



# Environment and Natural Resources Trust Fund

## 2027 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. The Project Manager must understand and be able to meet the [expectations for a project manager](#).

#### 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 If you do not see your organization, or if your organization information is out of date, there is a link to request LCCMR staff to add or update it.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 your organization is not a state or federal agency and 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 and funding priority to which your proposal most closely corresponds. If you select Small Projects (G) as your primary category, you will be asked to also select a secondary category.

**Does your project include restoration or acquisition of land rights?**

You will be asked to indicate all that apply from the following list: Restoration, Conservation Easement Acquisition, Fee Acquisition, and Easement (Other) 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**

If your proposal includes original, hypothesis-driven research, and it is selected by the commission for recommendation to the Legislature for funding, you will be asked at that time to submit a research addendum to undergo scientific peer review, as required by M.S. 116P.08, Subd 06.

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

You must disclose if your project, including work funded under a subaward, may result in royalties, copyrights, patents, sale of products and assets, or revenue generation. Royalties, copyrights, patents, sale of products and assets, or revenue generation resulting from a project supported by the ENRTF are subject to ownership and revenue sharing requirements, unless relinquished by the Legislature as part of the approval for funding. See M.S. 116P.10 for more details.

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.

**Is the purpose of the acquisition for construction of a building(s), trail, campground, or other fixed capital asset costing \$10,000 or more or large- scale stream or wetland restoration, either now or in the future?**

You will be asked this question if you indicate that your proposal includes acquisition of land. Land acquisition for construction of a building(s), trail, campground, or other long-lived (10 years or more) fixed capital asset costing \$10,000 or more is subject to ENRTF capital construction project requirements outlined in the [Requirements for ENRTF Fee and Easement Acquisitions](#) documents. Please review, understand, and account for these requirements as you prepare 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**

If your answer to this question is 'Yes', you will be asked to certify that background checks are performed for background check crimes, as defined in Minnesota Statutes, [section 299C.61, Subd. 2](#), on all employees, contractors, and volunteers who have or may have access to a child to whom children's services are provided by your organization.

## 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 is approved to begin July 1, 2027, when will your project be complete?**

The standard project length is three years, but shorter and longer projects will also be considered. The date you provide will be used to determine how long funds will be available for your project, and by law, all work will need to be completed by that appropriation end date. Approval of extensions beyond the appropriation end date are extremely difficult and requests are discouraged. Therefore, you should reasonably account for potential delays and uncertainty in determining when your project will be complete.

## 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? 100-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 outputs. The description should also provide the impact of the outputs, 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. Include milestones for expected final outputs or deliverables created as result of this project.

## BUDGET

You will be asked to provide a budget for your project in the following categories: Personnel; Services and Subawards; 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 applicant 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 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, including an explanation of how ENRTF funds are not being used to supplant other sources of funds traditionally used to pay for that classified staff salary; and/or a statement that the position will be canceled, and the approved complement of the agency reduced accordingly once the appropriation has been spent.

## SERVICES AND SUBAWARDS

This section is for costs included in service contracts or subawards with people or entities outside the project manager's organization and for internal service fees 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 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.

## EQUIPMENT, TOOLS, AND SUPPLIES

**Note:** This section and the budget expense sections that follow are for costs to be incurred by the applicant 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 per unit for equipment or tools should be categorized as Capital Equipment.

## 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 additional information:

- Acquisition: The proposed number of acres, parcels, or miles (trails or shoreline).
- Stewardship: The name of the entity that will hold the stewardship 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, people, and rates), 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](#).

## 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 provide 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 or applied for to 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. You will need to indicate the specific source of funding, describe the use of the funding, the dollar amount, and the status of the funding: potential, pending (an application has been made), or secured (a notification of award has been received).

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 these 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

This section is to provide materials required to be submitted with your proposal and a limited number of additional proposal materials. Unless otherwise indicated, all attached documents will be publicly available as part of your proposal.

## REQUIRED ATTACHMENTS

Documents required to be submitted with your proposal will be uploaded here. You will not be able to submit your proposal and your proposal will not be complete until all required attachments are provided. Depending on your organization or project conditions, you may need to attach maps, a resolution or letter authorizing submission, a resolution or letter from your fiscal agent, financial capacity information, or a capital construction project questionnaire and budget addendum.

### **Visual Component or Map:**

- Proposals involving restoration, fee acquisition, conservation easement acquisition, easement (other) acquisition, or capital construction are required to attach a map of each of the proposed parcels. The map must include location within the state, parcel boundaries, and for capital construction, clearly delineate what will be constructed during the project or phase. The maps must include a north arrow and scale and illustrate specific landmarks within a city, county, region, and/or state. If all parcels for acquisition or restoration have not yet been identified, a single map showing the approximate locations is sufficient. An aerial map of the specific parcel must be added to the

supplemental section of the attachments page document before expenses are incurred for that parcel. Please submit as a PDF.

- Proposals not involving restoration, fee acquisition, conservation easement acquisition, easement (other) acquisition, or capital construction must attach a graphic, table, photo(s), map, 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 add/upload as a PDF.

In addition, if you have a third-party (external) fiscal agent, you must obtain a resolution or letter from your fiscal agent acknowledging acceptance of the fiscal agent role for your project. Use these [fiscal agent board resolution or acceptance letter templates](#). Please add/upload as a PDF.

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

A pre-award financial capacity assessment is required for all non-profit organizations, for-profit organizations, and political subdivisions. To help us evaluate financial capacity, the following must be submitted with your proposal. Additional information may be required at later stages in the grant proposal process.

Non-profit organizations:

- Most recently filed IRS Form 990 or 990-EZ.
- If exempt from 990 requirements: a copy of your IRS determination letter and your most recent board- or managing group-reviewed financial statements.
- Most recent audited financial statements if you had \$750,000 or more in revenue in the last fiscal year and were required to have an audit (see [current non-profit audit revenue thresholds](#)).
- Evidence of good standing with the Secretary of State. Evidence of good standing may be demonstrated with a printed copy of your business record details from the [Secretary of State website](#) showing your status as "Active/In Good Standing."

For-profit organizations:

- Most recently filed federal and state tax returns. This information will be considered non-public data.
- If exempt from tax return requirements: your most recent financial statements, including balance sheet, income statement, and statement of cash flows. This information will be considered non-public data.
- Evidence of good standing with the Secretary of State. Evidence of good standing may be demonstrated with a printed copy of your business record details from the Secretary of State website showing your status as "Active/In Good Standing."
- Disclosure of any liens on assets filed with the Secretary of State or county recorder, or if no liens, a signed statement that no current liens are filed.

Political subdivisions:

- Most recent audit report (if required; see [current political subdivision audit revenue thresholds](#)).

## Capital Construction Project Questionnaire and Budget Addendum

If your project includes 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, you must complete and add/upload the [Capital Construction Project Questionnaire](#) and [Budget Addendum](#). This is required for all proposed capital construction projects.

## SUPPLEMENTAL ATTACHMENTS

Additional materials that support your proposal may be uploaded here. Additional materials may be letters of support (optional); concept plans, completed designs, or SHPO determination letters for capital construction projects; or other materials required by LCCMR. We cannot guarantee optional documents will be reviewed by the LCCMR. Please submit as a Microsoft Word document, Excel document, or PDF.

## ACQUISITION AND RESTORATION

**This entire section is only required if your proposal includes restoration, fee acquisition, conservation easement acquisition, or easement (other) acquisition.**

The information included in this section is to help fulfill specific legal requirements pertaining to fee 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.

## FEES ACQUISITION

If your proposal includes fee 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.

## DISSEMINATION

You will be asked to describe your plans for dissemination, presentation, documentation, or sharing of data, results, samples, physical collections, and other products. The goals of these efforts are:

- To ensure research includes participation and awareness of entities who may benefit from the results.
- To ensure results of any research are being shared with entities that can use the results to improve management of resources in Minnesota.
- To ensure longevity of any collections or products made possible with this source of funding.
- To promote changes in behavior to better protect, conserve, or enhance Minnesota's environment and natural resources.
- To share with Minnesotans in an accessible way the work being accomplished with help from the Environment and Natural Resources Trust Fund.

As a requirement of funding, you will need to acknowledge the Environment and Natural Resources Trust Fund through use of the trust fund logo or attribution language on project print and electronic media, publications, signage, and other communications and outreach. Attribution language and social media tags may be found in the [ENRTF Acknowledgment Guidelines](#).

If you intend to use ENRTF funds for dissemination work, such as ENRTF signage or peer-reviewed publication costs, you should also include dissemination efforts in your Activities and Milestones and Budget.

## 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. An authorized person with an organization who is identified as the project manager in the proposal must submit the proposal. All non-state and University of Minnesota entities must also have provided a letter or resolution authorizing proposal submission as an attachment. State and quasi-state (Minnesota Zoo, Science Museum of Minnesota, Minnesota State Universities) agencies do not need a resolution but must have an authorized person submit the proposal.

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.