**Natural Resources Opportunity Grant Program**



This Natural Resources Opportunity Grant Application Form is available on the program website:

<https://www.hennepin.us/business/conservation/funding-assistance-natural-resources-projects>

**Application instructions**

**The Application**

The Natural Resources Opportunity Grant application is to be used by local, state, or regional governmental units, landowners, and other organizations to seek Natural Resources Opportunity Grant program funds from Hennepin County. Please complete all required sections of the application. Incomplete applications will not be considered for funding.

Part 1 of the application requests background information on the applicant, the project area, project type, and funding request. Part 2 of the application requests detailed information on the project, natural resources problem or need being addressed, scope of work, and project budget. Part 2 of the application will be reviewed and rated against the evaluation criteria listed for each question, and the Selection Considerations listed in the Opportunity Grant guidelines. Please ensure your answers sufficiently meet each of these criteria when completing the application.

**Application Resources**

An overview of all Hennepin County Natural Resource funding opportunities, programs, guidelines and applications can be found at <https://www.hennepin.us/business/conservation/funding-assistance-natural-resources-projects>.

Prospective applicants are invited to contact the county for feedback on project ideas before applying. County staff are also available to provide assistance in filling out the application, particularly to provide information on project benefits and/or your project’s ability to meet natural resource management goals. Please contact Ellen Sones (612-596-1173; [ellen.sones@hennepin.us](mailto:ellen.sones@hennepin.us)) if you’re interested in filling out the application and seeking assistance. Once the application is complete, please submit the application to Ellen Sones via email ([ellen.sones@hennepin.us](mailto:ellen.sones@hennepin.us)).



**Application No.**

***Place the cursor in the gray box at question 1, fill in the answer, and then use the F11 function key to navigate through the remaining questions in the application.***

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| 1. **PROJECT TITLE:** |
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| 1. **APPLICANT NAME:** |
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| 1. **APPLICANT SIGNATORY:** *(The person whose name is listed here must sign Part 1 -Box 7 of this application)* | | |
| Name: | | |
| Title: | Telephone Number: | E-Mail Address: |
| Mailing Address  Organization (if any):  Address:  City:       State:       Zip Code: | | |

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| 1. **PROJECT DURATION:** |
| Estimated Start Date: |
| Estimated Completion Date: |
| Anticipated PROJECT Length:       months |
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| 1. **PROJECT TYPE:** |
| 1. Water Quality Project  2. Wetland Restoration  3. Habitat Restoration/Protection  4. Assessment Identifying Future Projects  5. Other: |

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| 1. **FUNDING REQUEST:** (*Provide the amount of funding requested to complete your project.)* | |
| *Check for consistency with costs provided in Part 2, Question 2.* | **Project Amount:** |
| **Total PROJECT Cost**  This amount represents the full cost of the PROJECT. | $ |
| **Natural Resources Opportunity Grant Request** | $ |
| **Other Match Funds in PROJECT**  Identify secured source(s) of funds:  Funding Source  Funding Source  Funding Source  Funding Source  Describe the status of the matching funds: | $  $  $  $ |

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| **7. APPLICATION CERTIFICATION:** | |
| I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE **LEGALLY AUTHORIZED SIGNATORY** OR DESIGNEE FOR THE SUBMITTAL OF THIS INFORMATION ON BEHALF OF THE APPLICANT. | |
|  |  |
| Printed Name | Signature |
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| Title | Date |

**THIS CONCLUDES PART 1**

*This is the portion of the grant application the evaluation panel will use to provide an adjectival rating for the application. Each question identifies criteria the panel will use to evaluate the application. Criteria are provided in no particular order.*

EXECUTIVE SUMMARY

**Summarize the overall project, the associated water quality problem, and how the project will address or solve the problem.** (Limit your answer to 250 words or less).

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1. SCOPE OF WORK

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| **Evaluation Criteria** |
| Project description is clear and concise, scope is feasible |
| Project tasks, and level of effort to complete them, are clearly described |
| Deliverables and timeline are clearly defined. Timeline within 3-year grant period. |
| Project is feasible as proposed with resources (people, money, etc.) outlined in the scope of work |
| The purpose meets defined shared goals of county and project partners |

Reviewers provide favorable ratings for scopes of work that thoroughly meet the evaluation criteria and that directly address one or more natural resource management problems/needs. The scope must demonstrate an understanding of the work required to fully implement and complete the project.

*Using the area below, please provide*:

* A detailed scope of work for the project that includes clearly defined tasks, deliverables, timelines, and purpose.
  + Describe the intended results (what is the benefit?).
    - Be specific, clear, and concise.
  + Describe the project area and provide supporting map(s) and relevant diagrams and/or pictures.

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1. PROPOSED BUDGET

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| **Evaluation Criteria** |  |
| Complete project budget is consistent with the scope of work and estimates are clear and reasonable. |
| Project attempts to leverage other, and preferably several, local, state, or federal resources. |
| The project budget represents a good value for the work and natural resource benefit achieved. |

Reviewers provide favorable ratings for cost-effective projects, with accurate cost estimates, which can equitably leverage multiple funding sources. The application should have a complete, reasonable budget that is consistent with the tasks described in the scope of work.

*Using the areas below, please provide*:

* + A budget for the project including total cost for the project broken down into tasks.
    1. Additional lines may be added to the Proposed Project Budget table if necessary.
    2. Applicants may instead provide a separate budget if a more detailed one is available.
  + Identify the match sources and their status.

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| Proposed Project Budget | |
| Task elements | Total Project **Cost** |
| 1. Project administration/management | $ |
| 2. | $ |
| 3. | $ |
| 4. | $ |
| 5. | $ |
| 6. | $ |
| **Total costs needed to complete:** | $ |

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| In addition to the proposed budget above, please provide the following information:  Total Project Cost $  Natural Resources Opportunity Grant request $  Match sources:  List other funding sources and amounts, including local cash matching funds  Funding Source:       $  Funding Source:       $  Funding Source:       $  Funding Source:       $  **Describe the status (secured or unsecured) of matching funds:** |
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1. PROJECT NEED AND BENEFIT

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| **Evaluation Criteria** |  |
| Severity of the problem/need is well documented. | |
| Project will achieve substantial natural resources benefits, including (but not limited to) erosion prevention, pollutant (e.g. sediment, phosphorus) runoff reduction, wildlife habitat protected or restored, or climate impacts mitigated for. | |
| Project success has been measured, and proposed methods to measure success are reasonable. | |
| The Project provides long-term sustainability of natural resource benefits (e.g. operation and maintenance, long-term follow-up, natural resources management), and/or identifies additional projects to address specific problems area(s). | |
| Project provides significant community benefit, such as creating a community amenity, addressing socioeconomic or racial disparities, or addressing inequities and environmental justice needs. | |

Reviewers provide favorable ratings for projects that address one or more documented severe natural resource problems and/or needs over the project lifetime. Projects with measurable improvements receive more favorable ratings than those with unclear or vague benefits. Reviewers will consider the actual benefit, the level of implementation, and the severity of the problem. Reviewers will consider only changes that can be achieved by the proposed scope of work within available budget.

*Using the area below, please provide*:

* A detailed description of the severity of the problem or need to be addressed by the project.
  + Include how the problem has been documented in a plan or assessment (e.g., Total Maximum Daily Load (TMDL) study, watershed organization or city plan, or presence on Minnesota’s 303(d) impairment list).
  + Describe how the problem will be addressed by the project and how success will be measured.
  + Describe any anticipated community benefits.

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1. PROJECT TEAM

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| **Evaluation Criteria** |  |
| Team members are all listed, with roles and responsibilities that are well defined and expected contributions to the project are adequate for the scope of work. | |
| Team members’ qualifications and past experiences are relevant. | |

Reviewers provide ratings based on skills, qualifications, and experience of the project team members.

*Using the area below, please provide*:

* List contact information for the partners, staff, and volunteers who will implement the project as outlined in the scope of work.
* Briefly describe their relevant skills, qualifications, past experiences, and expected contributions for this project (*do NOT submit resumes*).

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1. PROJECT DEVELOPMENT PROCESS/ LOCAL COMMITMENT

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| **Evaluation Criteria** |
| A comprehensive decision-making process was used to arrive at the proposed project. |
| The level of local support and commitments from project partners is documented |
| A collaborative process will be implemented to execute the project. |

Reviewers provide favorable ratings for projects that demonstrate a clear path from project idea to implementation and that have actively engaged each of the necessary partners and other stakeholders to reasonably anticipate success. Provide documentation as appropriate.

*Using the area below, please provide*:

* Describe the decision-making process used to select the project (i.e. why was this project chosen over other solutions).
* List where the proposed project is identified as a priority by a local, state, or federal unit of government that manages natural resources (e.g., state approved watershed management plan).
* Describe how you have involved and fostered local, regional, and statewide partnerships for the success of the project.

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1. READINESS TO PROCEED

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| **Evaluation Criteria** |
| Project elements are in place for the project to proceed and documentation is provided (e.g. planning, design, and permits). |
| Necessary stakeholders are either on project team or have provided sufficient support for project to move forward expediently. |

Reviewers provide ratings based on how soon a project can begin construction and how efficiently the project can proceed to completion, especially through early stages. A project does not need to begin immediately after the grant award, but must begin soon enough that the project can complete well within the grant agreement period.

*Using the area below, please provide*:

* + Describe the steps you have taken to coordinate partners and activities that would allow the project to proceed immediately after grant award. Provide information and documentation on project elements such as status of designs, permits, cross- or inter-agency agreements, landowner agreements, easements, other secured funding, and staff or agency approvals.

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**THIS CONCLUDES PART 2**