*INSTRUCTIONS AND TEMPLATE (2 PAGE LIMIT)*

*Attach Main Proposal in MS-WORD format to your “2017 LCCMR Proposal Submission Form”.*

*(2-page limit, single-sided, 11 pt. font minimum - retain the bold text and DELETE all instructions typed in italics)*

**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:*

1. *WHY this project needs to be done (i.e., the context or problem to which it is responding; the opportunity, challenges, issues, or need the project would address).*
2. *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).*
3. *HOW the project will achieve those goals (i.e., the project itself and types of activities involved).*

*\*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**

*In this section break the project into individual activities (i.e., distinct efforts, phases of effort, types/categories of effort) and their outcomes. Be specific. List as many activities as needed using the format indicated below. For each activity:*

1. *Provide a short, descriptive title for the activity.*
2. *Indicate the budget amount intended to be allocated specifically to the activity.*
3. *Provide a clear and concise explanation of the activity indicating specific tasks involved, goals to be achieved, and any explanation of plans for evaluating the activity outcomes.*
4. *If an activity involves land acquisition, address the parcels proposed, the criteria used to select those parcels, and the name of the organization or entity who will hold title – be specific.*
5. *State specific, measurable outcomes that will be achieved as a result of the activity.*

*EXAMPLE:*

|  |  |
| --- | --- |
| **Activity 1:** *(Insert an activity title here)* | **Budget: $** |

*Insert a clear and concise explanation of the activity you are proposing to do here.*

|  |  |
| --- | --- |
| **Outcome** | **Completion Date** |
| *1. Specific, measureable outcome #1* |  |
| *2. Specific, measureable outcome #2* |  |
| *3. Specific, measureable outcome #3* |  |
| *Etc.* |  |

|  |  |
| --- | --- |
| **Activity 2:** *(Insert an activity title here)* | **Budget: $** |

*Insert a clear and concise explanation of the activity you are proposing to do here.*

|  |  |
| --- | --- |
| **Outcome** | **Completion Date** |
| *1. Specific, measureable outcome #1* |  |
| *2. Specific, measureable outcome #2* |  |
| *3. Specific, measureable outcome #3* |  |
| *Etc.* |  |

*ADD ADDITIONAL ACTIVITIES AS NEEDED USING THE SAME FORMAT AS ABOVE. Please mark as Activity 2, 3, 4, etc.*

**III. PROJECT STRATEGY**

**A. Project Team/Partners**

*Describe the project team and partners that will be carrying out the proposed activities. List names and affiliations of team members or partner organizations, and explain the specific role each will play in carrying out the project. Delineate which partners are proposed to receive money from this Environment and Natural Resources Trust Fund request and which partners are proposed to be contributing funds or resources from other sources.*

**B. Project Impact and Long-Term Strategy**

*What is the long-term strategy for the proposed project? For example, in terms of its utility to Minnesota’s environment and natural resources, dissemination of findings, implementation of results, or ongoing contributions that will derive from it. Additionally, is this proposal a component of a specific, larger, longer-term, or multi-phase project or effort that will require additional investment over time than is being requested here? If so, please explain the broader project/effort (including previous efforts or project phases leading up to this request), identify what sorts of longer-term efforts and investments will be required to make it sustainable, and comment on long-term strategies for ongoing financial support and project progress and/or completion. Be explicit about what other funds are currently secured or have been applied for to support the effort. If additional funding requests for directly related efforts or phases might be submitted to the LCCMR in the future, be very specific as to what is presently anticipated. If your proposal is for additional efforts or phases of a project that has previously received ENRTF support, indicate specific plans for transitioning to other sources of funding or becoming self-sustaining.*

**C. Timeline Requirements**

*Explain the timeline requirements specific to the proposed project. Timeline requirements are the project timeline being requested to carry out the project and the rationale, such as any particular conditions or stages required or assumed in order to carry out the project under the timeline (e.g., if project requires a certain number of field seasons under certain conditions). If a proposed project would require more than 36 months to complete, explain here. If a proposed project is a distinct phase of some larger effort and additional funding beyond this request is anticipated to be needed for a future phase, explain in section III-B above.*