

571—12.6(455A) Grant applications, general procedures.

12.6(1) Applications for all grant programs shall be made on forms provided by the department. The original and five copies shall be submitted by the deadlines specified in subsequent rules of this chapter or as otherwise published by the department.

12.6(2) Applications shall be made in sufficient detail as to clearly describe the scope of the project including the following:

- a.* Applicant identification (applicant's name and address).
- b.* Project summary and demonstration of need.
- c.* Program goals, objectives, time lines, and transferability, and who is responsible.
- d.* Documentation of assurances and letters of community support, including cooperating agencies.
- e.* Project budget (administrative/indirect costs not to exceed 10 percent of total award).
- f.* Project management.
- g.* A plan for evaluation.

Any application which is not complete at the time of the specified submittal deadline shall not be considered for funding. The proposals shall be submitted to the department.

12.6(3) Applications shall be postmarked on or before May 15 for the first application period and on or before November 1 for the second application period. Upon receipt, the proposals will be reviewed to determine whether all required materials have been included and whether the proposal falls within the department's guidelines. Failure to meet these criteria will result in disqualification of the proposal.

12.6(4) Joint applications are permitted. One entity must serve as the primary applicant. Joint projects sponsored by entities, e.g., an organization or institution, area education agency, competing for funds from different resource enhancement and protection (REAP) accounts are allowable. Applications must clearly spell out the respective shares of project costs to be derived from various REAP accounts if the project is approved for funding. Any cooperative agreement between joint applicants must be provided as a part of the application.

12.6(5) Similar development projects. An application for a conservation education program grant may serve more than one target population (e.g., scouting and K-6 classrooms).