

GRANT APPLICATION INSTRUCTIONS

I. General Instructions

You will need to submit one complete application. A complete MiniGrant application has a cover sheet, narrative and application budget worksheet.

The MiniGrant application is available in both electronic and printed format. Electronic forms can be downloaded from our web site at www.environmentaltrust.org. Only hard copy applications will be accepted for the MiniGrant program; please do not e-mail your MiniGrant application. You will receive a letter of confirmation after your application has been received.

Applicants are strongly encouraged to submit materials in 8½" x 11" format. You may be required to submit additional copies of materials which are not this size, or which require special processing to duplicate. We request that you type your applications with a font size of at least 10 ppi. Please use recycled paper and make double-sided copies of all documents to save paper as well.

Because they are so important, we require that you use our cover sheet and budget forms. You may use photocopies of the forms. You may fill them in by hand. But, we really do want all the information requested on the cover sheet, on the cover sheet. We really do want the budget information requested in the format as described. Modifications to either form may result in disqualification of your application.

Label every page of your application with the sponsor name and project name at the top. Be sure that any attachments are clearly labeled to indicate content. You might ask someone unfamiliar with your application to read it for you. If they can't find attachments, chances are our reviewers will find it a challenge.

Applicants are advised that all information submitted in an application becomes a matter of public record once grant recommendations are announced by the Board. The Trust reserves the right to request additional information, as it deems appropriate. You will be given reasonable time to respond. Failure to provide requested information may cause your application to be declared ineligible.

The provision of false or misleading information will disqualify your application. The discovery of false or misleading information will result in a grant being revoked, and repayment of any funds issued. If your application is approved for funding, information provided in the application is a binding attachment to your grant contract.

The following instructions will guide you sequentially through the materials you need to assemble for a completed application. You are encouraged to read the "Standards of Evaluation" before you begin. The standards describe features the Trust seeks in projects, and these are the features you should emphasize as you design your application. Good luck.

II. Application Components

You will need the two forms provided in this packet and about three sheets of letter-sized paper to create one copy of a MiniGrant application.

A. The Cover Sheet. A form called the “Application Cover Sheet” is included in this packet. Please complete the form and file it as the first page of your application. Line by line instructions follow.

1. Project Sponsor. The “Sponsor” is the person(s) or organization(s) who will carry out the project. When more than one person or organization is sponsoring a project, please list the lead entity first.

2. Project Name. Please keep the project name to one line. If you are submitting applications for more than one project, it is useful to create titles that are clearly distinct. For example, don’t name one project, “Prairie Habitat”, and another, “Prairie Preservation.”

3. Total Amount Requested. Fill in the total amount of grant funds requested from the Trust under this application. Do not list the total cost of the project here.

4 – 5. Project Location. List the counties where the project will be implemented. “Statewide” is a valid response in this item. Some projects may not have a physical location and you may answer these items “N/A.”

6 – 13. Contact Information. Provide information here for the individual who is best informed about this application, can answer questions that may arise and provide additional information which the Trust may request during the review period. Please include information so that we may reach this individual directly.

14. Sponsor web page. Sponsor organization’s web page address.

15. Sponsor category. Circle the appropriate option. If you select “other”, please provide a description.

16. Summary. It is important that your overview be brief; yet give a clear description of the project. It must be three type-written pages or less. See section B for additional instructions on narrative.

17-18. Budget and Attachments. Complete the Budget Summary as described in section C and attach applicable materials as described.

19. Signature. An authorized agent of the sponsor must sign the certification of the original copy of the cover sheet. Also print or type this name and title so that it is legible.

B. The Narrative Section.

In three pages or less, provide a discussion of your project. Be sure to cover the following points:

1. Describe how the project will meet at least one of the Trust’s environmental funding categories.
2. Why is there a need for the project in your community or in the field of environmental education.
3. Define the specific goals and objectives of the project.

4. Describe exactly what are you going to do and how you are going to do it.
5. What information will you produce and how you will distribute it.
6. Specify the methodology you will use to implement the project and explain how it teaches critical thinking, problem solving and decision making skills.
7. Describe clearly the individuals or groups that make up your audience and how you will recruit them.
8. Explain how the project will promote environmental stewardship.
9. Explain the project's potential for wide application or how it could serve as a model for other communities or organizations.
10. Develop a methodology for evaluating the project: describe how you will know when the goals and objectives have been met; identify the strategies, milestones and tools that you will use to monitor the project; and describe how monitoring will be used to strengthen the project.

C. Instructions for the Application Budget Worksheet.

Source of Funds. In Row 1 of the table, name the contributing partners of the project. Cell 1-B is completed, as Column B is reserved for the grant funds you are requesting from the Nebraska Environmental Trust. Name the other sources of funds or contributing partners in Cells 1-C, 1-D and 1-E as needed.

Budget Categories. In Column A, beginning in Row 3, list the budget categories. For example, funding for a workshop might have meeting space rental, transportation and agenda materials as budget categories. A project producing a brochure might have design, copywriting, print production and mailing budget categories. Place each category in a separate row.

Dollar amounts. Complete the table by inserting dollar amounts in the correct row and column. In Column B, insert the dollar amount requested in grant funds for each component in the appropriate row. In Columns C, D and E, show matching contributions for each category from the other sources of funds for the project.

In-kind (non-cash) contributions. Place an asterisk (*) in each cell where contributions are in-kind (for example, donated labor).

Totals. Complete Column F by totaling each row. Complete Row 18 by totaling each column. Column F and Row 18 should total the same amount in Cell 18-F.

III. Application Assembly and Submission Checklist

Review the instructions in Section II to be sure you have included all of the required information and documentation.

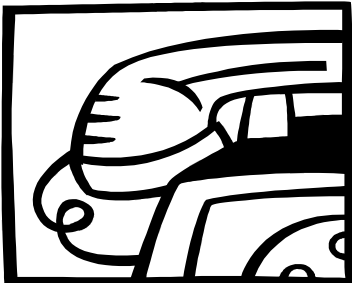
The board of the Nebraska Environmental Trust has adopted the following policies on the grant submission and modifications to pending applications. Please review these 3 policies before submitting your application.

1. All essential components including partner letters must be submitted by the deadline, with the original application filing.
2. If material changes are required to a pending grant application, the applicant must submit a written modification request, explaining the conditions of and reasons for the change. Changes will be accepted at the discretion of the Grants Committee.

We request that you follow these formatting guidelines while you are preparing your application packet to ensure a streamlined review process at the Trust. These few guidelines will assist the Trust staff, technical reviewers and Trust Board process your application more efficiently.

- _____ Type your application with a font size of at least 10 ppi
- _____ Submit all materials in 8 1/2" x 11" format if possible
- _____ Make double-sided copies
- _____ Use recycled paper
- _____ Assemble the materials in the following order:
 1. Application Cover Sheet
 2. Narrative and attachments
 3. "Budget" Section
- _____ Bind the application with spring clips or paperclips.
- _____ Have an authorized person from your organization sign the Application Cover Sheet.

Hard-copy submission. One copy of the completed application must be **postmarked** on or before the application deadline date. Hard copy submissions should be mailed to: The Nebraska Environmental Trust, 700 S 16th Street - PO Box 94913, Lincoln, NE 68509-4913.



Help Is Available. If you have questions or would like to discuss a project, you are encouraged to contact the Trust office. We will be happy to answer simple questions immediately, or to arrange an appointment for you to discuss a draft proposal in detail with staff. You can reach our office at (402) 471-5409.

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