



Environment and Natural Resources Trust Fund

2026 Request for Proposal

PROPOSAL GUIDE BY SECTION

THIS DOCUMENT IS FOR REFERENCE ONLY.

USE LCCMR PROPOSAL AND GRANT MANAGEMENT SYSTEM TO COMPLETE PROPOSAL.

This document is provided as a resource for those who wish to view the fields and instructions prior to beginning your proposal in the [LCCMR Proposal and Grant Management System](#). The sections below correspond with the tabs in the online application. Below you can see the information that will be required in each tab to complete your proposal.

You do not need to have all the information indicated below to begin your proposal in the system. You may start a proposal and return at any time, but you will not be able to submit the proposal until all required information has been completed.

PROJECT COLLABORATORS

PROJECT MANAGER INFO

The Project Manager will be the primary contact throughout the project. This person must be an employee of the organization receiving funds.

PROJECT MANAGER

First Name/Last Name:

Office/Mobile Telephone:

Email:

Mailing Address:

PROJECT MANAGER QUALIFICATION

Job Title:

Provide a description of the project manager's qualifications to manage the proposed project.

You will be asked to include the job title and summary of project manager qualifications and responsibilities pertaining specifically to the project proposal. A complete resume or CV is not requested. 300-word limit.

ORGANIZATION INFO

ORGANIZATION CONTACT INFORMATION

Organization Name:

You will be asked to select your organization from a drop-down menu and, where applicable, division, college, center, or program. If you do not see your organization, or if your organization information is out of date, there is a link to request LCCMR staff to add or update it. You may continue to work on your proposal while staff is reviewing and responding to your request.

Web Address:

Mailing Address:

Phone:

ORGANIZATION DESCRIPTION

Provide a description of the organization.

The organization description should be a simple, concise explanation of the organization and its mission. Proposals from the Department of Natural Resources (DNR), University of Minnesota, or others may describe the division, college, center, or program if it more directly relates to the proposal. 200-word limit.

Does the organization have a fiscal agent for this project? Yes/No

If you do not have fiscal capacity for managing receipt of ENRTF funds, you may need a fiscal agent. You will have an opportunity to add fiscal agent contact information and also provide a letter or resolution from your fiscal agent acknowledging acceptance of this role, using these [templates](#) as the basis for the letter or resolution.

University of Minnesota projects no longer need to enter SPA as the fiscal agent. Instead, you will be asked to attach a SPA letter.

PROJECT PARTNER INFO

Here you will be asked to list project partners and collaborators. Only include committed partners and collaborators.

Name:

Organization:

Role:

Receiving Funds? Yes/No

GENERAL INFORMATION

PROJECT BASIC INFORMATION

Project Title:

Please use a distinct and descriptive title. 8-word limit.

ENRTF Funds Requested:

This will be auto filled from your budget.

LCCMR Funding Category:

Here you will select the RFP funding category to which your proposal most closely corresponds. If you select Small Projects (H) as your primary priority, you will be asked to also select a secondary category.

Does your project include restoration or acquisition of land rights?

Please indicate all that apply from the following list: Restoration, Conservation Easement Acquisition, Fee Acquisition, and Other Easement Acquisition. Proposals that include these activities have additional requirements. See [Requirements for ENRTF Land Acquisitions and Restorations](#).

Does your project include original, hypothesis-driven research? Yes/No

Does your project have potential for royalties, copyrights, patents, sale of products and assets, or revenue generation? Yes/No

If you answer 'Yes' to the above question, you will be asked: (1) to confirm that you understand and acknowledge IP and revenue-return and sharing requirements in [M.S. 116P.10](#); and (2) if you wish to request reinvestment of any revenues into your project instead of returning revenue to the ENRTF. If you request revenue reinvestment, you will need to describe the source and estimated amounts of any revenue and how you propose to use those revenues.

Does your project include the pre-design, design, construction, or renovation of a building, trail, campground, or other fixed capital asset costing \$10,000 or more or large-scale stream or wetland restoration? Yes/No

If your project includes pre-design, design, construction, or renovation of a building, trail, campground, or other long-lived (10 years or more) fixed capital asset costing \$10,000 or more, please review and understand the [ENRTF Capital Construction Project Requirements](#), and account for them in your proposal. If your capital construction project includes large scale stream or wetland restoration, please review and understand the [ENRTF Restoration Requirements](#). If your answer to this question is 'Yes', a 25% non-ENRTF match and other requirements apply. You will be asked to download, complete, and attach to your proposal a [Capital Construction Project Questionnaire](#) and [Budget Addendum](#) prior to proceeding with your proposal.

Do you propose using an appropriation from the Environment and Natural Resources Trust Fund to conduct a project that provides children's services (as defined in Minnesota Statutes section [299C.61 Subd.7](#) as "the provision of care, treatment, education, training, instruction, or recreation to children")? Yes/No

PROJECT LOCATION

What is the best scale for describing where your work will take place?

You will be asked to choose from a drop-down menu the regions of the state where your work will take place.

What is the best scale to describe the area impacted by your work?

You will be asked to choose from a drop-down menu the regions of the state that will be impacted by your work.

When will the work impact occur?

During the Project/ In the Future (You may select one or both.)

OTHER ENRTF APPROPRIATIONS AWARDED IN THE LAST SIX YEARS

You will be asked to select from a drop-down menu any other ENRTF appropriations awarded in the last 6 years. Include ENRTF appropriations for any directly related project of the project manager or organization.

Name:

Appropriation:

Amount Awarded:

NARRATIVE

PROJECT DESCRIPTION

Project Summary: 30-word limit.

Describe the opportunity or problem your proposal seeks to address. Include any relevant background information. 200-word limit.

What is your proposed solution to the problem or opportunity discussed above? Introduce us to the work you are seeking funding to do. You will be asked to expand on this proposed solution in Activities & Milestones. 200-word limit.

What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources? 100-word limit.

Assuming your project begins July 1, 2026, when will your project be complete? Please note, the standard project length is three years.

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 work be funded? 200-word limit.

ACTIVITIES AND MILESTONES

ACTIVITIES AND MILESTONES

You will be asked to break your project down into its major activities (typically, 1-3 but can be more). For each activity, describe the objective of the activity, the tasks involved, how the tasks will be accomplished, and their specific outcomes. The description should also provide the impact of the outcomes, how they may be used, and explain any plans for evaluating activity outcomes. 200-word limit.

For each activity, you will be asked to identify the top milestones (typically, 3-5 but can be more) and provide an anticipated approximate completion date for each. Milestones can be tasks, outcomes, outputs, or deliverables. They should be distinct, chronological, specific, and measurable. The completion dates will be used as a guide for reimbursement on completed outcomes.

BUDGET

You will be asked to provide a budget for your project in the following categories: Personnel; Services and Subawards; Capital, Equipment, Tools and Supplies; Acquisition; Travel and Conferences; Printing and Publication; Other; and Non-ENRTF Funds Contributed. The information required for each category is described below. For prohibited and generally ineligible expenses, see the [Guidance on Allowable Expenses](#). Any generally ineligible expenses must be indicated by checking a box and additional justification provided regarding how the proposed expense is directly related to and necessary for the project.

PERSONNEL

This section is for employees of the sponsoring organization that would be supported using ENRTF dollars. Costs must be for time solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the proposal.

Specific information that must be included are the position name/type, a description of the position's project role, the dollar amount for the position, the percentage of that dollar amount for fringe and benefits, the approximate FTE per year anticipated to be funded for this position, and the number of years it will be supported. State agencies will also be asked to identify if the position is classified and, if so, provide additional justification for the use of classified staff and an explanation of how the agency will backfill that part of the classified staff salary proposed to be paid for with these funds.

SERVICES AND SUBAWARDS

This section is for costs included for people or entities outside the project manager's organization that are direct and necessary for project completion. You will be asked to provide the name of the person, organization, or business that will be doing the work, if known, the agreement type, a description of the work, and the dollar amount. In addition, you will need to provide the approximate FTE per year anticipated to be funded through subawards and the number of years the FTE will be supported. There are four categories of services and subawards:

- Subaward for grants or agreements with not-for-profit or public entities outside the project manager's organization collaborating on the project. ENRTF spending requirements and, for non-state ENRTF recipients, grant agreement requirements flow down to the recipient of a subaward.
- Internal Services for internal lab use fees, service fees, and facility fees. These fees tend to be more common with agencies and universities and follow agency or university policy.
- Acquisition Services for costs associated with fee title and easement acquisition transactions, such as appraisals, surveys, title review and insurance. Costs do not need to be itemized, however, please indicate the expected number of transactions and average costs per transaction.
- Service Contracts for all other work performed by entities outside the project manager's organization, whether that work is being conducted via a formal contract or not. This includes public entities providing a limited and specified service for which they have a predetermined fee schedule. Named service contracts in the budget do not constitute a funder-designated subrecipient or approval of a sole-source contract; no entity is approved unless it has been selected according to the contracting rules identified in state law and policy for organizations that receive ENRTF funds through direct appropriations, or in the [DNR's reimbursement manual](#) for non-state recipients. These rules may include competitive bidding and prevailing wage requirements. Examples of service contracts include external planning/engineering, construction, environmental consulting, lab services, etc.

CAPITAL, EQUIPMENT, TOOLS, AND SUPPLIES

Note: This section and the budget expense sections that follow are for costs to be incurred by the sponsoring organization, not by contractors or sub-awardees. Items that might fall into these categories but are costs to be incurred by a contractor or sub-awardee should be included in the total dollar amount paid to the appropriate entity in the Services and Subawards section above.

This section is for equipment, tools, and supplies specific to the project and for their incoming freight charges. You will be asked to provide a description of the equipment, tools, or supplies (including quantity), its purpose, and the total dollar amount. Expenditures greater than \$5,000 for equipment or tools should be categorized as a capital expenditure.

ACQUISITION

You will only be asked to complete this section if you indicated in the General Information section that your project includes acquisition of land rights.

You will be asked to provide the cost for the land interest itself, the cost for any required conservation easement stewardship, and the following information:

- Acquisition: The proposed number of acres, parcels, or miles (trails or shoreline) and name of the organization or entity that will hold title.
- Stewardship: The proposed number of acres, parcels, and name of the entity that will hold the funds as required in [M.S. 116P.20](#).

TRAVEL AND CONFERENCES

This section is for costs related to all travel and conference attendance. You will be asked to indicate whether the travel is within Minnesota or outside Minnesota, a description of the travel (including number of trips, miles, and people), the purpose of the travel, and the dollar amount. Please note the following conditions:

- In-state transportation and travel expenses, such as lodging, meals, and mileage of personnel directly involved in the project, must be in the same manner and in no greater amount than provided for in the current [Commissioner's Plan](#) promulgated by the Commissioner of Management of Budget and as provided by the LCCMR or, for University of Minnesota projects, the [University of Minnesota plan](#).
- Allowable meal and lodging expenses are for employees only.

PRINTING AND PUBLICATION

This section is for costs related to printing and publications, including publication and printing/copying expenses necessary for contract administration, work products production, and semi-annual reports relating to accomplishments. You will be asked to describe the printing or publication, explain its purpose, and the dollar amount.

OTHER

This section is for all other eligible expenses that do not fall under the previous budget categories. You will be asked to provide a description, purpose, and dollar amount for each item.

NON-ENRTF FUNDS CONTRIBUTED

Here you will provide information on any additional non-state and state cash or in-kind dollars secured, applied for, or that will potentially be spent on the project during the funding period and how those dollars will be used. The ENRTF Funds plus Non-ENRTF Funds must add up to at least the total amount needed to complete the project or project phase that is described and depicted in your proposal.

If you are requesting funds for a capital construction project (projects that include pre-design, design, construction, or renovation of a building, trail, campground, or other fixed capital asset costing \$10,000 or more or large-scale stream or wetland restoration), you must include sufficient Non-ENRTF Funds to meet the 25% non-ENRTF match requirement.

The match for capital construction projects can be cash or in-kind. Funds spent prior to proposal submission may be used to satisfy this match requirement. Matching funds may be marked as potential or pending at proposal stage, but all funds needed to complete the project or project phase, including the match, must be legally committed before any appropriated ENRTF funding will be released.

ATTACHMENTS

Depending on your organization or project, you may need to attach maps, a resolution or letter authorizing proposal submission, a resolution or letter from your fiscal agent acknowledging acceptance of fiscal agent responsibility, or tax/financial information. You may also choose to upload additional documents; however, we cannot guarantee these documents will be reviewed by the LCCMR.

REQUIRED ATTACHMENTS

Visual Component or Map:

- Proposals involving land acquisition (fee title or easement), restoration, or development (e.g., trails) must attach a map of each of the specific proposed parcel areas. The map must include north arrow and scale and illustrate specific site locations within a city, county, region, and/or state. Each parcel does not need to be on its own map, but specific site locations must be understandable if more than one parcel is included on the same map. *Please submit as a PDF.
- Proposals not involving land acquisition or restoration must attach a map, graphic, table, photo(s), or figure to help illustrate or elaborate on the project. Please submit as a Microsoft Word document or PDF (1 page limit).

Board Resolution or Letter

Non-state entities, including for-profits, non-profits, tribes, political subdivisions, and federal agencies, must obtain a resolution or letter from your governing board authorizing submission of the proposal. Use the appropriate [board resolution or authorization letter template](#). University of Minnesota entities may use their own template. Please submit as a Microsoft Word document or PDF.

Financial Capacity Information for Non-Profit Organizations, Political Subdivisions, and For-Profit Business Entities

A pre-award financial capacity assessment is required for all non-profit organizations, for-profit business entities, and political subdivisions. To help us evaluate financial capacity, the following must be submitted with your proposal:

Non-profit applicants:

- Most recent IRS Form 990 or 990-EZ filed with the IRS.
- If exempt from 990 requirements: demonstration of exemption and their most recent board-reviewed financial statements.
- Most recent audit report performed by an independent third party in accordance with generally accepted accounting principles (if required; see [current audit revenue thresholds](#)).
- Evidence of good standing with the Secretary of State.

For-profit applicants:

- Most recent federal and state tax returns filed with the IRS. This information will be considered nonpublic data.

- If exempt from tax return requirements: demonstration of exemption and their most recent board-reviewed financial statements.
- Evidence of good standing with the Secretary of State.
- Disclosure of any liens on its assets.

Political subdivision applicants:

- Current financial statements.
- Most recent audit report performed by an independent third party in accordance with generally accepted accounting principles (if required; see [current audit revenue thresholds](#)).

SUPPLEMENTAL ATTACHMENTS

If your project includes the pre-design, design, construction, or renovation of a building, trail, campground, or other long-lived (10 years or more) fixed capital asset costing \$10,000 or more or large-scale stream or wetland restoration, and you indicated this in the General Information section, here is where you will upload your required [Capital Construction Project Questionnaire](#) and [Budget Addendum](#).

Additional materials that support your proposal but are not required, such as support letters, photos, or other supporting documents, may also be uploaded here. Please submit as a Microsoft Word or Excel document, PDF, or hyperlink.

ACQUISITION AND RESTORATION

This entire section is only required if your proposal includes restoration or land acquisition (fee title or easement).

The information included in this section is to help fulfill specific legal requirements pertaining to fee title acquisition, easement acquisition, and restoration efforts completed using ENRTF dollars. More detailed information explaining these requirements is available in separate documents that are available on the "Project Manager Info" page of the LCCMR website. See [Requirements for ENRTF Land Acquisitions and Restorations](#).

Parcel List

You will be asked to list all targeted parcels that you are currently considering for acquisition (fee title or easement) or restoration using ENRTF funds. For each parcel you will need to include the name, county in which it's located, site significance, type of activity (restoration or specific land interest being acquired), acres, miles, estimated cost, type of landowner, easement or title holder, and status of work. The list may include more parcels than you will ultimately acquire or conduct restoration work on with the funds. To be eligible as part of your project, however, a parcel must be included on the list. Changes may be requested through the amendment process.

Fee Acquisition

If your proposal includes fee title land acquisition, you will be asked to answer the following questions:

- 1. Describe the selection process for identifying and including proposed parcels on the parcel list, including an explanation of the criteria and decision-making process used to rank and prioritize parcels.**
- 2. List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified for the acquisition purposes you propose. Include the URL to the plan if one is available.**
- 3. For any parcels acquired in fee title, a restoration and management plan must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization,**

how these plans are kept on file by your organization, and overall strategies for long-term plan implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.

4. For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.

5. If applicable (see [M.S. 116P.17](#)), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction.

Conservation Easement Acquisition

If your proposal includes conservation easement acquisition, you will be asked to answer the following questions:

1. Describe the selection process for identifying and including proposed parcels on the parcel list, including an explanation of the criteria and decision-making process used to rank and prioritize parcels.

2. List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified for the acquisition purposes you propose. Include the URL to the plan if one is available.

3. For any conservation easement acquired, a restoration and management plan must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.

4. For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.

5. If applicable (see [M.S. 116P.17](#)), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction.

6. Provide a statement addressing how conservation easements will address specific water quality protection activities, such as keeping water on the landscape, reducing nutrient and contaminant loading, protecting groundwater, and not permitting artificial hydrological modifications.

7. Describe the long-term monitoring and enforcement program for conservation easements acquired on parcels by your organization, including explanations of the process used for calculating conservation easement monitoring and enforcement costs, the process used for annual inspection and reporting on monitoring and enforcement activities, and the process used to ensure perpetual funding and implementation of monitoring and enforcement activities.

Easement Acquisition (Other)

If your proposal includes Easement Acquisition (Other), you will be asked to answer the following questions.

1. Describe the selection process for identifying and including proposed parcels on the parcel list, including an explanation of the criteria and decision-making process used to rank and prioritize parcels.

2. List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified for the acquisition purposes you propose. Include the URL to the plan if one is available.

3. For any parcels acquired in fee title, a restoration and management plan must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.

4. For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.

5. If applicable (see [M.S. 116P.17](#)), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction.

Restoration

If your proposal includes restoration, you will be asked to answer the following questions.

1. Provide a statement confirming that all restoration activities completed with these funds will occur on land permanently protected by a conservation easement or public ownership.
2. Summarize the components and expected outcomes of restoration and management plans for the parcels to be restored by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation.
3. Describe how restoration efforts will utilize and follow the Board of Soil and Water Resources “Native Vegetation Establishment and Enhancement Guidelines” in order to ensure ecological integrity and pollinator enhancement.
4. Describe how the long-term maintenance and management needs of the parcel being restored with these funds will be met and financed into the future.
5. Describe how consideration will be given to contracting with Conservation Corps of Minnesota for any restoration activities.
6. Provide a statement indicating that evaluations will be completed on parcels where activities were implemented both 1) initially after activity completion and 2) three years later as a follow-up. Evaluations should analyze improvements to the parcel and whether goals have been met, identify any problems with the implementation, and identify any findings that can be used to improve implementation of future restoration efforts at the site or elsewhere.

REVIEW / SUBMIT

REVIEW

You will be asked to confirm that you are authorized to submit a proposal on behalf of the applicant organization and to certify that the information included in your proposal is accurate.

You will be asked to provide the name(s) of the organization(s) and additional individuals assisting in the completion of your proposal.

COMPLETENESS CHECK

Required fields that have not been completed will be listed here in red. You will need to complete these before submitting your proposal.

WORD REPORT

Here you will have an opportunity to create and download a printable version of your application.