**Section 3051.50 Application Procedures and Required Information**

a) This State funded program is subject to GATA. Specific GATA rules are cross-referenced in this Part.

b) Applications for funding assistance under the Grant Program shall use application forms and instructions available through the Department (see Section 3051.80).

c) Applications shall be submitted to the Department, Attention: Office of Grant Management and Assistance – Natural Areas Stewardship Program.

d) The application deadline will be publicly announced by the Department. Applications received after the application deadline will not be considered by the Department.

e) Applications shall contain the following required information:

1) The name and address of the applicant;

2) The name, telephone number and e-mail address of a contact person for the applicant;

3) Copy of the Internal Revenue Service letter confirming the applicant's current 501(c)(3) tax exempt status;

4) A comprehensive description of the applicant's proposed project, including:

A) Project summary;

B) Project locations and information showing applicable eligible land;

C) Project stewardship actions;

D) Project methods and schedule;

E) Itemized project budget on the uniform grant budget template provided by GATU (see GATA Rule Section 7000.330);

F) Narrative separately addressing each application evaluation criteria in Section 3051.60(c) applicable to the project;

G) If the applicant's proposal includes land owned by another entity, a copy of the agreement with the landowner and documentation that the agreement was provided to the Commission;

H) If there exists any potential conflict of interest between DNR staff, the entity owning the land, and the applicant and/or its governance board and/or staff members, documentation of the potential conflict of interest and the resolutions or actions taken by the applicant to disclose and resolve the potential conflicts; and

I) Uniform grant application provided by GATU and signed by an authorized representative (see GATA Rule 7000.330).