



Champlain Valley National Heritage Partnership



A Request for Proposals for Regional Stakeholder Group Coordination Grants (Open February 8, 2011)

Request for Proposals

The Champlain Valley National Heritage Partnership (CVNHP) and Lake Champlain Basin Program (LCBP) issues this Request for Proposals for the awarding of grants up to \$2,200 to provide coordination for Regional Stakeholder Groups in the 11 counties of the CVNHP. To date, four Regional Stakeholder Group Coordination grants have been awarded to organizations in Clinton County, New York and Grand Isle, Chittenden and Rutland counties in Vermont.

CVNHP Regional Stakeholder Grants will be awarded to organize, coordinate, and convene regular meetings among stakeholders in the remaining counties that make up the CVNHP:

New York	Vermont
<ul style="list-style-type: none">• Essex County• Washington County• Warren County• Saratoga County	<ul style="list-style-type: none">• Franklin County• Addison County• Bennington County

Grant Guidelines

These guidelines are provided to help you prepare a competitive grant application. They also provide additional information on what to expect if you are offered an award. Please read this section carefully before proceeding with your application. We encourage you to contact CVNHP staff 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. For additional information, please call CVNHP Assistant Director Jim Brangan at 802-372-3213.

How to Apply

All hardcopy proposals must be delivered to the CVNHP office at 54 West Shore Road in Grand Isle, VT 05458. Instead of hardcopy, applicants may submit their applications and letters of support electronically to: grants@lcbp.org. Award recipients will be notified by e-mail or telephone within 30 days of application.

Program Overview

In November 2006, the communities along the interconnected waterways of Lake Champlain, Lake George, the Champlain Canal and the upper reaches of the Hudson River were designated as a national heritage area by the United States Congress. Named the Champlain Valley National Heritage Partnership (CVNHP), this national heritage area was established to recognize the importance of the historical, cultural, and recreational resources of the Champlain Valley and to assist efforts to preserve, protect, and interpret those resources. The purpose of the CVNHP also is to enhance the quality of the tourism economy and to encourage working partnerships among state, provincial, and local governments and non-profit organizations in New York, Quebec, and Vermont. The CVNHP is authorized to operate for 15 years and can receive up to \$10 million in National Park Service funding to accomplish its goals.

Managed by the Lake Champlain Basin Program (LCBP), the CVNHP is a 9,000-square-mile region made up of 11 counties in New York and Vermont. The LCBP Steering Committee relies on guidance and input from several advisory committees, including the new Heritage Area Partnership Advisory Committee (HAPAC), which focuses on heritage and recreation issues. The HAPAC includes individuals from the public and private sectors knowledgeable in many of the following fields: historical interpretation, New York history, Quebec history, Vermont history, heritage tourism, agriculture, forestry, museum management, underwater archeology, terrestrial archeology, non-motorized tourism, Franco-American heritage, Native American heritage, fishing and hunting heritage, regional music, visual arts, education, cycling, outdoor recreation, motorized and non-motorized boating. Members of HAPAC do not represent organizations, agencies or regions; they are chosen for their knowledge and expertise.

Due to the CVNHP's immense geographic area, diverse economies, and varying needs, however, the CVNHP intends that groups representing geographic sub-regions have an opportunity to provide input regarding its management. The national heritage area is fortunate to have an array of local, regional, state-wide, and cross-boundary organizations that work to advance cultural heritage programs, improve recreational opportunities, preserve historic resources, conserve natural resources, promote sustainable tourism, and provide educational opportunities to residents and visitors. Many of these organizations work in partnership with other entities in common cause, reaching across municipal lines on regional initiatives.

The region has several productive county-based stakeholder groups that meet regularly to promote collaborative efforts, provide discussion forums, and offer professional networking

opportunities among stakeholder organizations, municipalities, and interested individuals. Existing groups, as well as recently established partnerships formed for this purpose, are encouraged to consider responding to this request for proposals.

Meeting on a regular basis, Regional Stakeholder Groups will help identify community and county-level actions, clarify regional needs, and provide information on upcoming initiatives—input that is very valuable for the effective management of the CVNHP. A Regional Stakeholder Group Coordinator may work with other partners to form a new regional group, if needed, and existing regional stakeholder groups are encouraged to broaden their membership if appropriate. The Regional Stakeholder Group Coordinators will periodically meet with CVNHP staff and the HAPAC to provide input into upcoming CVNHP budgets, grant priorities and workplans.

Responsibilities

The Regional Stakeholder Group Coordination tasks include the following:

- Contacting potential members of a regional stakeholder group. In the case of an existing regional group, this would include providing outreach to potential new members. (The CVNHP can provide a database of potential member organizations for each county.)
- Developing an agenda for an initial meeting to discuss the purpose of the regional stakeholder group, its role in the CVNHP, and the inclusion of additional members.
- Scheduling bimonthly meetings (at least a total of six meetings during the year-long contract).
- Consulting with the CVNHP prior to developing agendas for each meeting.
- Sending meeting notes to the CVNHP following each meeting.
- The Regional Stakeholder Group Coordinator will periodically meet with CVNHP staff and provide an opportunity for CVNHP staff to attend a Regional Stakeholder Group meeting.
- The Regional Stakeholder Group Coordinator or a representative will attend an annual meeting of all Regional Stakeholder Groups to discuss upcoming fiscal and programming needs, including future CVNHP grant emphasis, professional support needs, and other emerging issues.

Eligibility

The following may apply for Regional Stakeholder Group Coordination Grants:

- Local government entities including municipal boards, commissions, or committees;
- Educational institutions;
- Chambers of Commerce;
- Organizations with 501(c)(3) nonprofit corporation status.

NOTE: Private businesses, individuals, and state government agencies may collaborate with one of the above groups, but are not eligible to be the primary applicant under this grant

program.

NOTE: An applicant's principal place of business must be located within the region that it wishes to coordinate. Regions may be as large as two contiguous counties, but not larger, in the interest of maintaining the local connections that the CVNHP relies on.

Selection Criteria

Applications will be evaluated according to the following criteria, based on the information provided in the application. An external peer review committee will evaluate and rank applications for funding, and make award recommendations to the managing entity of the CVNHP: 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.

- (40 points) The applicant's organizational eligibility and capacity to provide Regional Stakeholder Group Coordination. (See above for eligibility guidelines).
- (40 points) Evidence of support from stakeholders and interested groups from within the appropriate county regarding the applicant's ability to coordinate a regional group.
- (20 points) Appropriateness and clarity of the proposal and budget, relative to the grant's objectives. The total funding request must be no more than \$2,200. Vague or inflated budgets will not be considered competitive. Matching funds or in-kind services are not required, but make the application stronger.

Letters of Participation and Support

- Letters of support are very important for the awarding of these grants. Letters should identify the applicant and describe their capacity for coordinating a regional stakeholder group.
- Up to 10 letters of support may be included.
- All letters of support must be submitted with the application.

Project Workplan Development

- The detail provided within the application will be used as a basis for a workplan and budget for the grant. Applications must contain detailed budgets to be considered for an award.

Payment Procedures

- CVNHP 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.
- The CVNHP cannot reimburse you for work done prior to your official contract start date or after the contract end date.

Project Time Period

Award notification is expected 30 days after proposals are submitted. All grant awards will be *contingent upon* the applicant subsequently submitting a more detailed project workplan, and CVNHP and National Park Service approval of that workplan. The workplan, which the applicant must submit within 30 days after the award notification, describes the project's methods, timeline, deliverables and budget. CVNHP staff will provide the grant recipient with workplan guidance.

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.

CVNHP Staff Support

Because they are not members of the review committees making award decisions, CVNHP staff are available to assist applicants in the interpretation of these application guidelines in the development of their applications. All applicants are encouraged to contact the CVNHP office

before submitting applications. Once awards are announced, CVNHP technical support will be available for assistance with the development of a more detailed workplan and throughout the duration of the project.

Other Grant Programs

In addition to these grants, the CVNHP and the LCBP sponsor other grant programs. There are also several other funding opportunities for projects within the Lake Champlain Basin and the CVNHP region. Please visit the LCBP website (www.lcbp.org) for more information.