

MISSOURI DEPARTMENT OF CONSERVATION COMMUNITY STEWARDSHIP GRANT PROGRAM



2012 Call for Grant Proposals

Missouri Department of Conservation's (MDC) Community Stewardship Grant Program aims to support conservation in Missouri communities. Eligible partners in the St. Louis metropolitan area may receive funding for partner- and volunteer-based habitat improvement projects.

Applications should be relevant to the three broad goals of the Community Stewardship Grant Program, listed here in order of priority:

- (1) Provide support for terrestrial and aquatic habitat improvement, and community land stewardship,
- (2) Coordinate efforts among similar organizations which share the common goal of improving urban habitats and supporting community conservation efforts, and
- (3) Engage urban residents in community conservation through volunteer efforts to improve habitat.

Grant awards

The maximum request for grant awards is \$10,000.00. Partial project funding may be granted; indicate in the application whether partial funding would be accepted. Funds will be distributed in April or May 2012.

Preference will be given to projects which utilize match or in-kind contributions.

Eligible applicants

Eligible applicants include (1) government entities (e.g., municipal and county parks departments, public schools), or (2) non-profit, 501(c)(3) corporations.

Eligible practices

Practices eligible for funding include land management activities necessary for habitat restoration such as: native plant establishment, terrestrial and aquatic habitat enhancement, and exotic species control. Trail development and outreach activities and events may be eligible for funding if part of a larger habitat improvement project. Projects requesting funds for land management practices to improve habitat will rank higher than those requesting funds for trail development or outreach.

Funding for equipment purchases must not exceed \$1,000.00. Equipment purchase over this amount may count toward in-kind contributions. *Funding will not be granted for the development of educational materials or for administrative salaries.*

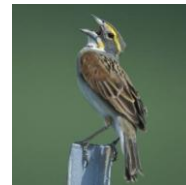
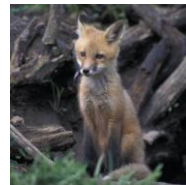
Grantee requirements

Grantees will be required to sign a grant agreement, submit progress reports that include both a financial and narrative summary on progress toward project completion, and comply with all terms of the agreement. Projects must be completed within 2 years of signing the grant agreement.

Proposal format and requirements

Proposals must be received by 5pm on August 26, 2011. *Please limit grant applications to 5 pages or less* (not including summary, maps, or letters of support). Use the following format for grant applications:

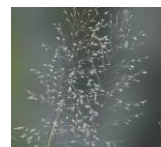
1. Complete summary page on Attachment 1 of this application packet.
2. Project description: Give a detailed description of project objectives, activities, land management practices, and an associated timeline (grant funds will be distributed in spring 2012, and projects must be completed in two years following grant award). If project involves plantings, include a list of plant species to be used. If this is a project which received previous MDC Community Stewardship Grant funding, provide information on previous years' project accomplishments.
3. Measurable outcomes: Identify specific, measurable outcomes that can be used to track progress, such as number of acres improved, number of trees planted, or number of volunteer hours attained.
4. Long-term maintenance/ management plan: Describe how improvements will be maintained or managed following initial project completion. If the project includes honeysuckle or other exotic plant removal, describe how the area will be retreated to control regrowth.
5. Project location: Include a map or sketch of the project site (hand drawn maps are acceptable) to allow the selection committee to visualize project. Clearly identify project components in the map or sketch. Use an aerial photo of the site if possible.
6. Project partners: List partner organizations and entities, and describe the contribution (financially, in-kind, or volunteer) of each partner to the project. Do not include paid contractors as partners unless services are donated.
7. Organization(s) and contact information: Identify project's lead organization and partner organizations. Include organization contacts (e.g., staff names, titles, addresses, phone and email). Schools must include a letter of support from the school principal and identify a staff member as the lead project contact.
8. Project budget and grant request amount: Include an itemized budget that indicates the source and intended use of funds. Include values for matching funds, in-kind contributions, and volunteer efforts (calculate the value of volunteer labor using Missouri minimum wage, \$7.25/ hour). Indicate whether partial funding would be accepted.
9. Fiscal responsibility: Identify grantee fiscal agent and signature authority for grant agreement, and list nine-digit Federal Tax Id Number. Provide a list of organization's board members and officers if applicable.
10. Letters of partner commitment: If the project is located on a property not owned by the lead contact, include a letter from the property owner stating support for the project. Include other letters of support as applicable.



Proposal ranking

Proposals will be ranked by the CSGP Selection Committee based on the following criteria (100 points possible):

- Value and quality of habitat restoration or improvement activities (35 points)
 - MDC grant funds must be spent on terrestrial or aquatic habitat enhancement.
 - Project sites must be located in St. Louis City, St. Louis County, St. Charles County, or Jefferson County north of Highways 30, M, or MM.
- Partnerships developed, matching resources (30 points)
 - Partners are defined as those organizations and entities which contribute financially or in-kind to the project. This does not include contractors who will be paid for services.
 - Priority will be given to projects which have at least one non-MDC funding source, or which provide a detailed list of in-kind contributions such as volunteer time, equipment use, and materials.
- Volunteer roles and support (20 points)
 - Priority will be given to projects which involve area residents in project activities.
 - Projects will be awarded a greater number of points for having identified volunteers who are committed to project implementation and on-going maintenance.
 - Volunteer labor should be counted as in-kind project contribution; calculate value of volunteer labor at Missouri minimum wage, \$7.25/ hour.
- Project completion and long term management plan (10 points)
 - Include a detailed and realistic timeline of project activities and how funds will be spent on a quarterly or seasonal basis.
 - A long term plan should be included which describes management activities following completion of grant project, to maintain habitat improvements.
- Visibility and outreach potential (5 points)
 - Projects which are accessible to the surrounding community and have high visibility receive a greater number of points.
 - Projects that have potential for outreach and education use also receive higher points.



Proposal deadline for FY 2012 funds

Proposals must be received by 5pm on August 26, 2011. Grant proposals may be mailed to:

Urban Wildlife Biologist
Missouri Department of Conservation
11715 Cragwold Road
St. Louis, MO 63122

Or sent as a pdf document to: Erin.Shank@mdc.mo.gov .
Please do not fax proposals.

The MDC Grant Selection Committee will notify applicants of their status by October 28, 2011. Grant funds will be awarded in March and April 2012.

Assistance and questions

Grant applicants are strongly encouraged to contact the grant program coordinators prior to submitting an application to discuss a potential project and the application requirements.

Grant program coordinator contact:

Erin Shank, Urban Wildlife Biologist
Missouri Department of Conservation
Powder Valley Conservation Nature Center
11715 Cragwold Road
St. Louis, MO 63122
Phone: 314-301-1506 ext.2239

Email: Erin.Shank@mdc.mo.gov

MDC reserves the right to modify its procedures, standards and policies from time to time without prior notice and without the consent of applicants or others. While it is not the intent of MDC to inconvenience or disadvantage applicants, MDC believes it must retain the ability to adjust to changing legal, factual and experiential circumstances in discharging its statutory responsibilities and fulfilling the goals of the grant program.

In addition and for the same reasons, MDC reserves the right to reject any and all applications and to award such grants as MDC may determine to be appropriate from time to time. The points set forth in this application are not totally determinatives as to whether a grant is awarded. And MDC reserves the right to consider other factors in awarding grants.

Attachment 1

**MISSOURI DEPARTMENT OF CONSERVATION
COMMUNITY STEWARDSHIP GRANT PROGRAM**

PROJECT APPLICATION SUMMARY

Project title:

Lead organization:

Project manager (primary project contact) name, email, and phone number:

Habitat improved (check all that apply):

Forest Prairie/ Grassland Glade Woodland/ Savanna Wetland/ Moist Soil Aquatic

Total project budget (matching, in-kind, and volunteer values included):

Amount requested in this application:

Missouri Senate district number(s)¹:

Missouri House district number(s)¹:

¹ Include the district numbers for the project location (not for the organization business location). This information can be found on the Missouri General Assembly website, www.moga.mo.gov, then click “Legislator Look Up.”