



# A Request for Proposals For 2009 Champlain Quadricentennial Commemoration Grants

## **Request for Proposals**

The Lake Champlain Basin Program (LCBP) issues this Request for Proposals for funding in support of Champlain Quadricentennial signature events, programs and projects in anticipation that federal funds may soon become available to the LCBP for that purpose.

## **Proposal Guidelines**

These guidelines are provided to help you prepare competitive grant proposals. They also provide additional information on what to expect if you are offered an award. Please read this section carefully before proceeding with your proposal. We encourage you to call the LCBP at 802-372-3213 if you need further explanation of the requirements and policies summarized here. Additional guidance and forms will be distributed to those organizations receiving award offers.

## **Notice of Friday June 19<sup>th</sup> 2009 Proposal Deadline**

The LCBP anticipates that respondents may wish to implement Quadricentennial events and programs in the very near future. Consequently, the timeline for grant proposal preparation, peer review and announcement is significantly compressed. All parties considering responding to this Request for Proposals should note that **the deadline for receipt of proposals** by the LCBP at its office, located at 54 West Shore Road in Grand Isle, VT 05458, or electronically at [grants@lcbp.org](mailto:grants@lcbp.org) **is 4:30 PM Friday June 19<sup>th</sup>, 2009.** Award recipients will be notified by email or telephone on Tuesday June 23<sup>rd</sup>, 2009.

## **Program Overview**

Towns and cities throughout the Champlain Valley are preparing for the 400<sup>th</sup> anniversary of Samuel de Champlain's 1609 historic arrival on Lake Champlain. The region's municipalities will host thousands of visitors at signature events this summer as they celebrate their history and culture. Municipalities and population centers developing signature events, programs and projects to commemorate the Quadricentennial are encouraged to apply for 2009 Champlain Quadricentennial Commemoration Grants.

The LCBP will provide grants (up to \$25,000) to successful applicants to implement signature events, programs and projects in Lake Champlain Basin communities, consistent with the following:

- **For New York**, qualifying events, programs and projects are those that promote New York State heritage, or disseminate information relevant to the Quadricentennial, or preserve the legacy of Samuel de Champlain, consistent with goals, objectives and strategies of the **New York Hudson-Fulton-Champlain Quadricentennial Commission** pertaining to Lake Champlain. See the websites: <http://discoverlakechamplain400.org/> and <http://www.exploreny400.com/Home.aspx>
- **For Vermont**, qualifying events, programs and projects are those referenced in the **Vermont Champlain Quadricentennial Commission's** Strategic Plan as *Signature Events*, and described in further detail on the website: [http://celebratechamplain.org/component/option,com\\_frontpage/Itemid,1/](http://celebratechamplain.org/component/option,com_frontpage/Itemid,1/).

**To promote a balance of awards in New York and Vermont, LCBP will endeavor to support worthy proposals with approximately equal levels of funding allocated to signature events in each state.** Funding for these grants, anticipated to total \$215,000 is expected to be made available to the LCBP from the National Park Service through a Federal 2009 appropriation.

## **Eligibility**

The following are eligible to apply for 2009 Champlain Quadricentennial Commemoration Grants:

- Local government entities including municipal boards, commissions, or committees;
- Organizations with 501(c)(3) nonprofit corporation status.
- **NOTE:** Private businesses, individuals, and state government agencies may collaborate with an applicant, but are not, themselves, eligible to apply under this grant program
- **NOTE:** Any organization with an existing LCBP award that has overdue workplans, reports, or other deliverables is ineligible and should not apply

Applicants may submit more than one application for support, provided that the specific signature events proposed are not the same.

## **Selection Criteria**

Applications will be evaluated according to the following criteria, based on the information provided in or referred to by your application. A confidential peer review committee will evaluate and rank applications for funding, and make award recommendations to the Lake Champlain Executive Committee, which makes all decisions on project awards. The decisions of the Executive Committee are final and may not be appealed.

1. **(40 Points) For New York:** Extent to which the event, program or project promotes New York State heritage, disseminates information relevant to the Quadricentennial, or preserves the legacy of Samuel de Champlain, consistent with goals, objectives and strategies of the New York Hudson-Fulton-Champlain Quadricentennial Commission, pertaining to Lake Champlain.  
**(40 Points) For Vermont:** Extent to which the event, program or project supports implementation of the Vermont Champlain Quadricentennial Commission Strategic Plan for Signature Events.  
**NOTE:** For this criterion, NY and VT proposals will be evaluated categorically by state, and will not compete against each other.
2. **(40 Points)** Extent to which the event, program or project reaches a significant audience of visitors or residents attending, participating in or experiencing the event. The intention of this criterion is to support relatively large events, programs or projects in population centers. Proposals with realistic projections of significant anticipated attendance will receive priority in rough proportion to the public involvement.  
**NOTE:** For this criterion, NY and VT proposals will be evaluated categorically by state, and will not compete against each other.
3. **(20 Points)** Merit of the proposal, including the appropriateness and clarity of the proposed budget, relative to project objectives. The total funding request must be within the limit of the grant category. While matching funds and in-kind support are not required, proposals that include a non-federal match may be considered more competitive in the grant review process.

For the purpose of RFP instructions below, the term “project” includes “events and programs”.

### **Letters of Participation and Support**

- Signed letters confirming the participation of any major partner involved with your project (if any) must be attached to your application. If a non-profit organization is applying for a grant on behalf of a municipality, a confirmation letter is required from that municipality.
- **NOTE:** Letters of support from the chair or vice-chair of the Vermont Champlain Quadricentennial Commission or from the chair or vice-chair of the NY Hudson-Fulton-Champlain Quadricentennial Commission **are not appropriate in this grant competition**, though support letters from other Commission members are permissible.
- Up to three letters of support may be included.
- All support letters must be submitted with the application.
- Be aware that for projects to take place on private property, written landowner permission will be required at the time of application.

## **Project Workplan Development**

Due to the limited timeframe, the detail provided within your grant application will serve as a draft workplan and budget for this project. The LCBP may require changes to the budget, deliverables and other aspects of an award, if necessary.

## **Payment Procedures**

Successful applicants will be invited to enter into a contract with the New England Interstate Water Pollution Control Commission, which is the fiscal agent for the LCBP. There will be a very short timeline for contractual agreements to be finalized.

- ***LCBP funds will be available on a reimbursement basis only*** in response to your invoices documenting the eligible costs you have incurred.
- Groups should expect a 4-to-6 week turn-around time from when the LCBP receives your invoice to the time when you receive payment.
- ***NOTE: The LCBP cannot reimburse you for work done prior to your official contract start date or after the contract end date.***
- Funds to support awards are federal funds and the constraints that apply to all federal grants will apply to these grants – see **Appropriate Use of Funds; (2) About Restrictions that Apply**, below.

## **Reporting, Publicity and Funding Credits**

Your contract will require you to submit brief progress reports at the close of each calendar quarter. You will also be required to prepare press releases citing the LCBP as a funding source at the project's inception and conclusion.

All press materials and printed products from your project must acknowledge the LCBP. Inclusion of the LCBP logo (available at <http://www.lcbp.org/granttool.htm>) is required on all published materials supported by the grant.

## **Project Time Period**

***Award notification is expected by Tuesday June 23<sup>rd</sup>, 2009.*** Projects must be completed and final reports and invoices received by the LCBP no later than March 31<sup>st</sup>, 2010.

## **Appropriate Use of Funds**

### **1. About Direct and Indirect Costs:**

The LCBP encourages groups to budget costs that are associated with the project as direct expenses, including salaries, travel, project supplies, mailings, phone costs, office supplies, etc. However, the use of some grant funds for general overhead or indirect costs is allowable, subject to both the provisions of OMB Circular A-87 and LCBP prior approval. If you need further guidance, contact the LCBP staff or look online at <http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>. This web page is very helpful. You will find that **Attachment A, Section D – Composition** provides an excellent overview of direct and indirect costs, **Section E** gives the definition of direct costs, and **Section F** gives the definition of indirect costs.

## **2. About Restrictions that Apply**

Grant funds *cannot be used for the following*:

- to produce for-profit products to be sold
- to produce events for which an admission fee is charged
- to cover costs associated with regulatory compliance
- for any form of fundraising efforts
- for land purchases, easements or endowment funds
- for lobbying or legislative advocacy of any kind.

Other restrictions also apply to all federal grants, but those above are noted here.

## **Proposal Format**

On the first page of your proposal please provide the following information in the order shown:

- ***Project Name/Title:***
- ***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:
- ***Amount of Your Request: \$***
- ***Organization Mission Statement:*** (3-5 sentences)
- ***Brief Project Summary:*** Please describe your project in a single paragraph.
- ***Project Outcome/Deliverable:*** Please provide one sentence describing measurable project outcomes. Required deliverables include quarterly reports and a Final Report.

On the second and third pages of your proposal please include the following:

- ***Describe your proposed project*** and specify how it has been identified, prioritized or referenced by the Hudson-Fulton-Champlain Quadricentennial Commission or the Vermont Champlain Quadricentennial Commission strategic plans as a strategic event
- ***Describe the extent to which your proposed project reaches a significant audience*** of visitors or residents who will attend, participate in or experience the event. In what population center will this project be implemented? Indicate the basis of any numerical projections of anticipated attendance or other public involvement.

On the fourth page of your proposal please show the following information:

- ***All expenses to be charged to the LCBP should be indicated:***
  - **Direct Costs** - subcategories include: Personnel (including fringe benefits), Supplies, Contracts, Equipment, and Travel.
  - **Indirect Costs** - include general office and operating expenses, insurance, bookkeeping, etc.

## **LCBP Staff Support**

Because they are not members of the review committees making award decisions, LCBP staff may assist applicants in the interpretation of application guidelines. All applicants are encouraged to contact the LCBP office before submitting applications. Once awards are announced, LCBP technical support will assist with the development of a contract, workplan and budget details. An LCBP project officer will oversee the administration of the contract.

## **Partial Funding**

The LCBP may offer only a portion of the funding requested in any application. In such cases, the LCBP will provide guidance to the applicant on how the awarded grant funds should be applied. Vague or inflated budgets will not be competitive.

## **Other Grant Programs**

In addition to these grants, the LCBP sponsors other grant programs. There are also several other funding opportunities for projects within the Lake Champlain Basin. Please visit the LCBP website ([www.lcbp.org](http://www.lcbp.org)) for more information.