

MOHF Full Grant Proposal Application Requirements

- The Full Grant Proposal Application should be submitted electronically as a single pdf document as well as a hard copy. The document should be no more than 5 pages (not including supporting documents) and the hard copy should be stapled in the upper left hand corner and not be placed in a binder of any kind. This Full Grant Proposal Application requires the following information/documents:

- 1. [Summary Application Form](#)**
- 2. Project Identification**
 - Include: Project Coordinator Name & Organization, Agency Sponsoring and Project Title.
- 3. Funding Category Identification**
 - Identify the fund distribution category as described in the [MOHF Strategic Plan](#) and explain how the project best fits the category. **(Choose One Category)**. “The Board has the authority to move projects into a different category where deemed appropriate.”
- 4. Detailed Project Description and Background**
 - Provide a detailed description of the project and a brief description of the project’s background.
- 5. Project Need**
 - Describe the organizational, outdoor heritage, and environmental need for the project.
- 6. Project Urgency**
 - Describe the urgency of the project in terms of the timing and funding.
- 7. Project Objectives**
 - List the project objectives and describe how they will be accomplished.
- 8. Project Outcome**
 - Describe the output/outcome of the project and how it will be measured.
- 9. Project Timeline**
 - Provide a timeline of the project’s activities.
- 10. Communication Plans & Target Audience**
 - Describe all plans for communicating the results of the project and how the organization will acknowledge MOHF’s role in supporting the project.
- 11. Key Personnel**
 - Identify key personnel and provide a brief description of their background and role in the project.
- 12. [Budget Form](#)** must be filled out and attached to the grant proposal. A Budget narrative section may be included in the proposal.
- 13. Partnership Letters of Understanding – (If Applicable)**
 - Include letters of understanding from partners identifying their role and commitment in the project.
- 14. Optional Other Supporting Documents:**
 - Letters of support
 - Maps, Photographs, Diagrams
 - Other documentation that might be useful in describing the project.