Funding Application Tutorial

Application for Legacy Funding
March, 2018
All Tutorial Instruction is highlighted in RED.
Begin by visiting our website. Click on the “Applications” tab to access tutorials, sample documents, the data management system, and more!
Application Toolbox – Updated for 2018

Funding App tools will answer many questions and give you access to forms and samples.

Questions? Contact staff here!

Board/Council resolution required from applicant agency!
Funding Criteria – Updated for 2018

• Contains application requirements, scoring criteria, and project eligibility guidelines.

• Updates for 2018 include additional guidance for Connecting People to the Outdoors projects, eligible and ineligible project expenses, and updates on project contract deliverables.
Funding Application Contents

• Printable copy of the complete contents of the Funding Application.

• Includes important “i” button instructions.

• NEW this year – Map content requirements; Additional information to match DNR contract requirements, and a fillable budget template.
Start your application here!

Click the “Application” button on the Application tab, which will bring you to this page. Click here!
Use the same log-in email and password as for your master plan. Access to funding application is only available for regionally designated facilities and their managers.
Dashboard

Click on the link for the facility that will be applying for funding.
Start New Funding Application

This page will give you access to your Master Plan and any previous funding applications. Click the button for “NEW FUNDING APPLICATION”

Once started, you can leave and return to your application anytime. It will show up on this list. Application numbers are assigned with this year (‘18) for first two digits.
Several basic items should auto-fill from your Master Plan. Check to make sure they do, or complete them if they don’t.

The little blue “i” buttons contain critical instructions for that particular item. Be sure to follow them closely, they may help your score. This information is also available in the Funding Application Contents in the Toolbox.

### Funding Application

The funding application deadline for FY2018 (starting July 1, 2018) was midnight (12:00 AM) the evening of Monday, July 31st 2017. You may view the details of a current application but you will not be able to edit or submit.

**This application is currently locked and under review**

*Note: All fields required*

<table>
<thead>
<tr>
<th>General</th>
<th>Funding</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding applications for FY2019 (starting July 1, 2018) must be submitted by midnight (12:00 AM) the evening of Monday, July 31st 2017. Note: All fields are required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Update: February 22, 2018 11:41:41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park/Trail ID#: 17-0192-D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Application ID#: 18-001F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park/Trail Name:</td>
<td>District: Click for Map of Districts</td>
<td>Existing Acres or Miles:</td>
</tr>
<tr>
<td>P</td>
<td>1 x</td>
<td></td>
</tr>
<tr>
<td>Project Name:</td>
<td></td>
<td>Required field</td>
</tr>
</tbody>
</table>
Project Basics

Identify the project with a unique name, different than the name of the park or trail.

The Project Description is the main place for you to tell us all about your project. Be clear, concise, and complete.

Updated mapping guidance for 2018!

The applicant agency must be a City or County in Greater MN, but doesn’t have to be the lead Master Plan agency. Should be a partner from the Master Plan.
Funding Tab Information

When you have completed the General tab, click on the Funding tab at the top of the page.

A number of basic project information boxes here require simply a number, amount, or to select from a drop down menu or button.
Project Outcomes

All projects need to show support for one or more of the Pillars from the 25 year Legacy Plan. Additional guidance as to what the Pillars mean is included in the “i” button. Note: Select Pillars for this project only, not the overall facility plan.

The Project Outcomes section is your opportunity to tell us how your project is going to implement a portion of the master plan and how it will benefit users. Successful applicants will carefully consider the funding criteria and scoring when completing this section.

Be sure to support which pillars you select with solid reasoning under “Connection to Pillars.” Quality can be just as or more important than quantity.
All projects should show a reasonable connection to a priority or phase identified in the Master Plan. Deviation from the Plan’s timeline, priorities, or phase scope is expected as circumstances and funding develop. However, the project should be a recognizable and regionally impactful component of the plan.
The “Project Readiness” section is designed to show how prepared your agency is to ramp up, conduct, and complete the project within the time allowed.

Provide a basic, reasonable timeline for the project’s stages from July 1, 2019 – June 30, 2022.

Describe the project management experience of staff, partners or consultants involved, their credentials, and how they are working together.

Given that this project uses state funds, clarify the availability of the facility for general public use. See “i” button for further instruction.
Describe the professional design standards or requirements used to create the project. For instance, what design guidelines/engineering standards are used to design the trail? How does this project meet the Americans with Disabilities Act?

Create a narrative that explains or supports each of the components/categories in the project budget. I.e. if there is a budget category for widgets, describe how many widgets, where they will be used and a little about their importance to project success..
Funding Information

Provide the total you are requesting in GMRPTC Legacy funds.

Provide the name of the partner providing local match.

Provide the amount of eligible (non-state, confirmed) match being provided by each partner listed in the right hand column.
Funding Information cont...

Not all items within a project may be eligible for funding (see Funding Guidelines). Items that are not eligible but needed should not be in the grant request or match, but need to be listed and described here.

Complete the lines for total (eligible) project cost, and the % of that total that is the local match.

Resolutions from eligible partners (cities and counties in Greater Minnesota) are required to prove their local match (see Toolbox). Other funding sources should be listed along with proof of grant award, commitment to provide funds from the Board, etc.
A new budget worksheet template is provided that meets state requirements. Please download the template, complete according to the budget worksheet tutorial, and submit with the application.

As with any state funded project, there are a number of environmental and other documents that must be completed in order to construct the project. Should you receive funds, please be aware that your state DNR grant contract will require this documentation. Contact the GMRPTC and we will put you in touch with the right DNR staff to determine your potential requirements.
This is the downloadable, fillable budget template. We have developed it based on applicant requests and DNR requirements. A separate tutorial and sample worksheet are provided in the Toolbox. Please let us know if you have questions, issues, or suggestions on how to improve the template.
During the application submittal window, a “Submit” button will show here for eligible facilities. Once you have double-checked your entire application and are comfortable, feel free to submit. Ask any questions prior to submission, if possible. Application deadline is 12:00 Midnight July 31, 2018.

Please attach any additional documentation, such as pictures, supplemental development documents, or brochures that support your project.

When you have completed the Funding tab, click on the Attachments tab at the top of the page.