The Knowles-Nelson Stewardship Program
Development Grants for State Properties

Introduction

The Wisconsin Legislature has allocated $46 million annually through 2020 to provide outdoor recreational opportunities, protect sensitive lands, and conserve and restore wildlife habitat. Each year, $250,000 will be set aside in a special grant program for Friends groups and nonprofit conservation organizations (NCOs) to improve facilities, build new recreation projects, and restore habitat on state properties. The program recognizes the important role these groups play in meeting the development and restoration needs of state properties.

Who May Apply?

Eligible Friends groups must be nonstick, nonprofit corporations described under Section 501(c)(3) or (4) of the Internal Revenue Code and exempt from taxation under section 501(a). In addition, the group must have formed to raise funds for a state property and also have a written Friends agreement with the Department of Natural Resources.

Eligible NCOs must be nonprofit corporations, charitable trusts or other nonprofit associations described in Section 501 (c)(3) of the Internal Revenue Code and exempt from taxation under section 501 (a). In addition, the purpose of the organization must include the acquisition of property for conservation purposes.

How Much Money Is Available?

A total of $250,000 is available each year for grants under his program, with a limit of $20,000 per property. Depending on the number of applicants, there may be competition for available funds.

Grant Awards

Grants are awarded for up to 50% of project costs. The other 50% of project costs shall be provided by the project sponsor. Up to 50% of the sponsor's share of project costs may be non-cash donations such of materials, equipment use, services, and labor.

Please see ***Appendix C -*** "Calculating Non-Cash Donations' for more information on non-cash donations.

NEW GRANT POLICY: PLEASE READ CAREFULLY!!

Grant awards will no longer be given as a 100% advance. In this and future grant cycles, 50% of this grant award will be given as an advance when requested and up to 50% of the remaining grant award will be a reimbursement upon completion and submittal of the final grant report.

Total grant awards may not exceed the award amount stated in the grant contract or the total grant project costs.

Please see ***Appendix D -*** **"**Award Disbursement Policy" for more information.

What Projects Are Eligible?	Grants are awarded to qualified Friends groups and NCOs for development projects and habitat restoration on state property. The following requirements must be met for projects to be eligible: ➢ Project must be for "nature-based outdoor recreation." Meaning those activities where the primary focus is the appreciation or enjoyment of nature, including support facilities for those activities such as parking areas, shelter buildings and trails but excluding facilities for activities such as sports fields, tennis courts, playgrounds, and swimming pools. ➢ Project addresses unmet needs consistent with DNR approved plans for the property, unless the project is for a cooperative trail. ➢ Project must be identified in a property's 6 year facilities plan, except for habitat restoration projects and projects for cooperative trails.
What Expenses Are Eligible?	Grant funds may be spent on: ➢ Materials, supplies, services, labor ➢ Salaries, fringe benefits, if directly related to the project ➢ Rental or lease of equipment to perform the project ➢ Building and land restoration if project adds to the permanent inventory or resources of the property ➢ Furnishings (e.g. furniture, picnic tables, grills), but only if put permanently in the ground with a 20-year lasting life, and only if part of a larger development project and amount to 6% or less of total project costs. Contact the Bureau of Parks and Recreation early in your planning process to verify that your furnishings will qualify. Grant funds <u>may not</u> be spent on: ➢ Administrative overhead ➢ Equipment such as computers, AV equipment, tools, and shop equipment ➢ Educational materials such as brochures, videos, and books Because program funds originate from bonded money, a development project must be a permanent improvement, having a life expectancy of 20 years or more.
Project Selection Priorities	In accordance with state statute, priority shall be given to projects submitted by Friends groups over NCOs. Additionally, priority will be given to projects that do any of the following: ➢ Leverage Stewardship grant against other funding in addition to the 50% sponsor match ➢ Expand recreation opportunities ➢ Address visitor/public health, environmental, safety or security problems ➢ Expand or improve environmental education and interpretation programs and outdoor skills development ➢ Restore habitat in a manner consistent with approved management plans Additional factors that may be considered: ➢ Whether the project enhances or is cooperative with a department capital improvement ➢ Whether the project supports volunteer-based user services

How to Apply	Start planning our project early and communicate with your property manager often about your project goals. To apply for a grant, complete a *Stewardship Application for State Property Development Projects Form 2500-112* and send it to the manager of your state property prior to the application deadline. Your application will be approved by the property manager and regional director and then forwarded to the Bureau of Facilities and Lands in Madison where it will be evaluated and ranked with other applications from around the state. **To be considered, the application, including all required attachment and signatures, must be received in the Bureau of Facilities and Lands by November 15.** Groups that are awarded grants will receive a grant agreement that they must sign and return to the Department along with documentation that they have their required project match. The Department may then advance up to 100% of the grant amount to the group.
Application Deadline	**November 15, 2013** Return your application and required attachments to: **Friends Group Grant Manager** **Bureau of Facilities and Lands** **101 S. Webster Street** **Box 7921** **Madison, WI 53707-7921**
Project Timelines	Projects should not be started until you receive your signed grant contract and should be completed within 2 years. Any costs that are incurred for a project prior to the signed grant contract will not be eligible for reimbursement except planning, contracting, and engineering (with the provision that if the grant is not approved or completed funds will not be issued toward these costs).
For More Information and Application Forms	**For specific project information,** please contact your property manager or Patty Loosen Mail: Bureau of Parks and Recreation, WI DNR, Box 7921, Madison, WI 53707. Telephone Number: 608-264-8994 E-mail: patricia.loosen@wisconsin.gov. **For grant program information,** please contact Lavane Hessler Mail: Bureau of Facilities and Lands, WI DNR, Box 7921, Madison, WI 53707 Telephone Number: 608-267-0497 E-mail: lavane.hessler@wisconsin.gov

Knowles-Nelson Stewardship Grant Program Criteria **Appendix A**

Property Name: _____

Amount Requested: _____

NR 51.83 Eligible Projects (1 point each):

• Includes all information (application, 501(c)(3), agreement, resolution, description, map, site plan, cost estimate, 1700-046 (if necessary)) _____

• Signatures on Application _____

• Postmarked on or before Nov. 15 _____

• Development Project Request submitted on time _____

• Electronic Signatures on Development Project Request _____

• Project promotes nature-based outdoor recreation* _____

• Project addresses unmet needs consistent with the property master plan OR is a state trail managed and maintained by a governmental unit or other cooperator _____

• Project is identified in the 6 year facilities plan OR is a habitat restoration project or on a cooperative trail _____

• Project makes long-term capital improvements or installs equipment with an expected useful life of 20 years or more OR is a habitat restoration project that is consistent with approved plans for the property _____

• Project is consistent with property master plan or, if no master plan is available, other Department approved plans for the property _____

• Is a development project or habitat restoration on state property _____

Total Project Eligibility Points (11 points): _____

NR 51.84 Priorities (2 points each):

• Submitted by a Friends group _____

• Grantee leveraged Stewardship grant against other funding in addition to the 50% sponsor match _____

• Expands recreation opportunities _____

• Project addresses public health, environmental, safety, or security concerns _____

• Project is a capital improvement project that expands or improves environmental education, interpretation programs, or outdoor skills development _____

• Project is a habitat restoration project that is consistent with approved plans governing the management of the property _____

Total Priorities Points (12 points): _____

TOTAL PROJECT POINTS (23 Points): _____

Tiebreaker Considerations (1 point each):

• Project enhances or is cooperative with a department capital improvement _____

• Capital improvement or durable equipment project supports volunteer-based user services _____

Additional Points (2 Points): _____

TOTAL PROJECT & TIEBREAKER VALUE: (25 points): _____

* "Nature-based outdoor recreation", under s. 23.0917(4), Stats. means activities where the primary focus or purpose is the appreciation or enjoyment of nature. These activities may include, but are not limited to hiking, bicycling, wildlife or nature observation, camping, nature study, fishing, hunting, picnicking, cross-country skiing, canoeing, and multi-use trail activities. Support facilities for these activities may include, but are not limited to, access roads, parking areas, utility and sanitation systems, sanitary and shelter building, signs, interpretive items, and other features that enhance nature-based outdoor recreation or improved disabled accessibility. Ineligible activities include, but are not limited to, sports that require extensively developed open space.

Appendix B

Friends Stewardship Budget Worksheet Sample

PROJECT COST BREAKDOWN

Project Componants	Quantity	Unit	Cost per Unit	Total Cost
General				
Supplies and Materials	1	units	$10,000.00	$10,000
Labor	689.6	hours	$7.25	$5,000
Contracted				
Northwoods Concrete	1	units	$5,000.00	$5,000
Total Project Cost				$20,000
	TOTAL PROJECT COST (ROUNDED TO NEAREST $100)			**$20,000**

List all project componants including quotes from various contractors.

Labor cost is estimated at $7.25 per hour for all projects

Total amount the project will cost to complete regardless of where the funds are sourced. The total of E28 plus E32 should equal this amount

FRIENDS CONTRIBUTION BREAKDOWN

In-kind Donations	Quantity	Unit	Cost per Unit	Total Cost
Labor	689.6	hours	$7.25	$5,000
Supplies				$0
Contractor Supplies/Labor				$0
Total In-kind Donations	cannot exceed 25% project cost:	$5,000.00		**$5,000**

This total dollar amount cannot exceed the amount shown in cell C18

Monetary Donations	Quantity	Unit	Cost per Unit	Total Cost
Cash	1	units	$5,000.00	$5,000
Other Grants/Donations				$0
Total Monetary Donations	must be minimum of 25% project cost:	$5,000.00		**$5,000**

This total dollar amount cannot exceed the amount shown in C23

Summary of Friends Contribution				
In-Kind Total				$5,000
Monetary Total				$5,000
Total Friends Contribution	must be minimum of 50% project cost:	$10,000.00		**$10,000**

From cell E18

From cell E23

This total dollar amount cannot exceed the amount shown in C28

STEWARDSHIP GRANT BREAKDOWN

Total Grant Request	cannot exceed 50% of project cost and must not exceed Friends Contribution:	$10,000.00		**$10,000**

This is the amount that the Friends Group is requesting to receive from the DNR. This amount cannot exceed the amount shown in cell C33. Grant Award requested cannot exceed $20,000

The Knowles-Nelson Stewardship Program

Development Grants for State Properties

CALCULATING NON-CASH DONATIONS

Non-cash donations of volunteer labor, professional labor, materials, equipment and supplies may account for **up to 50% of the sponsor** match. Sponsor match is the amount that a Friends group or nonprofit conservation organization must raise to match the grant award. There are three categories of non-cash donations:

1. Donated general volunteer labor

   - ✓ Valued at $7.25 per hour
   - ✓ Shall be documented on a donated volunteer labor worksheet
   - ✓ Hours volunteered prior to grant being approved and awarded are not eligible

2. Donated materials, supplies, and professional labor

   - ✓ Shall conform to market rates
   - ✓ Shall be established by an invoice

3. Donated equipment use

   - ✓ Shall conform to the Wisconsin Department of Transportation (WI DOT) highway rates for equipment – available from DNR land managers
   - ✓ Donated equipment itself is not eligible—only the hours that the piece of equipment was used on the project. For example, Ace Hardware donates a chain saw, with a value of $1,800, to a Friends group to help with their savanna restoration. Because the chain saw will be used for many projects at the park, not just the savanna restoration, the entire value of the chain saw cannot count as a non-cash donation. Instead, only the total number of hours the chain saw was used for the savanna restoration would count, e.g. 28 hours.

GENERAL INFORMATION

1. All donations must directly relate and be essential to completion of the project.

2. Non-cash donations cannot exceed 50% of the sponsor match (25% of the total project cost)

3. All non-cash donations must be included in the application.

4. Carefully calculate your expected non-cash donations. You cannot increase the amount after the grant is awarded, even if it is less that 50% of the sponsor match.

5. The bank statement you submit as proof of sponsor match must contain an amount equal to or greater than the cash match.

6. If the total value of non-cash donations at the end of the project is less than the amount listed in the application, the difference must be made up either by increasing the sponsor cash match or reducing the total project cost and returning a portion of the grant award to the Department. Do not return checks in the amount of $25.00 or less.

EXAMPLES

Scenario #1:

The Friends of X State Park would like to build a new shelter, which will cost approximately $20,000. They will purchase a kit that they can assemble themselves. It will take five of the Friends group volunteers two weeks to assemble the shelter. Therefore, their non-cash donation of volunteer donated labor would equal:

- 5 volunteers x 8 hours x 14 days x $7.25 per hour = $4,060

The Friends of X State Park would include this calculation in their cost-estimate. Additionally, they would check off that the work will be performed b Friends group volunteers on the application.

Total Project Cost	**Applicant share (50%)**		**Requested Stewardship Grant (50%, Up to $20,000)**
	Cash	Non-Cash Donation	
$20,120	$6,000	$4,060	$10,060

Scenario #2:

The Friends of X State Park would like to build a new nature center. A contractor will build he nature canter and finish the exterior, and Friends volunteers will paint the interior. Additionally, the contractor has agreed to donate a portion of the $75,000 building costs, and local merchants will donate interior paint and carpeting (including installation). Therefore, their non-cash donation of materials, supplies, general volunteer labor, and professional labor equals:

- $13,500 in donated labor, supplies and materials from the contractor (invoice)
- $4,000 in donated labor and carpet from the carpet supplier (invoice)
- $750 in donated paint from the paint supplier (invoice)
- 10 volunteers x 8 hours x 1 day x $7.25 per hour = $580

The Friends of X State Park would include these non-cash donations in their cost-estimate. Additionally, they would check off that the work will be performed by both private company contract(s) and Friends group volunteer on the application.

Total Project Cost	**Applicant share (50%)**		**Requested Stewardship Grant (50%, Up to $20,000)**
	Cash	Non-Cash Donation	
$75,330	$36,500	$18,830	$20,000

The Knowles-Nelson Stewardship Program

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Award Disbursement Policy

State Property Development Grant Awards will no longer be given as a 100% advance. In this and future grant cycles, **50% of the grant award will be given as an advance when requested and up to 50% of the remaining grant award will be a reimbursement** given upon completion and submittal of the final grant report.

The following grant timeline outlines the new grant award policy:

1. Grant applications are submitted by November 15.

2. Grant applications are graded by Department staff and sent to the State of Wisconsin Building Commission for approval.

3. Grant applicants chosen to receive a grant receive and return the grant contract and proof of matching funds.

4. **Fifty-percent (50%) of the grant award is given to the Friends group or non-profit conservation organization as an advance when requested.**

5. June 30 (2 years after the grant was awarded) grants expire

6. September 30 (2 years after the grant was awarded) closing grant reports are due to the Department.

7. **Once the completed final grant report has been submitted, the Friends group or nonprofit conservation organization will be reimbursed with up to 50% of the remaining grant award. Total grant awards may not exceed the award amount stated in the grant contract or total grant project costs.**

Reimbursement Total: Total Project Cost
- Sponsor Share
- 50% Grant Award Advance
= Reimbursement Award Check (Up to 50% of total award)

APPENDIX E

The Knowles-Nelson Stewardship Program

Development Grants for State Properties

GRANT REPORTING GUIDELINES

Reasonable and necessary costs that are consistent with the project scope and are incurred during the grant period are eligible for grant funding. Friends groups and nonprofit conservation organizations (NCOs) receiving grants under the Stewardship Program are responsible for:

- ✓ Providing financial records that show how grant funds were spent, assuring that project expenditures were within the scope of the project as defined in the grant agreement.
- ✓ Obtaining a final review and approval of the project from the Property Manager, assuring that all permits were obtained and all regulations and Department standards were met.
- ✓ Keeping all project related records for a period of four years after completion of the project for state auditing purposes.[1]

Please comply with the following guidelines to ensure that your group is meeting Department grant reporting requirements. If you have any questions about these guidelines, please call Lavane Hessler at 608/267-0497 or email her at Lavane.Hessler@wisconsin.gov.

1. Establish a separate ledger account for each grant you receive and record all expenditures for the project in that account.

2. Itemize all project expenditures on 8700-02 in sufficient detail to explain the nature of the expenditure. The ledger may be neatly hand-written or typed, or electronically reproduced. The itemization should include: a) date of expense; b) expense; c) check number; d) payee; e) amount; f) balance.

3. Submit a final *Grant Report* (attached) for the project to the DNR Property Manager within 90 days of either the completion of the project or by the date indicated in the grant agreement, whichever is sooner. The Property Manager will review the final report, verify that all regulations and Department standards were met, approve the report, and forward it to the Bureau of Facilities and Lands. The following should be attached to the *Grant Report*:

   - ✓ A copy of the ledger account and 8700-02 for the project.
   - ✓ Evidence supporting each expenditure including:
     a) **Copy of the invoice**
     b) **Copy of the canceled check**
     c) If employees of your organization completed the work, include details of the hours worked and salary paid. In a separate packet, attach payroll vouchers including name of employee, hours spent on the project, and gross salary earned. The vouchers must be verified/signed by the individual responsible for the project and this information will be kept confidential unless a formal FOIA request is legitimately made.
     d) If donated materials, services, equipment or labor were listed as an eligible sponsor match in the grant contract, attach a copy of the Donated Volunteer Labor Worksheet for donated volunteer labor, or a copy of an invoice validating the value of the donation for donated professional labor, materials, services or equipment.

[1] The state may examine all records related to any project funded with a state grant. The purpose of an audit is to verify that project expenditures were properly incurred and fall within the scope of the project. If the Department finds that a project has not been satisfactorily completed by the end of the grant period, or that the sponsor has violated a term of the grant agreement, the Department may terminate the grant contract and seek reimbursement of the state share or a portion of the state share previously distributed to the Friends group or nonprofit conservation organization.

- ✓ A check for any unused grant funds. If actual expenses for the project are less than estimated in the grant agreement, then the Friends group or NCO must return unused grant funds to the Department. Contact Lavane Hessler prior to mailing unused grant funds to ensure program compliance.

- ✓ **All expenditures must be verified by invoice and canceled check.**

REPORTING DONATED MATERIALS, EQUIPMENT, SERVICES AND LABOR

There are three types of non-cash donations that may be used as sponsor match:

1. **Donated Volunteer Labor**
   - Record on the enclosed Donated Volunteer Labor Worksheet
   - Each volunteer must sign the Volunteer Labor Worksheet to establish their contribution
   - Shall be valued at the Federal minimum wage, which currently set at $5.15

2. **Donated Professional Labor and Materials**
   - Establish value through invoice
   - Shall be valued at market rates

3. **Donated Equipment Rental**
   - Establish value through invoice
   - Shall be valued at market rates

The value of all non-cash donations cannot exceed the amount established in the grant contract. Requests to increase this amount through an amendment of the grant contract should be submitted to Lavane Hessler at (608) 267-0497, however, there is no guarantee.

Total donated volunteer labor should have one line in the ledger account. For example, if 10 volunteers each worked 8 hours at $7.25 per hour, the total value of their donation would equal $580. $580 would be entered into the ledger account (8700-02), and the Donated Volunteer Labor Worksheet would be attached to show the individual names and contributions. Donated professional labor and equipment should each have one line in the ledger account (8700-02) for each invoice. For example, if Monroe Builders donated $2,000 in labor and materials to build a shelter, $2,000 would be entered into the ledger account. Additionally, if Green Designs donated $600 in labor and materials for landscaping around the shelter, $600 would be entered into the ledger account on an additional line.

APPENDIX E

The Knowles-Nelson Stewardship Program

Development Grants for State Properties

FINAL GRANT REPORT

Please submit this report to the Property Manager within 90 days of completion of the project. Attach the following to the report:

- ✓ A copy of the ledger account (8700-02) for the project.
- ✓ A copy of all invoices and canceled checks for project expenditures, including materials and labor
- ✓ A copy of the Volunteer Labor Worksheet, if applicable
- ✓ A copy of invoices for donated materials, services, professional labor, and equipment, if applicable
- ✓ A check for any unused grant funds. (Contact Lavane Hessler @ 608/267-0497 before mailing)
- ✓ Inspection form 8700-335 completed by property manager.

Project Information	
Project Name:	_____
Grant Number:	_____
Project Sponsor:	_____
Contact Name:	_____
Contact Day Phone:	Contact E-mail:

Project Accounting	
A. Total Project Costs	$ _____
B. Sponsor share - (50% of costs, including non-cash donations)	$ _____
C. State Share - (50% of costs)	$ _____
D. Grant Amount Already Received	$ _____
E. Amount Owed to the Department, if any[2] (Line D minus Line C)	$ _____
F. Additional Amount Requested, if any[3] (Line C minus line D)	$ _____

[2] Enclose a check for this amount payable to the Wisconsin Department of Natural Resources

[3] An increase in the grant amount will require an amendment to the grant contract.

APPENDIX E

Certification

I certify that to the best of my knowledge and belief this project accounting is based on actual payments of record, and expenditures are in accordance with the terms of the grant agreement. The group pledges to retain all project records for a period of four years after completion of the project or submittal of the final report.

Signature of Authorized Representative	Date Signed
Printed or Typed Name	Title

Property Manager Sign Off

- ☐ All permits have been acquired
- ☐ Project meets Department standards
- ☐ 8700-335 Inspection Form attached

Signature of Property Manager	Date Signed
Printed or Typed Name	

APPENDIX E

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Stewardship Friends Group
Final On-Site Project Inspection
Form 8700-114A

Friends Groups Grant Project Information	
Project Number (Grant Number)	Friends Group Name
Payment Request Number	Project Name
Department Property	Project Type: ☐ Habitat Restoration ☐ Development

Inspector Information		
Property Manager	Title	
Inspection Date	Inspector's Program Name	Inspector Accompanied By

Findings

1. Has the work been completed in accordance with the project agreement? ☐ Yes ☐ No If no, provide an explanation:

   Indicate project accomplishments and number of units completed: (example of units: miles of trail brushed, acres of habitat improved, etc.)

2. Were there any changes from the original agreement? ☐ Yes ☐ No If yes, provide an expanation:

3. Project meets Department standards: ☐ Yes ☐ No If no, provide an explanation:

4. All permits, approvals and screening were completed prior to work beginning.

5. Attach a porperty map showing the location of work actually done.

6. Attach photos of completed project.

Remarks:

Signature of Property Manager	Date Signed

APPENDIX E

State of Wisconsin
Department of Natural Resources
Community Financial Assistance

GRANT PAYMENT WORKSHEET

Form 8700-002 (R 8/03) Page __ of __

Notice: Information requested on this form is required by the Department when applying for a reimbursement of eligible expenses. The Department will not consider you payment request unless you complete and submit this form.

Instructions: Itemize all project expenses, including donated labor, and attach photocopies of proof of expenses and payments for each item listed. See reverse for instructions. Use additional worksheets as necessary, numbering each. Submit with Grant Payment Request, Form 8700-001, or specific grant reimbursement form to your DNR Grant Specialist.

Project Sponsor/Management Unit Name

Grant Number:

Does this grant project include State Lab of Hygiene sample analysis costs? ☐ Yes ☐ No

Date Expense Incurred	Invoice #	Proof of Payment #	Payee	Eligible Project Cost Description (Check Grant Agreement)	Amount Paid	Amount Donated
Grant Begin Date	Grant End Date				Paid Subtotal	Donated Subtotal

Total Project Costs: (Sum of Paid Subtotal and Donated Subtotal for all pages)	$

APPENDIX E

Grant Payment Worksheet

Form 8700-002 (R 8/03)

Use the worksheet to itemize all project expenses, including donated labor and donated expenses.

- Attach photocopies of proof of expenses and payments for each item listed.
- Use additional worksheets as necessary. Include Grant Number on each sheet.
- Submit Worksheet(s) and attachments with Grant Payment Request, Form 8700-001, or specific grant reimbursement from, to your DNR Grant Specialist.

Date Field and Column Definitions

Date Expense Incurred: Date of invoice, purchase, or service rendered.

- Costs incurred prior to the beginning date or after the ending date of the grant agreement are not eligible for reimbursement, except as noted below.
- Exceptions: Certain land acquisition, design costs, and navigational aids may be available retroactively. Check with your DNR Grant Specialist.

Invoice #: Number on vendor invoice or bill associated with the purchase or service.

- Combined Costs: If an invoice combines costs for multiple grants or expenses, identify and explain specific costs associated with each grant expense. Attach a copy of this invoice, as well as proof of payment identified below. Use as many lines as necessary.
- Donated Expenses: Include invoice number if donated expenses are included on an invoice or bill. Otherwise, leave this field blank and go to "Proof of Payment" column.

Proof of Payment #: Number on check or money order used to pay the expense. If no proof of payment number, leave blank. Attachments required:

- Expenditure Proof of Payment Examples: Canceled check, with front side of check containing the amount of the check digitally printed by the bank under the signature line; non canceled check with bank statement showing check cleared account' County payroll vouchers; Credit Card statements. For acquisition expenditures, acquisition closing statements.
- Combined Proofs of Payment: If a proof of payment covers multiple expenses or grants, identify payments related to the particular grant expense on a copy.
- Donated Expenses: Volunteer Labor Log Sheet, or other donated labor/services documentation. Include volunteer names, type of work, hours worked, pay rate and totals. Log sheets require signature of volunteer(s) and supervisor(s).

Payee: Name of consultant, contractor, vendor, supplier, etc. to whom payment was made.

Eligible Project Cost Description (Check Grant Agreement): Describe expense briefly. Include only eligible expenses as specified in the particular project grant application and grant agreement.

- Acquisition Grant Possible Eligible Expense Examples: Land/Conservation Easement, Recording Fees, Appraisal, Title Insurance, etc.
- Development Grant Possible Eligible Expense Examples: Construction, Equipment Rental, Landscape seed, Mulch, Demolition, etc.
- Other Grant Type Possible Eligible Expense Examples: Materials, Supplies, Maintenance-Grooming; Maintenance-Signage, Maintenance-Other, etc.

Amount Paid: The amount of the project cost expense paid out-of-pocket. Enter only actual expenditures in this column.

Amount Donated: The amount of the project cost expense paid out-of-pocket. Enter only actual expenditures in this column.

Grant Begin Date/Grant End Date: Dates specified on the first page of your grant agreement or grant amendment.

Paid Subtotal: The sum of all paid expenditures listed in this column on this page.

Donated Subtotal: The sum of the value of each donated item listed in this column, on this page.

Total Project Cost: (Paid Subtotals all pages) + (Donated Subtotals all Pages) = Total Project Costs

- Enter this total on page one of the Grant Payment Worksheet
- Transfer amount to Line 4, "Total Eligible Project Costs This Period" of Form 8700-001, Grant Payment Request.

APPENDIX F

NR 51, Wis. Administrative Code
Subchapter IX — Grants for State Property Development

NR 51.80 Purpose. The purpose of this subchapter is to establish criteria and procedures for awarding stewardship grants to friends groups and nonprofit conservation organizations for development projects under s. 23.098, Stats. **History:** Emerg. cr. eff. 9−1−00; CR 00−135: cr. Register July 2001, No. 547 eff. 8−1−01.

NR 51.81 Applicability and definitions. This subchapter is applicable to friends groups as defined in, organized for, and under agreement with the department pursuant to s. 23.098(1), Stats., and s. NR 1.71, and nonprofit conservation organizations that apply for grants to undertake development projects on department properties. **History:** Emerg. cr. eff. 9−1−00; CR 00−135: cr. Register July 2001, No. 547 eff. 8−1−01.

NR 51.82 Allocation of funds. The department may allocate up to $250,000 each year under the grant program for property development and local assistance, under s. 23.0917 (4), Stats., for grants to friends groups and nonprofit conservation organizations. The department may not obligate or encumber more than $20,000 in each fiscal year for any one department property. **History:** Emerg. cr. eff. 9−1−00; CR 00−135: cr. Register July 2001, No. 547 eff. 8−1−01; **CR 10−127: am. Register February 2012 No. 674, eff. 3−1−12.**

NR 51.83 Eligible projects. The department may award a grant for a project that meets all of the following requirements:
(1) The project is for nature−based outdoor recreation as defined in s. NR 51.002 (19);
(2) The project addresses unmet needs consistent with department approved plans for the property, unless the project is for a state trail managed and maintained by a governmental unit or other cooperator with a memorandum of agreement with the department;
(3) The project is identified in a property's 6 year facilities plan, unless the project is described in s. NR 51.84 (2) (e) or the project is for a state trail managed and maintained by a governmental unit or other cooperator with a memorandum of agreement with the department; and
(4) The project makes long−term capital improvements or installs durable equipment with an expected useful life of 20 years or more, unless it is described in s. NR 51.84 (2) (e). **History:** Emerg. cr. eff. 9−1−00; CR 00−135: cr. Register July 2001, No. 547 eff. 8−1−01.

NR 51.84 Priorities. (1) Projects submitted by friends groups shall receive priority over projects submitted by nonprofit conservation organizations.
(2) Priority shall be given to the following projects, not listed in order of priority:
(a) Projects where the stewardship grant leverages other funding
in addition to the 50 percent sponsor match.
(b) Projects that expand recreation opportunities.
(c) Projects that address public health, environmental, safety or security problems.
(d) Capital improvement projects that expand or improve environmental education, interpretation programs, or outdoor skills development.
(e) Habitat restoration projects that are consistent with approved plans governing the management of the property.
(3) The department may consider the following additional factors when awarding grants for projects on property owned and managed by the department:
(a) Whether the project enhances or is cooperative with a department capital improvement.
(b) Whether the capital improvement or durable equipment project supports volunteer−based user services.
History: Emerg. cr. eff. 9−1−00; CR 00−135: cr. Register July 2001, No. 547 eff. 8−1−01;**CR 10−127: am. (3) (intro.) Register February 2012 No. 674, eff. 3−1−12.**

APPENDIX F

NR 51.85 Application and grant award procedures.

(1) Applications for stewardship grants under this subchapter shall be submitted to the department property manager on forms provided by the department. Applications shall include a detailed description of the proposed project, a cost estimate, timetable and other information required by the department. **Note:** A copy of the application form may be obtained from the DNR, Bureau of Parks and Recreation, Box 7921, Madison 53707.

(2) The department shall establish one or two application deadlines each year and shall evaluate and prioritize applications received by those deadlines according to the priorities in this subchapter. The department shall allocate funds to projects based upon their priority until all funding is exhausted. Sponsors whose projects are not funded will receive an explanation of eligibility or priority ranking results. Sponsors may request that their projects be reconsidered in another fiscal year if the project is eligible for funding. Resubmissions will be judged without prejudice or preferential priority.

(3) Sponsors shall develop grant applications cooperatively with the department property manager.

(4) The department is responsible for any environmental assessments, historical or cultural assessments, permits and miscellaneous approvals required to implement the project. Friends groups may not begin work until all applicable permits have been obtained.

(5) The department may award grants for up to 50 percent of project costs. The sponsor shall provide the other 50 percent of project costs. Up to 50 percent of the sponsor's share of project costs may be donated materials, equipment, services and labor, according to the provisions in s. NR 51.09 (1) (c).

(6) The department may advance up to 100 percent of the grant award to the sponsor once the sponsor has signed the grant agreement and returned it to the department. The department shall only provide one advance to a sponsor for each grant awarded under this subchapter. If the department does not provide an advance totaling 100 percent of the grant award, a sponsor may request partial reimbursement from the department of the grant award balance only after that sponsor has submitted to the department all documentation to justify costs associated with the expenditure of the entire advance. Sponsors requesting partial reimbursement shall do so in increments of not less than ten percent of the total grant award. Sponsors shall provide adequate documentation in support of their partial reimbursement request before the department considers the request. Sponsors may submit partial reimbursement requests to the department at any time after an advance is issued and before submitting a final report for the project.

(7) Sponsors may complete projects in up to 3 phases and funded for a maximum of 3 fiscal years, subject to the project's annual priority ranking and availability of funds. No sponsor may receive more than $60,000 under this subchapter for any one project that is completed in phases. A sponsor shall complete a usable component of the project at the end of each phase. The department shall require that one phase be completed and that grant closed out before it awards a grant for the next phase.

(8) Each sponsor that receives a grant under this subchapter shall maintain accurate and complete financial records of project expenses in accordance with generally accepted accounting principles and practices. A final report, which documents project expenses, shall be submitted to the department property manager within 90 days of the completion of the project or by the end date indicated in the grant agreement, whichever is sooner. Upon completion and submittal of the final grant report, the department shall reimburse remaining grant funds for which the sponsor is eligible. If expenses for the project are less than estimated, the sponsor shall return any unused advance with the final report. Sponsors that have not submitted a final report or returned unused
advances within 90 days of the completion of the project or by the end date indicated in the grant agreement will not be eligible for new grant awards under this chapter until the past−due grant is closed out. **Note:** Copies of the department's financial reporting requirements and forms are available from the DNR, Bureau of Community Financial Assistance, Box 7921, Madison, WI 53707. **History:** Emerg. cr. eff. 9−1−00; CR 00−135: cr. Register July 2001, No. 547 eff.
8−1−01;**CR 10−127: am. (1) to (4), (6) to (8) Register February 2012 No. 674, eff. 3−1−12.**

APPENDIX G

Resolution – Attachment B
Requesting a Knowles Nelson Stewardship Property Development Grant

RESOLVED, that the _____
(Board of Directors or other authorized governing unit)

of the _____
(Name of Organization)

headquartered at _____

HEREBY AUTHORIZES _____
(Name and Title)

to act on its behalf to submit an application to the Wisconsin Department of Natural Resources for financial assistance under Subchapter IX or XVI of Wis. Adm. Code NR 51 for the funding of

_____
(Name of Project)

at _____
;
(Name of State Property)

to sign documents; and to take action necessary to undertake, direct, and complete an approved State Property Development or Heritage Trust Grant project.

BE IT FURTHER RESOLVED THAT _____
(Name of Organization)

will comply with all State Property Development or Heritage Trust Grant laws and regulations and will meet its obligations under the grant agreement for the project.

_____

Adopted this _____ day of _____, 20_____.

I hereby certify that the foregoing resolution was duly adopted by

_____
(Name of Organization)

at a legal meeting held on the _____ day of _____, 20_____.

Authorized signature _____

Typed or printed name _____

Title _____

Date _____