



MACDE 2023 Education Grant Application

Background: The MACDE Board recognizes and supports education initiatives that increase capacity for districts across the State of Minnesota. These opportunities increase awareness about our natural resources to our youth, landowners, local decision-makers, etc. Thus, the board aims to support initiatives in the state through this grant program.

NOTE: Please type your responses, handwritten applications will not be accepted.

Applicant Name & District: _____

Phone and Email Address: _____ Area: _____

Project Title: _____

Estimated total project cost: _____ Requested grant amount*: _____

**Requested amount may not exceed 75% of total project cost*

1. Provide a description of your project:
2. Who is the target audience?
3. What are the project components?
4. How does this project increase education on natural resources?
5. How does this project fit with [MACDE's mission](#)?

Project Budget:

Project Task / Item	Cost
Match Components*	Cost
Project Total	

**This program offers up to 75% of the total cost of your project so a matching portion is expected.*

Project Timeline:

Project Task / Item	Timeframe
Project Completion Date	

Program Guidelines

Who May Apply?

Applications will only be considered if submitted by a current MACDE member on behalf of their district or TSA / MASWCD area. Preference will be given to partnerships consisting of multiple districts, an area district association, or multiple entities. Multiple applications may not be submitted towards the same project, even if coming from different applicants.

What Are Applicable Expenses?

Funds may go towards materials, supplies, contractor or consultant expenses, food and beverages (no more than 25% of grant award), or other expenses approved by the MACDE Board.

Staff time is not eligible for program match or expense.

Project Ranking and Funding

Applications will be considered by the MACDE grant committee and given a score from 1-10. Scoring will be based upon the following factors:

- Anticipated outcomes
- Project readiness
- Consistency with MACDE / MASWCD bylaws and mission
- Audience reached & audience diversity
- Level of collaboration / partnerships

The highest ranked projects will be funded first until grant program funds are exhausted. MACDE Board will allocate funds towards this program each year at the MACDE annual meeting. For 2023, \$5,000 in funds have been allocated to the grant program.

Project Notifications

RFP will be announced in May 2023. Applications will be reviewed by the MACDE Board grants committee and final selections taken to the full board for approval at the July 2023 meeting. Successful applicants will be notified following the full board meeting.

Reporting Requirements

Grant recipients will be required to submit copies of all expenses (invoices, receipts, etc.) of activities for their funded project. A single-page summary of the project is required that may include measurable outcomes, photos, and descriptions of activities, or other project deliverables as specified in the grant agreement. Deliverables are due within one month of project completion date.

Grant Award

This is a reimbursement-based program - successful applicants will receive their grant payment in full following submittal of project deliverables, including receipts, projects summary write-up, or other items as specified in grant agreement. Only eligible items from the budget application will be reimbursed.

Application Submission

Please complete the 2023 MACDE Education Grant Application by 4:00pm on June 16th, 2023. Entries may be sent to macdeboard@gmail.com.