Environment and Natural Resources Trust Fund (ENRTF)
2019 Main Proposal INSTRUCTIONS

PROJECT TITLE:

I. PROJECT STATEMENT
In this section, provide a summarizing overview statement (1/2 page or less) that is very specific to the proposal and clearly and succinctly states:
- *Overall goals of the project (e.g., reduce forest fragmentation, improve water quality) and the specific, direct outcomes you aim to achieve (e.g., populations served, geographic areas served, resources impacted, species impacted).*
- *How the project will achieve those goals (i.e., the project itself and types of activities involved).*
- *Why this project needs to be done (i.e., the context or problem to which it is responding; the opportunity, challenge, issue, or need the project would address).*

*It is recommended that the main concept of the proposal be at least previewed or initially articulated in the first sentence or so of your project statement to facilitate proposal review.

II. PROJECT ACTIVITIES AND OUTCOMES
This section details your project's activities and the specific, measureable outcomes resulting from each. A project will ideally have 1-3 activities.

Repeat the below structure for each additional project activity (e.g., Activity 2, Activity 3, etc.), starting at the activity title (i.e. "Activity 1") through outcomes.

ACTIVITY 1: *Title (Title should be descriptive of the activity)*
Description: *Describe the project activity. Include the objective of the activity, the tasks involved, how they will be accomplished, and the specific outcomes. Also provide the impact of the outcomes and how they may be used. Explain any plans for evaluating activity outcomes.*

ENRTF BUDGET: $
Provide a budgeted amount for each activity as a portion of the total ENRTF dollars.

Outcome	Completion Date
1. *Specific, measureable outcome*	
2. *Specific, measureable outcome*	
3. *Specific, measureable outcome*	

In the outcome table, summarize the specific, measureable outcomes to be achieved through the activity and the anticipated completion date. Add or delete rows as needed. The completion date will be used as a guide for reimbursement on completed outcomes.

III. PROJECT PARTNERS:
If the project has a project team or organizational partners that will be helping carry out the project activities, list names and affiliation and explain what their role is in the project. Add rows as needed

A. Partners receiving ENRTF funding

Name	Title	Affiliation	Role

B. Partners NOT receiving ENRTF funding

Name	Title	Affiliation	Role

IV.   LONG-TERM- IMPLEMENTATION AND FUNDING:
Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this be funded?

V.   TIME LINE REQUIREMENTS:
Explain the timeline requirements specific to the proposed project.

IX.   SEE ADDITIONAL PROPOSAL COMPONENTS:

A. Proposal Budget Spreadsheet
B. Visual Component or Map
Projects not involving land acquisition or restoration may attach a map, graphic, table, photo(s), or figure to help illustrate or elaborate on your project.

Projects involving land acquisition (fee title or easement), restoration, or land development (e.g., trail development) are required to attach a map of each of the specific proposed parcel areas. The map must include north arrow and scale, and illustrate specific site location within city, county, region, and/or state. Each parcel does not need to be on its own map, but specific site location must be understandable if more than one parcel is included on the same map.
C. Parcel List Spreadsheet
D. Acquisition, Easements, and Restoration Requirements
E. Research Addendum (not required at proposal stage)
F. Project Manager Qualifications and Organization Description
Include summary of project manager qualifications and responsibilities pertaining specifically to project proposal. A complete resume or CV is not requested. Organization description should be a simple, concise explanation of organization and its mission.
G. Letter or Resolution
Non-profits and local units of government must submit a letter or resolution authorizing proposal submission from their governing board. State and federal agencies and colleges/universities do not need a resolution but must have an authorized person submit the proposal.
H. Certified Audit or 990 Tax Information