



## Champlain Valley National Heritage Partnership



# A Request for Proposals For 2010 Champlain Quadricentennial Legacy Grants

**(Deadline for Submission: December 22, 2010)**

### **Request for Proposals**

The Champlain Valley National Heritage Partnership (CVNHP) and the Lake Champlain Basin Program (LCBP) issues this Request for Proposals for funding in support of events, programs and projects that create a lasting legacy for the 2009 Champlain Quadricentennial.

### **Grant 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 CVNHP Assistant Director Jim Brangan 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 December 22, 2010 Proposal Deadline**

All parties considering responding to this Request for Proposals should note that the deadline for receipt of proposals by the CVNHP/LCBP at its office, located at 54 West Shore Road in Grand Isle, VT 05458, by hardcopy *or* electronically at [grants@lcbp.org](mailto:grants@lcbp.org) is 4:30 p.m. Wednesday, December 22, 2010. Award recipients will be notified by email or telephone in late January 2011.

## **Program Overview**

Municipalities, educational institutions and non-profit organizations throughout the Champlain Valley commemorated the 400<sup>th</sup> anniversary of Samuel de Champlain's 1609 historic arrival on Lake Champlain last year. The region's cities and towns hosted thousands of visitors at events that celebrated the lake. Colleges and universities held seminars and symposia that facilitated research and cultivated a better understanding of the region's rich heritage and culture. Organizations provided educational and interpretive programming that fostered a better understanding and appreciation of the place Champlain named for himself in 1609.

The 1909 Tercentennial of Champlain's exploration of the Champlain Valley left a lasting legacy of statues and monuments, the reconstruction of Fort Ticonderoga, and the purchase of Crown Point State Historic Site; these places played a key role in the Quadricentennial. The official state reports that provided a detailed account of the 1909 commemorative events gave planners and scholars a better understanding of the values of the times.

The CVNHP/LCBP hosted a conference of many people who provided leadership during the planning efforts and implementation of the Quadricentennial at St. Michael's College on October 8, 2010. The attendees discussed remaining needs and unfinished tasks from 2009, and what other projects, programs and events could be funded to leave a legacy for the 400<sup>th</sup> anniversary. This RFP reflects the discussions that occurred at that conference. **The CVNHP/LCBP will provide grants (up to \$10,000) to successful applicants to implement legacy programs, events and projects in the CVNHP/Lake Champlain Basin communities, consistent with the following priorities:**

- Archival and conservation work, including the collection, cataloging and display of documents, web pages and other materials associated with the Quadricentennial.
- The assessment, restoration and interpretation of Samuel de Champlain monuments and surrounding grounds.
- Funding for Franco-American and Native American cultural events and programs.
- Research and interpretation of Native American and Franco-American history and culture.
- The collection of written accounts and oral histories associated with the Quadricentennial
- Feasibility studies for the establishment of French and Native American interpretive centers in the Champlain Valley.

## **Eligibility**

The following are eligible to apply for 2010 Champlain Quadricentennial Legacy 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 CVNHP/LCBP award that has overdue workplans, reports, or other deliverables is ineligible and should not apply.

## **Selection Criteria**

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

1. (40 Points) Extent to which the project addresses one or more of the priorities identified above.
2. (25 Points) Extent to which the applicant demonstrates the commitment to work with other partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP/LCBP funding. International, bi-state and multi-jurisdictional projects are encouraged.
3. (15 Points) Merit of the project, including all of the following:
  - The extent to which the project will result in tangible products and benefits.
  - Clarity and conciseness of proposal, adherence to format and relevance to RFP.
  - Knowledge or experience related to the cultural heritage of the Lake Champlain Basin or the CVNHP region, and applicant's past performance on similar projects, if applicable.
4. (20 Points) 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 are considered more competitive in the grant review process.

## **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.

- Up to five 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**

All grant awards will be *contingent upon* the applicant subsequently submitting a more detailed project workplan, and CVNHP/LCBP and National Park Service approval of that workplan. The workplan, which the applicant must submit **within 60 days** after the award notification, describes the project's methods, timeline, deliverables and budget. If a project is selected for funding, CVNHP/LCBP staff will provide the grant recipient with workplan guidance.

## **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 CVNHP/LCBP. There will be a very short timeline for contractual agreements to be finalized.

- ***CVNHP/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 CVNHP/LCBP receives your invoice to the time when you receive payment.
- **NOTE: *The CVNHP/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.

## **Project Time Period**

***Award notification is expected by late January 2011.*** Projects must be completed and final reports and invoices received by the LCBP no later than January 31, 2012.

## **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, known as 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.

## **CVNHP/LCBP Staff Support**

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

## **Partial Funding**

The CVNHP/LCBP may offer only a portion of the funding requested in any application. In such cases, the CVNHP/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 CVNHP/LCBP sponsors other grant programs. There are also several other funding opportunities for projects within the CVNHP region and the Lake Champlain Basin. Please visit the LCBP website ([www.lcbp.org](http://www.lcbp.org)) for more information.