

# 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 MCHF will consider funding projects which:

* Contribute to the mission and goals of the MDC
* Promote conservation including species and natural community management and restoration, stream quality, good forest management practices, and watershed health
* Promote hunting, fishing, and other outdoor skills, and recruit new outdoor users
* Promote awareness, understanding and appreciation for Missouri’s natural resources and conservation heritage
* 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 are coordinated by the MDC Legislative Liaison (hereafter MDC Liaison).
2. MDC staff complete the Request for Funding form, including 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 and deadlines:

* + Proposals are developed by program or field staff and submitted to their appropriate Branch Chief by September 2, 2024.
  + Branch Chiefs review, approve with signature, and forward the Request for Funding forms to the MDC Liaison by September 16, 2024.
  + The MDC Liaison will rank all Requests for Funding and submit to the MCHF by October 1, 2024.
  + The MDC Liaison may ask for further review by the MDC Administration as needed.

1. Upon completion of the MDC review and approval process, the MDC Liaison submits the ranked proposals with a summary to the MCHF Executive Director and MCHF Grants Administrator for consideration by the MCHF Grants Committee.
2. MCHF Grants Committee Chair submits committee approved grant proposals to the MCHF Board for final action at the December board meeting.
3. MCHF Grants Administrator notifies:
4. MDC Liaison of MCHF Board action.
5. MDC Liaison notifies Branch Chiefs of MCHF Board action.
6. Successful applicants of MCHF Board action will be notified of the awards and be provided with a memo of spending policy and procedures, including project name, MCHF fiscal code for reporting, and final report requirements; and
7. Unsuccessful applicants of MCHF Board action will be notified accordingly.

**New:**

* Construction and land acquisition projects will not be considered at this time.
* Staffing for projects will not be funded with MCHF funds.

**Note:**

Projects may be initiated by the Foundation Board or Executive Director through coordination with the MDC Liaison.

Please note that awarded grants are paid for 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. Contact the MCHF Grants Administrator if there are issues with arranging billing MCHF directly.

**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.

**New:**

* + Construction and land acquisition projects will not be considered at this time.
  + Staffing for projects will not be funded with MCHF funds.

1. 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 deadline is **October 1, 2024.**

1. Requests will be reviewed by the MCHF Grants Committee and applicants will be informed of the final board decision following December board meeting.

# MISSOURI CONSERVATION HERITAGE FOUNDATION

## Request for Funding

\_\_\_\_Outside Nonprofit \_\_\_\_Governmental \_\_\_\_Non-Governmental Organization

Name of Applicant’s Agency or Nonprofit:

Project Name:

Project Site:

Project Start Date: Project End Date:

Project Leader/Title:

Mailing Address:

Telephone:( ) Email:

Missouri Department of Conservation Region (if applicable):

Missouri Department of Conservation Division (if applicable):

Missouri Department of Conservation **Branch Chief** Approval (if applicable):

\_\_\_\_YES \_\_\_\_NO Signature:

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** | **$** |  |

Project Category:

*Check those that apply*

|  |  |  |  |
| --- | --- | --- | --- |
|  | SOCC Conservation |  | Youth Conservation Education |
|  | Aquatic Systems Conservation |  | Community Conservation |
|  | Mitigation/Conservation Easements |  | Veteran/Disabled Engagement |
|  | Regenerative Agriculture |  |  |

## Budget Example

|  |  |  |
| --- | --- | --- |
| ***Project Budget:***  *(see example/instructions)* | ***Cash*** | ***In-kind labor, Materials, etc.*** |
| MCHF Funds Requested: | $ 9,900 | $ |
| MDC Funds: | $ 500 | $ 400 |
| Partner Funds: | $ 22,570 | $ 600 |
| Total Cost of Project: |  | $ 33,970 |

|  |  |  |  |
| --- | --- | --- | --- |
| **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:  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.*

## Budget Example: Nonprofit, Governmental, NGO

***Project Budget: Cash In-kind labor, Materials, etc.***

*(see example/instructions)*

|  |  |  |
| --- | --- | --- |
| MCHF Funds Requested: | $ 5,000 | $ |
| Partner Funds:  Total Cost of Project: | $ 10,000 | $ 5,000 |
|  | $ 20,000 |

|  |  |  |  |
| --- | --- | --- | --- |
| **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.  Meriwether volunteers x 100 hrs x $10/hr |  |  | $1,000 Meriwether, Inc. |
| **Equipment:** Tangible, non-expendable personal property having a useful life of more than one year.  ex: removal of exotics, site prep | $ 3,000 | $ 3,000 Landowner |  |
| **Other:** List the per-unit costs of any other project expenses (contractual services, supplies, travel, etc.)  Contracted services for seeding Supplies:  Herbicide Seed | $ 500  $ 500 | $ 5,000 landowner  $ 500 Audubon  $ 500 ABC Seed Co | $4,000 Lewis Construction |
| **Total** | $ 5,000 | $ 9,000 | $5,000 |

|  |  |  |
| --- | --- | --- |
| **Sources of Matching Funds** | **Amounts** | **Committed/Pending** |
| ABC Seed Companies | $ 500 | Pending |
| Lewis Construction | $ 4,000 | Committed |
| Audubon | $ 500 | Committed |
| Landowner | $ 8,000 | Committed |
| Meriwether, Inc. | $ 1,000 | Pending |
| **Total Matching Funds** | $14,000 |  |