas
- * Required

Exemptions

Outdoor Heritage Fund grants may not be used to finance the following:

- A. Litigation;
- B. Lobbying activities;
- C. Any activity that would interfere, disrupt, or prevent activities associated with surface coal mining operations; sand, gravel, or scoria extraction activities; oil and gas operations; or other energy facility or infrastructure development;
- D. The acquisition of land or to encumber any land for a term longer than twenty years; or
- E. Projects outside this state or projects that are beyond the scope of defined activities that fulfill the purposes of this chapter.

Application Deadline

Applications are due on December 2nd at 5pm CST. All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

To complete this application, fill out all required fields below. Click the "submit" button at the bottom of the page after you have finished entering all your information. You will not be able to make changes after submitting the form.

Attachments in support of your application must be sent by mail to North Dakota Industrial Commission, ATTN: Outdoor Heritage Program, State Capitol - Fourteenth Floor, 600 East Boulevard, Bismarck, ND 58505 or by e-mail to kfine@nd.gov no later than the application deadline. You will be sent confirmation of receipt of your application.

You may submit your application at any time. Early submission is appreciated and encouraged to allow adequate time to review your application and ensure that all required information has been included. Incomplete applications may not be considered for funding.

Name of Organization *

Federal Tax ID# *

Contact Person/Title*

Address*

City*

State*

Zip Code*

E-mail Address *

Web Site Address

optional

Phone*

Fax #

List names of co-applicants if this is a joint proposal

Major Funding Category: (select the category that best describes your grant request)*

choose only one response

- A. Provide access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;
- B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems, and to support other practices of stewardship to enhance farming and ranching;
- C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and
- D. Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Additional Funding Category: (select the categories that also apply to the grant application purpose)*

choose all that apply

- A. Provide access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;
- B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems, and to support other practices of stewardship to enhance farming and ranching;
- C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and
- D. Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Type of organization: (select the category that describes your organization)*

- State Agency
- Political Subdivision
- Tribal Entity
- Tax-exempt, nonprofit corporation, as described in United States Internal Revenue Code (26 U.S.C. § 501(c))

Project Name***Purpose of Grant ***

Amount of Grant Request \$ *

Total Project Cost \$*

Amount of Matching Funds \$
if applicable

Source(s) of Matching Funds
if applicable

Certification *

I certify that this application has been made with the support of the Governing Board and Chief Executive of my organization.

Narrative

Organization Information – Briefly summarize your organization’s history, mission, current programs and activities. *
Include an overview of your organizational structure, including board, staff and volunteer involvement.

Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program*

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for the funding.

Management of Grant – Provide a description of how the applicant will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met*

Include a brief background and work experience for those managing the project

Evaluation – Describe your plan to document progress and results. *

How will you tell if the project is successful? Final evaluation and expenditure reports will be required for every grant awarded.

Financial Information

ATTACHMENT: Project Budget - Include a detailed project budget that specifically outlines all funds that you are requesting.*

Include in the project budget all matching funds, funding sources, and indicate any indirect or in-kind services

I certify that a project budget will be sent to the Commission

Sustainability – Indicate how the project will be funded or sustained in future years. *

Partial Funding – Indicate how the project will be affected if less funding is available than that requested*

Grant Leverage – Will a grant be utilized to leverage other sources of financial support?*

- Yes
- No

Other Funders/Partners – List other committed or potential funders and the amounts committed or requested for the project.

Include public funds, individual contributions and other sources of income supporting the project including in-kind services.

ATTACHMENT: Copies of estimates provided by outside vendors. *

- I certify that copies of estimates will be sent to the commission
- No outside estimates were necessary for this project

Additional Information

ATTACHMENT: Board Minutes showing approval to apply for OHF grant*

I certify that the minutes will be sent to the commission.

Awarding of Grants

All decisions on requests will be reported to applicants no later than January xx. Applicants whose proposals have been approved will receive a Letter of Agreement outlining the terms and conditions of the grant. An authorized organization official must sign and return the letter to us, thereby indicating acceptance of the terms and conditions of the award. This letter will also highlight arrangements for payment of the grant.

Responsibility of Recipient

The recipient of any grant from the commission must use the funds awarded for the specific purpose described in the grant application. We require that a detailed accounting of all funds along with a follow-up report be submitted no more than one year from the date of the award.

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Outdoor Heritage Fund
Application Requirements

1. An application must be direct, concise, and informative. It must be typed on eight and one-half-inch by eleven-inch paper. Each page should be numbered and the application shall not exceed 15 pages in length. A copy of the application should be submitted electronically to kfine@nd.gov and two paper copies of the application are to be submitted to the following address:

North Dakota Industrial Commission
ATTN: Outdoor Heritage Program
State Capitol – Fourteenth Floor
600 East Boulevard
Bismarck, ND 58505

The application must contain the following as outlined in the application form:

1. Transmittal letter. A transmittal letter setting forth a binding commitment on behalf of the applicant to complete the project as described in the application if the Commission makes the grant requested. The letter must be signed by someone authorized to contract on behalf of the applicant. The applicant must also note what type of entity it is: a state agency, a tribal government, a political subdivision or a nonprofit organization.
2. Title Page. A title page setting forth the project title, applicant, contact person, contact information, date of application and amount of the request
3. Table of Contents.
4. Abstract. A one-page abstract of the project stating its objective, expected results, duration, total project costs and participants. The abstract should also state which of the following directive(s) will be met by the project:

Directive 1: Provide access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

Directive 2: Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems, and to support other practices of stewardship to enhance farming and ranching;

Directive 3: Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive 4: Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Please note that the application cannot include requests for any of the following items:

- a. Litigation;
- b. Lobbying activities;
- c. Any activity that would interfere, disrupt, or prevent activities associated with surface coal mining operations; sand, gravel, or scoria extraction activities; oil and gas operations, or other energy facility or infrastructure development;

- d. The acquisition of land or to encumber any land for a term longer than twenty years; or
 - e. Projects outside this state or projects that are beyond the scope of defined activities that fulfill the purposes of this chapter.
5. Project description. A detailed description of the project, including:
 - its overall objectives and strategies;
 - how this project will meet the specific directives of the Program;
 - what is the need for this project including whether there is an urgency for the funding?;
 - the long-term benefit for this project, if any;
 - sustainability of the project after the funding has been expended;
 - does this project include an innovative method or process for meeting the goals of the Program?;
 - does this project complement other private, state federal and tribal wildlife, agriculture, recreational or conservation programs;
 - ???????
 6. Timetable. A project schedule setting forth the starting and completion dates, dates for completing major project activities, and proposed dates upon which the interim reports will be submitted.
 7. Budget. An itemized list of the project's capital costs; direct operating costs, including salaries; and indirect costs; and an explanation of which of these costs will be supported by the grant and in what amount. Identification of all other committed and prospective funding sources and the amount of funding from each source, differentiating between cash, indirect costs and in-kind services. An explanation why the funding requested is necessary to achieve the project's objectives and, if less funding is available than that requested, whether the project's objectives will be unattainable or delayed. The budget should identify all other committed and prospective funding sources and the amount of funding from each source. (This is where you could include information on higher ranking for matching funds or collaborative proposals.)
 8. Management. A description of how the applicant will manage and oversee the project to ensure it is being carried out on schedule and in a manner that best ensures its objectives will be met.
 9. Background/Qualifications. A summary of prior work related to the project conducted by the applicant and other participants as well as by other organizations. This should also include summary of the experience and qualifications of the applicant and project director.
 10. Standards of Success. The standards by which the success of the project is to be measured. This should include specific ways to measure the success of the project in relation to the directive(s) that have previously been identified.