



## 2008 Education and Outreach Grants: APPLICATION FORM

*Applications must use the format below and provide all of the information requested to be considered for review.*

### A. Summary Page

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On a single page, please provide the following information in the order shown:

***Project Name/Title:***

***Project Category:*** Education and Outreach Grants

***Contact Information:***

Name of Contact Person:

Authorized Signatory and Title (if different from Contact Person):

Organization:

Mailing Address:

Phone and FAX numbers:

Electronic Mail Address:

***Eligibility:*** Please list all of your organization's current Lake Champlain Basin Program grants. Any organization with an existing award that has overdue workplans, reports or other deliverables is ineligible and should not apply.

All new projects will be required to submit a workplan within sixty days after award notifications are made. Projects must be initiated no more than six months after award notification. If these deadline specifications are not met then awards will be lost.

***Amount of LCBP Request:***

***Organization Mission Statement:*** (3-5 sentences)

***Brief Project Summary:*** Please describe your project in 3-5 sentences

***Project Outcome/Deliverable:*** Please provide one sentence describing measurable project outcomes.

### B. Application Questions

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Please answer the following questions in order, using no more than 3 pages combined (10 point Times New Roman (or equivalent) font or larger, minimum ½ inch margin on all sides). Complete applications should be no longer than 5 pages in length (1 summary page, 3 pages for application questions/answers, 1 budget page). **Additional pages (except letters of support) will NOT be reviewed.**

Include both the questions and your answers in the narrative, which should describe your project as

directly and concisely as possible. The review committee will evaluate your application based on your answers to these questions, according to the criteria listed in the *Application Guidelines*.

1. Describe your project, detailing why the education and outreach project is needed, especially for the specific audience that you have identified. If part of a larger project, please describe the portion of the project for which you are seeking LCBP funding.
2. Describe how your project addresses this need and whether there are any hands-on citizen participation components to the project. Explain how this project might enhance other education and outreach efforts in the Lake Champlain watershed (NY, VT, and Quebec).
3. List who will be involved in the proposed project (volunteers, board member, or staff) and whether it will involve local community members. If your project will take place on private land, explain how it will benefit the broader community. Multi-jurisdictional projects are encouraged.
4. Describe your experience with similar projects and whether you are aware of other organizations doing similar work. Include target dates for completion of tasks leading towards your deadline for completion.
5. List the specific objectives and tasks for your project. Identify target dates for each task leading towards your project completion deadline.
6. Describe any tangible products or measurable results that your project will create.

## C. Budget Table and Justification

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Please use the format below for your budget table.

- If the LCBP request is part of a larger project, please indicate the estimated total project value and the funding source.
- All expenses should be placed into one of the following major categories:
  - Direct Costs - subcategories include: Personnel (including fringe benefits), Supplies, Contracts, Equipment, and Travel.
  - Indirect Costs – include general office and operating expenses, insurance, bookkeeping, etc. Please refer to the *Application Guidelines* for more information about direct and indirect costs, eligible expenses, and matching contributions.
- If your project includes several tasks, it is helpful for each task's budget to be broken out separately from the other tasks.
- List additional specific expense categories where appropriate as indicated.
- Budget items should be divided into funding sources as shown in the budget table. At minimum, show which items will be covered by the LCBP grant and which items will be part of your matching contribution. List other sources of funding that are not being used as match (such as other federal funds) following your budget table as shown.
- In addition to the budget table, please include a brief justification for each line in your budget, as in the following example:
  - Project Coordinator: supports staffing for oversight of project activities, 50 hours @ \$18/hr.
  - Volunteers: streambank plantings, etc., 25 hours @ \$10/hr.

**Project Budget Table Format** (Dollar values for illustration only.)

<b>Expense</b>	<b>LCBP Grant Request</b>	<b>Non-Federal Matching Contribution</b>	<b>Totals</b>
<b>DIRECT Costs:</b>			
Personnel			
Project Coordinator	\$800	\$100	\$900
Volunteers		\$250	\$250
<i>(Add specific lines as needed)</i>			
Travel	\$100	\$100	\$200
<i>(Add specific lines as needed)</i>			
Supplies/Materials			
Printing	\$250		\$250
Mailing	\$75		\$75
<i>(Add specific lines as needed)</i>			
Contracts			
<i>(Add specific lines as needed)</i>			
Equipment			
<i>(Add specific lines as needed)</i>			
Other (please specify)			
<b>INDIRECT Costs:</b>	\$100	\$100	\$200
<b>Totals</b>	\$1,325	\$550	\$1,875

\*Additional federal funds supporting this project include \$500 from an EPA grant.

## **D. Letters of Support**

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Attach any required letters of participation and support to your application. Please be sure that the letters are signed by the appropriate authors. **Letters of support received separately from the application will not be included in the application review.** See the *Application Guidelines* for more information.

## **E. Submission Process**

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- Please submit ten (10) hardcopies of each application. In addition, please submit the electronic versions of your summary page, application questions, and budget page either on floppy disk, compact disk, or by email to grants@lcbp.org.
- Both hardcopies and electronic versions must be submitted by the due date.

**Applications must be received in the Basin Program Office by October 3, 2008.**

Send completed applications (hard copy and electronic version) to grants@lcbp.org. Direct all questions about Education and Outreach grants to Colleen Hickey.

PHONE: 800/468-5227 (Toll free in VT/NY) or 802/372-3213

ADDRESS: Lake Champlain Basin Program, 54 West Shore Road, Grand Isle, VT 05458