

MINNESOTA POLLINATOR PARTNERSHIP

Grant Application Information - 2015 & 2016

Minnesota Pheasants Forever chapters and partners must complete and return grant packet (Grant Application, Grant Budget & Grant Agreement) to Pheasants Forever's Habitat Education in order to be considered for funding in 2015 & 2016. Chapters must also meet the following criteria in order to be considered for grant funding:

- Chapters/partners must engage a youth group in the establishment of a pollinator habitat project (i.e. classrooms, 4H, Boy Scouts, Girl Scouts, FFA, etc.).
- Pollinator projects must meet minimum pollinator habitat specifications set by the U.S. Department of Agriculture.
 - Pollinator projects must be a minimum of 1/2 acre in size
 - If planted in a strip, strip must be a minimum of 20 ft. wide
 - Pollinator seed mix must include a minimum of 20 native wildflower species
 - At least 3 species shall have their primary onset of blooming during each period of April-June 15, June 15-July, and August-October
- Chapters/partners must provide a dollar-to-dollar match in order to receive grant funding for their projects. Cash match from chapters and partners must make up at least 50% of the total grant dollars requested. The rest of the match requirement can come in the way of in-kind match from donations and volunteer time spent establishing, maintaining and monitoring projects.
- Chapters/partners must include educational/monitoring activities in conjunction with the establishment of the pollinator project.
- Chapters/partners must pay for the entire project up front. Chapters will be reimbursed for allowable expenses after sending in grant report (see Grant Application Information Document for list of reimbursable expenses).
- Chapter/partners must complete and return all required reports to Pheasants Forever's Habitat Education Specialist before reporting deadlines.

If your chapter agrees to meet the minimum criteria above, your chapter will be considered for grant funding in 2015 and 2016. All applications will be reviewed and scored by Pheasants Forever staff. Chapters will be notified on the status of their application within two weeks of submitting the grant application packet.



The information below is designed to help you complete the grant application and budget. Be sure to read all information below prior to completing application packet. All grant application materials should be sent to Pheasants Forever's Habitat Education Specialist, Drew Larsen, 911 E 3rd Street, North Platte, NE 69101 (308-293-1194 or dlarsen@pheasantsforever.org).

Project Narrative

When writing your project narrative, be sure to clearly address the following topics:

- Discuss how the project will provide educational value to youth and the general public. Include estimates on the number of people you intend to educate and how you intend to educate them.
- Describe the project site and its value to providing quality habitat for pollinators and other wildlife. Include the size of your project and the projects location (public or private).
- Discuss how the project will continue to provide educational and wildlife value after it is established. Describe the steps you have taken to insure this project provides educational and wildlife value for many years.

If you need more room for the narrative than what is provided in the application, please feel free to attach additional pages. Other attachments helping describe the project are also encouraged (i.e. maps, educational materials, photos, etc...).

Budget

Reimbursable grant expenses include the following:

- **Site Preparation – Paying a Contractor (\$500 Max.)**
 - Herbicide Application
 - Disking/Tilling
- **Project Supplies (\$2,000 Max.)**
 - Seed, Plugs/Plants, Shrubs/Trees
 - Buckets, Seed Spreaders, Garden Trowels, Dibble Bars
 - Signage
 - Herbicide

All other project expenses will not be reimbursable. However, all other project expenses can be used as grant match. Common expenses that can be used as match include the following:

- T-Shirts
- Ringneck Memberships
- Curriculum

- Food & Drink
- Transportation
- Activity Materials
- Volunteer Time (\$21.91 per hour)
- Etc...

Grant match expenses are not limited to the items listed above. Any expenses tied to the project can be used as match as long as you provide a receipt of the expense. When estimating volunteer labor time, use \$21.91 per hour). Be sure to estimate your time to plan, conduct, and maintain the project. You can also record the time the youth group spends planning, conducting, and maintain the project as long as you record the names of each person volunteering his or her time. Be sure that that the “Chapter/Partner Dollars” column total is at least 50% of the “Youth Pollinator Habitat Program Grant Dollars” column total. The total of “Chapter/Partner Dollars” column and the Donated In-Kind Dollars” column should be equal to or greater than the “Youth Pollinator Habitat Program Grant Dollars” column.

Note: In order to help us secure future grant funding, your chapter should try to provide as much “cash” and “in-kind” match as possible. If you have any questions regarding the grant budget, please contact Drew Larsen at 308-293-1194 or dlarsen@pheasantsforever.org.

