



*Investing In Your Conservation Legacy*

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## **MISSOURI CONSERVATION HERITAGE FOUNDATION REQUEST FOR PROPOSALS PROJECT FUNDING GUIDELINES AND APPLICATION PROCESS**

The Missouri Conservation Heritage Foundation (MCHF) shall consider requests from the Missouri Department of Conservation (MDC), outside nonprofits, governmental, and other non governmental organization's which meet the following criteria and best utilize available resources. All projects must be consistent with the missions and objectives of MCHF and MDC. Project approval is based upon availability of unrestricted and undesignated funds.

The Foundation will consider funding:

- Projects that contribute to MDC's conservation priorities.
- Projects which promote conservation including species and natural community management and restoration, stream quality, good forest management practices, and watershed health.
- Projects that promote hunting, fishing, and other outdoor skills, and recruit new outdoor users.
- Projects that promote awareness, understanding and appreciation for Missouri's natural resources and conservation heritage.
- Projects which contribute to MDC priorities which are not fully met through MDC funding.
- Projects which have high visibility for the Foundation and MDC.
- Projects which attract and engage new and existing partnerships and leverage funds.

## Request and Approval Process for MDC Proposals Only

1. The grant proposal submission and approval process is coordinated by the MDC Deputy Director.
2. MDC staff complete Request for Funding form and submit it through the supervisory chain to the MDC grants/donations coordinator by funding cycle deadline. Proposals must have a completed project budget. (An example budget is included with the form - do not include this example budget with submitted application.) A project area map and additional information may be attached to the form when appropriate.

Any construction project on MDC land will require D&D review and CI/IT Committee approval.

The following are the project request procedures:

- Proposals are developed by program or field staff.
- Division Chief must review, approve with signature, and forward to MDC Deputy Director.
- MDC Deputy Director forwards
  - Construction proposals to
    - D&D for review
    - CI/IT Committee for review
- Director reviews and approves, rejects, or requests changes or clarification.
- Director may ask for Commission review.

3. After the MDC review process, the Deputy Director submits the proposals with a summary to the MCHF Executive Director and the MCHF Grants Committee for consideration.
4. MCHF Grants Committee Chair submits committee approved grant proposals to the MCHF Board for final action at the May and December board meetings.
5. MDC Deputy Director notifies:
  - a. Division Chiefs of MCHF Board action
  - b. Successful applicants of Board action with memo of
    - spending policy and procedures including project name and MCHF fiscal code for reporting
    - final report requirements
  - c. Unsuccessful applicants of Board action

**New:** MDC Small Construction and other Capital Improvement projects shall only be submitted after Design & Development Division review and Capital Improvements/Information Technology Committee approval.

Land acquisition proposals and certain other projects as identified by MDC Director or MCHF Executive Director will require specific review and action of the MCHF Board of Directors and the Conservation Commission prior to project development.

*Note: Projects may be initiated by the Foundation Board or Executive Director through coordination with the Commission or Director.*

*\*\*Please note that awarded grants are paid by billing the costs directly to MCHF. Some vendors will not give MCHF the same discounts as it does the Department. Please consider this when submitting your application. Also, if a vendor will not invoice MCHF and the expenses are paid by the Department, it will have to come out of your budget and MCHF will then reimburse MDC for those costs. However, the reimbursement will not restore your budget. (CI projects are treated differently. They are run through the MDC CI budget and therefore those costs are paid by MDC and reimbursement is requested from MCHF at completion of the project.*

Request and Approval Process for other outside nonprofits, governmental and other non governmental organization's.

1. The applicant completes the Request for Funding form. Proposals must have a completed project budget. A sample budget is included with this form. A project area map and additional information may be attached to the form when appropriate.
2. The applicant submits their Request for Funding and accompanying information to:  
**MCHF Grants Committee**  
**Missouri Conservation Heritage Foundation**  
**P.O. Box 366**  
**Jefferson City, Missouri 65102-0366**

Request deadlines are twice each year: **March 1 and October 1**

3. Requests will be reviewed by the MCHF Grants Committee and applicants will be informed of final board decision following February and August board meetings.

# MISSOURI CONSERVATION HERITAGE FOUNDATION

## Request for Funding

Project Name: \_\_\_\_\_

Name of Applicant's Agency or Nonprofit: \_\_\_\_\_

Project Leader/Title: \_\_\_\_\_

MDC Region (if applicable): \_\_\_\_\_ MDC Division (if applicable): \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Project Site: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Description of Project (Summary of the project with needs, benefits, and audience served. Additional material may be attached such as maps, equipment description, etc.)

**Project Budget:**  
(see example/instructions)

**Cash**

**In-kind labor, Materials, etc.**

MCHF Funds Requested: \$ \_\_\_\_\_ \$ \_\_\_\_\_

MCHF Funds: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Partner Funds: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost of Project: \$ \_\_\_\_\_

Funding Information Line Item	Requested MCHF Funds	Matching Cash	Matching In-Kind
Salaries			
Equipment			
Supplies			
Other			
<b>Total</b>			

Sources of Matching Funds	Amounts	Committed/Pending
<b>Total Matching Funds</b>	\$ _____	

Missouri Conservation Heritage Foundation Project Category:

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> Land Acquisition | <input type="checkbox"/> Capital Improvement*     | <input type="checkbox"/> Education |
| <input type="checkbox"/> Recreation       | <input type="checkbox"/> Management & Restoration | <input type="checkbox"/> Research  |
| <input type="checkbox"/> Law Enforcement  | <input type="checkbox"/> Disabled User Project    |                                    |

*\*MDC Small Construction and other CI projects may only be submitted after approval by the MDC CI/IT Committee*

MDC CI/IT Committee Approval/Date: \_\_\_\_\_ Outside Nonprofits Approval/Date: \_\_\_\_\_

MDC Division Chief Approval/Date: \_\_\_\_\_ Outside Governmental Approval/Date: \_\_\_\_\_

MDC Director Approval/Date: \_\_\_\_\_ Outside NGO's Approval/Date: \_\_\_\_\_

## Budget Example

**Project Budget:**  
(see example/instructions)

**Cash**

**In-kind labor, Materials, etc.**

MCHF Funds Requested:	\$ <u>9,900</u>	\$ _____
MCHF Funds:	\$ <u>500</u>	\$ <u>400</u>
Partner Funds:	\$ <u>22,570</u>	\$ <u>land600</u>
<b>Total Cost of Project:</b>		<b>\$ <u>33,970</u></b>

Funding Information Line Item	Requested MCHF Funds	Matching Cash	Matching In-Kind
<p><b>Salaries:</b> Salaries for employees. Do not include benefits. Do not include salaries for contractual services.</p> <p>6 volunteers x 10 hours x \$10/hr Naturalist - 40 hrs x \$10/hr</p>			<p>\$ 600 Audubon \$ 400 MDC</p>
<p><b>Equipment:</b> Tangible, non-expendable personal property having a useful life of more than one year.</p> <p>ex: warm season grass drill with seed boxes.</p>	\$ 5,000	<p>\$15,750 SWCD \$ 1,200 ABC Seed Co</p>	
<p><b>Other:</b> List the per-unit costs of any other project expenses (contractual services, supplies, travel, etc.)</p> <p>Contracted services for tree removal Supplies:</p> <p style="padding-left: 20px;">Herbicide Seed</p>	<p>\$ 4,500</p> <p>\$ 200 \$ 200</p>	<p>\$ 5,000 landowner</p> <p>\$ 500 MDC \$ 500 XYZ Seed Co \$ 120 TTT Inc</p>	
<b>Total</b>	\$9,900	\$23,070	\$1,000

Sources of Matching Funds	Amounts	Committed/Pending
MDC	\$ 900	Committed
Local Seed Companies	\$ 1,700	Pending
SWCD	\$15,750	Committed
Audubon	\$ 600	Committed
Landowner	\$ 5,000	Committed
TTT Inc.	\$ 120	Pending
<b>Total Matching Funds</b>	<b>\$24,070</b>	

**\*\* MDC labor is considered an in-kind match.**

