



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 organizations 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 have high visibility for the MCHF and MDC.
- Projects which attract and engage new and existing partnerships and leverage funds.

Request and Approval Process for MDC Proposals:

1. The grant proposal submission and approval process is coordinated by the MDC Deputy Director – Business (hereafter Deputy Director).
2. MDC staff complete Request for Funding form and submit it through the supervisory chain to their division MCHF grants coordinator by the 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.

Project request procedures:

- Proposals are developed by program or field staff. Request deadlines are twice each year - **March 1 and October 1.**
 - Division Chiefs review, approve with signature, and forward to Deputy Director.
 - Director reviews, approves with signature, rejects, or requests changes or clarification.
 - Director may ask for Commission review.
3. Upon completion of the MDC review and approval 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 MCHF Board action with memo of spending policy and procedures including project name, MCHF fiscal code for reporting, and final report requirements; and
 - c. Unsuccessful applicants of MCHF Board action.

New: Construction and land acquisition projects will not be considered at this time.

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 MDC. Please consider this when submitting your application. Also, if a vendor will not invoice MCHF and expenses are paid by MDC, those expenses will be paid out of Division/Program budgets; MCHF will reimburse MDC for those costs, but the reimbursement will not restore Division/Program budgets.*

Request and Approval Process for other outside nonprofits, governmental and other non-governmental organizations:

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 May and December 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 materials may be attached such as maps, equipment description, etc.)

Project Budget:
(see example/instructions)

Cash

In-kind labor, Materials, etc.

MCHF Funds Requested: \$ _____ \$ _____

MDC Funds: \$ _____ \$ _____

Partner Funds: \$ _____ \$ _____

Total Cost of Project: \$ _____

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

Sources of Matching Funds	Amounts	Committed/Pending
Total Matching Funds	\$	

Missouri Conservation Heritage Foundation Project Category:

- Research
- Recreation
- Law Enforcement
- Education
- Management & Restoration
- Disabled User Project

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>	\$ _____
MDC Funds:	\$ <u>500</u>	\$ <u>400</u>
Partner Funds:	\$ <u>22,570</u>	\$ <u>600</u>
Total Cost of Project:		\$ <u>33,970</u>

Funding Information Line Item	Requested MCHF Funds	Matching Cash	Matching In-Kind
Salaries: Salaries for employees. Do not include benefits. Do not include salaries for contractual services. 6 volunteers x 10 hours x \$10/hr Naturalist - 40 hrs x \$10/hr			\$ 600 Audubon \$ 400 MDC
Equipment: Tangible, non-expendable personal property having a useful life of more than one year. ex: warm season grass drill with seed boxes.	\$ 5,000	\$15,750 SWCD \$ 1,200 ABC Seed Co	
Other: List the per-unit costs of any other project expenses (contractual services, supplies, travel, etc.) Contracted services for tree removal Supplies: <ul style="list-style-type: none"> Herbicide Seed 	\$ 4,500 \$ 200 \$ 200	\$ 5,000 landowner \$ 500 MDC \$ 500 XYZ Seed Co \$ 120 TTT Inc	
Total	\$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
Total Matching Funds	\$24,070	

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

