# IPN Grants: Instructions for Applicants

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**Our mission: To learn about, teach about, enjoy and protect Iowa’s prairie heritage.**

## 2025 Application Timeline

Submit your proposal via email by November 15, 2025, to be considered for funding effective January 31, 2026. Applicants will be notified of funding decisions by January 15, 2026.

## How to Apply

Download a copy of the IPN Grant Application Template and complete each section. Once your proposal is complete, submit it via email to: smallgrants@iowaprairienetwork.org

## Project Categories

Projects must align with IPN’s mission and clearly demonstrate their expected impact. Projects in the following categories will be considered eligible for funding:

1. Prairie Restoration, Management, or Protection
2. Research or Monitoring
3. Education or Training

## Eligible Applicants

Nonprofit organizations, educational institutions, local government entities (e.g., municipalities, county conservation boards), and individuals working in Iowa are welcome to apply. Under **Applicant Information** please list any special qualifications you and/or your group have for doing this work. If your institution has one, the application should be submitted to IPN through the grants office. Student applications should include a letter of support from the student’s advisor.

## Proposal Format and Directions

Please download the IPN Grant Application Template and use it to organize your proposal with these sections:

1. **Applicant Information**: Include contact details and a brief overview of your background, qualifications, and skills relevant to the proposed work.
2. **Executive Summary**: Provide a concise (up to 200 word) summary of your project and its goals.
3. **Project Scope and Details**: Explain your project’s objectives, methods, and expected outcomes.
4. **Proposal Budget and Justification**: Clearly outline how each budget item supports your project’s success.

*Please follow these additional directions when building your proposal. Keep your proposal clear and focused (not to exceed 5 pages total), and don’t hesitate to share the unique value your project brings.*

In the **Project Scope and Details** section, provide:

* **Context**: Background information to help the committee evaluate your proposal. Why is this work needed? How will it further the mission of the Iowa Prairie Network?
* **Goals and Objectives**: Specific outcomes your project aims to achieve.
* **Project Activities**: Include a detailed explanation of the methods you will use to meet your objectives, a timeline of activities (to be completed within 18 months of receipt of funds), and a plan for acknowledging IPN by publicly sharing photos, articles, and/or presentations. Supplementary information and illustrations (maps, photos, diagrams) are welcomed as part of your proposal, if they will help you to explain the proposed work.

In the **Proposal Budget and Justification** section, list project expenses with justifications for how they further your objectives. Indicate the total amount requested (up to $3000) and whether you’re willing to accept partial funding. While matching funds are not required, they are encouraged—especially for larger projects. Please list any matching funds from other organizations.

**Eligible expenses include**:

* Supplies and materials
* Equipment
* Personnel (e.g., student stipends or hourly wages)
* Contracted services (e.g., prescribed fire, grazing)
* Meals for participants

**Ineligible expenses include**:

* Salaries for applicants
* Salaries at academic institutions or agencies\*
* Institutional/agency overhead\*
* Lobbying activities
* Repayment of debts

*\*If your grant office requires documentation confirming that IPN does not fund salaries or overhead, we can provide this upon request.*