

2022 Grant Application

*Directions: This application should be filled out and submitted by the friends group. Please answer each question thoroughly. Friends groups are encouraged to submit a draft application for feedback to the Friends Group Program Manager by January 24, 2022. The final application with supporting materials should be submitted to* [*friends@parksandtrails.org*](mailto:friends@parksandtrails.org) *by 5pm on February 7, 2022.*

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| --- | --- |
| Friends Group Name |  |

# Project Overview

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| Which restoration activity(ies) will your project involve? *(Place an “X” by those that apply.)* | |
|  | Tree protection (bud-capping, cages, tubes) |
|  | Exclosures (fencing to prevent deer browse) |
|  | Planting (enhance use area, replace vulnerable ash; usually larger trees) |
|  | Planting (restoration at scale; usually seedlings, shrubs, and plugs/seeds)\* |
|  | Seed collection |
|  | Invasive species management |
|  | Other: |

*\*Planting projects at scale with smaller plants is preferred to planting fewer, larger trees.*

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| Explain the restoration activities and why they are necessary. *(Consider: What species are you targeting for removal, planting, or protecting? What positive impact will these restoration activities have on natural communities?)* |
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| Describe the site where this project will take place. Include a map with your application, if possible. *(Consider: How big is the area? How is it accessed? Will this area require a resource review or has it recently had a resource review?)* |
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| What materials, tools, and/or supplies do you need for the restoration activities? *(How many items? Where will they come from? How will they be used in this project—and beyond, if applicable? The specific quantities will also be detailed in the line-item budget.)* |
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| What skills or experience does your friends group (or its volunteers) have with carrying out a project like this? *(Consider: How do you manage volunteers? Is there experience with ordering materials for natural resource projects? Do you have a plant expert as a volunteer?)* |
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# Financials & Budget

Please fill out the Excel Budget Worksheet and submit with the application.

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| Grant Amount Requested ($500-$2,500) |  |
| Financial Match Amount\* |  |

*\*A financial match is not required, though projects that include a financial match will receive careful consideration. A financial match is defined as any financial contributions towards the project that come from sources other than the P&TC grant.*

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| Our friends group is: *(Place an “X” by those that apply.)* | |
|  | A 501(c)(3) nonprofit |
|  | A fiscal client of P&TC |
|  | Neither a 501(c)(3) nonprofit nor fiscal client of P&TC |

# Project Timeline

Document a timeline that delineates the anticipated time windows of each step in the project—including planning meetings, undergoing required agency reviews (e.g. archaeological), obtaining materials, facilitating events, etc.

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| Date/Month | Activity | Responsibility |
| *e.g. May* | *Order materials and pick up from stores* | *Grant project committee* |
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# Volunteers

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| Share a description of the volunteers or participants this project would engage.  *Note: Careful consideration is given to projects that engage with youth or volunteers from underrepresented backgrounds in regards to race, ethnicity, class, gender, sexual orientation, ability, immigration status, or other areas of diversity.* |
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| Please delineate volunteer roles and expected hours contributed per role. | | | |
| Volunteer Role/Activity | Number of volunteers | Length of activity time (in hours) | Total hours anticipated |
| *e.g. tree planting event* | *15* | *2* | *30* |
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| Total volunteer hours anticipated°: | | |  |

*°Projects that include a high level of volunteer engagement (in hours and varied opportunities) will receive careful consideration.*

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| How would the project impact your group’s member and volunteer recruitment and engagement efforts? |
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# Partners

As a part of the application, please include a letter (or email) from the land management agency showing support for your group’s efforts in the project laid out in the application. A template is available on page 6.

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| How would the project impact your partnership with the land management agency? |
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| Please indicate with which partners your group intends to collaborate by placing an “X” an identifying their name and role. | | |
| X | Partner Type | Partner Name & Role |
| X | Land management agency |  |
|  | Community organization |  |
|  | Business |  |
|  | Youth group |  |
|  | School |  |
|  | Other |  |
|  | Other |  |

# COVID Safety

Recommendations to ensure public safety amid COVID-19 are continually evolving as the situation on the ground changes. As such, planning for group activities or events will need to account for this changing landscape.

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| [ ] Initial to indicate that your friends group accepts the responsibility to follow public health guidelines and recommendations regarding COVID for any in-person gathering or event. |

# Areas of Concern

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| Identify any unanswered questions and/or potential issues you anticipate. |
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# Project Leadership

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| Main Friends Group Project Contact | | | |
| Name |  | | |
| Email |  | Phone |  |
| Secondary Friends Group Project Contact | | | |
| Name |  | | |
| Email |  | Phone |  |

# Submission

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| Date application submitted |  |
| Submitted by |  |

This document, along with the budget and letter, can be submitted as attachments in an email to [friends@parksandtrails.org](mailto:friends@parksandtrails.org). Applications are due by February 7, 2022 at 5pm.

[Date]

Parks & Trails Council of Minnesota

275 E. 4th St., #250

St. Paul, MN 55101

To Grant Application Reviewers:

I am writing in support of a [project name (i.e. tree planting or invasives removal)] project for which [friends group] is planning. The project entails [description of the project].

This project complements existing initiatives at [park or trail] by [how it complements]. [Friends group] has demonstrated capacity to implement this project by [how they demonstrate capacity].

Sincerely,

[Signature]

[Name]

[Role]

[Agency]