# CVNHP Logo-082310

# A Request for Proposals

# for

# 2018 CVNHP Local Heritage Grants

# (Deadline for Submission: November 20, 2017)

## Request for Proposals

The Champlain Valley National Heritage Partnership (CVNHP) in cooperation with the Lake Champlain Basin Program (LCBP) and the New England Interstate Water Pollution Control Commission (NEIWPCC) issues this Request for Proposals (RFP) for local heritage grants focused on youth and students in the CVNHP region. The CVNHP/LCBP will provide grants of up to $2,500 for projects that involve active participation from youth and students in the research and discovery of the cultural and/or natural heritage associated with their community, and the creation of new artistic expressions, or interpretation of those topics utilizing fresh perspectives and/or new technology. **In addition to the $2,500 grants, the CVNHP may provide grants of up to $5,000 for organizations that focus on multiple communities, rather than a single community**. The total amount of funding available for this grant category is $27,500. Grant awards are contingent on the anticipated FY2017 CVNHP funding. Funds to support these awards are from the National Park Service through an agreement with the New England Interstate Water Pollution Control Commission.

## Project Goal

The meanings of local cultural and natural heritage will be showcased to new audiences through research, interpretation, music, dance, writing, visual arts, and social media. Grants may include transportation costs associated with bringing youth and student groups together to the extent that it is necessary to complete the activities described in the grant workplan. In all cases, an emphasis will be placed on the commercial heritage of the community of focus.

## Grant Proposal Guidelines

These guidelines are provided to help you prepare competitive grant proposals. These guidelines also provide additional information on what to expect if you are offered an award. Please read the entire RFP carefully before proceeding with your proposal.

Proposals must include: 1) **Summary Page**, including contact information, eligibility, amount of request, organization mission and a brief project summary; 2) **Application Content** (no more than three pages in length), including a detailed proposed project description, qualifications of project partners involved, how the project addresses tasks described on pages 43-68 of the [CVNHP Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf), and tangible outputs and deliverables; 3) **Project Budget and Justification**; and 4) up to **three letters of support**.

We encourage you to call the CVNHP Assistant Director Jim Brangan at 802-372-0213 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 November 20, 2017 Proposal Deadline

All parties considering responding to this Request for Proposals should note that the deadline for receipt of proposals by the CVNHP/LCBP is **4:30 p.m. Monday, November 20, 2017**. **All grant applications must be submitted electronically**. Applications should be sent via e-mail to both [grants@lcbp.org](mailto:grants@lcbp.org) AND [jbrangan@lcbp.org](mailto:jbrangan@lcbp.org). The application, including the budget should be submitted in Microsoft (Word, Publisher, Excel, etc.), or in a compatible format.  **Original applications formatted as a PDF will not be accepted**, however, copies of letters of support may be submitted as PDF documents. Paper copies of applications and applications sent after the above deadline will not be accepted.

We expect to notify award recipients by early January 2018.

## Program Overview

The authorizing legislation of the CVNHP, the *National Heritage Areas Act of 2006* (Public Law 109-338), states that the heritage area was established to recognize the importance of the historical, cultural, and recreational resources of the Champlain Valley; to preserve, protect, and interpret those resources; to enhance the tourism economy; and to encourage partnerships among state/provincial and local governments and non-profit organizations in New York, Quebec, and Vermont to carry out the purposes of the legislation.

The [CVNHP Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf)is a stand-alone module of *Opportunities for Action, An Evolving Plan for the Future of the Lake Champlain Basin (OFA).* This inclusion strengthens awareness of environmental issues among partners in the tourism, cultural heritage, and recreation professions, while also informing environmental, agricultural, and science-based authorities of heritage-based social, educational, and economic issues and opportunities.

The 2018 CVNHP Local HeritageGrants support the implementation of actions and tasks described on pages 43-68 of the [CVNHP Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf)

## Eligibility and Requirements

* Local government entities including municipal boards, commissions, or committees of government entities and organizations with 501(c)(3) nonprofit corporation status are eligible to apply for 2018 CVNHP Local Heritage Grants.
* Projects must be within the [CVNHP region](http://www.champlainvalleynhp.org/images/CVNHP-simple-map.jpg), which includes the following counties in New York: Clinton, Essex, Saratoga, Warren, and Washington; and in Vermont: Addison, Bennington, Chittenden, Franklin, Grand Isle, and Rutland; and communities within the Lake Champlain Basin.
* **NOTE:** Private businesses, individuals, and state government agencies may collaborate with a qualified applicant, but are not themselves eligible to apply under this grant program.
* **NOTE:** Any organization with an existing CVNHP/LCBP/NEIWPCC award must be up to date with all reporting, invoicing, and other deliverables requirements prior to responding this RFP. Any organization that is not up-to-date on current award obligations to the CVNHP, LCBP or NEIWPCC is ineligible and should not apply.
* **NOTE:** Partners who assisted in the RFP development process are excluded from responding to the RFP to avoid any conflict of interest.

## Deliverables

The primary deliverables for this project include the following:

1. **Quarterly reports** delivered to the project manager no later than the 1st day of January, April, July, and October during the duration of the project.
2. **Approved Quality Assurance Project Plan**, if required. See below for additional information about this deliverable.
3. **Final report**, including all project deliverables.

All deliverables are to be submitted in draft form in Microsoft Word format for review by project partners and approval by the project manager.

**Quality Assurance & Quality Control Requirements**

The NEIWPCC Quality Management Plan requires that Quality Assurance Project Plans (QAPPs) are developed and approved for all projects involving environmental data operations (i.e., collection, analysis, and/or manipulation of environmental data). For projects that involve environmental data operations, the contractor will be responsible for developing the project QAPP and submitting it to CVNHP/LCBP/NEIWPCC staff for review after the start of the contract period. NEIWPCC will provide guidelines for QAPP development. The QAPP must be approved by the CVNHP/LCBP/NEIWPCC Project Manager, and the NEIWPCC Quality Assurance Program Manager prior to any data collection or analysis. If your proposed project will include environmental data operations, development of the QAPP can be completed as a task under this project and should be included in the proposal narrative, timeline, and budget. While preparing your proposal, please account for the additional time and resources necessary for QAPP development. Allow a minimum of 30 days for the development of your QAPP and 90 days for the review and approval of your QAPP by NEIWPCC QA officers. It is appropriate for an applicant to utilize or build upon an existing, relevant, approved QAPP if one exists.

For more information about QAPPs, see <http://neiwpcc.org/our-programs/assessment-and-research/quality-management/> and [http://www.epa.gov/quality/qapps.](http://www.epa.gov/quality/qapps.html)html***.***

## 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 LCBP. The LCBP Steering or Executive Committee will make all decisions on project awards. The decisions of the LCBP Steering and Executive Committees are final and may not be appealed.

1. (25 Points) Extent to which the proposed project involves active participation from youth and students in the research and discovery of their community’s unique cultural and/or natural heritage.
2. (15 Points) The extent to which new new artistic expressions through fresh perspectives, interpretive media, and/or new technology are created.
3. (20 Points) Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. Project principals’ knowledge of cultural/natural heritage and experience related to teaching the arts will be considered.
4. (10 Points) Extent to which the project will result in tangible outputs and benefits that address the tasks identified on pages 43-68 of the [CVNHP Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf).
5. (15 Points) Appropriateness and clarity of the project timeline, deliverables and proposed budget, relative to project objectives. The total funding request must be $5,000, or less. *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*. Cost share or match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant. Any contributions must be clearly explained in the proposal and must be documented. Applicants should be aware that because optimal matching support may make a proposal more competitive, any match proposed should be embedded in the contract. Vague or inflated budgets will not be competitive.
6. (15 Points) Merit of the project, including clarity and conciseness of the proposal, adherence to format, and relevance to RFP. If applicable, the applicant’s past performance on similar projects also will be considered.

## Letters of Support

* Signed letters of support confirming any major partner’s involvement 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 learning institution, a letter is required from that institution confirming its commitments in the proposed task.
* Up to three letters of support may be included.
* All 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 (landowner permission does not count as a letter of support).

## Project Workplan Development

All grant awards will be contingent upon the applicant subsequently submitting a more detailed project workplan, and CVNHP/LCBP approval of that workplan. The workplan, which the applicant must submit **within 45 days** after the award notification, describes the project’s methods, timeline, deliverables and a task-based budget, as detailed in the application form. 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 an award agreement with the New England Interstate Water Pollution Control Commission, which serves as the fiscal agent for the CVNHP/LCBP. There will be a very short timeline for agreements to be finalized.

* ***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.
* **NOTE: *The CVNHP/LCBP/NEIWPCC cannot reimburse you for work done prior to your official contract start date or after the contract end date.***
* Funds to support awards are subject to the constraints that apply to all federal grants (see **Appropriate Use of Funds; *(2) About Restrictions that Apply***, below).

## Project Time Period

***Award notification is expected by*** ***early January 2018***

Projects must be completed by December 31, 2018 with final reports and invoices received by the CVNHP/LCBP/NEIWPCC no later than June 30, 2019.

***Deliverables, Ownership, and Credit Due***

All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under an agreement with CVNHP/LCBP/NEIWPCC shall be made available to CVNHP/LCBP/NEIWPCC, in the formats in which it is stored or maintained. CVNHP/LCBP/NEIWPCC shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of NEIWPCC and subject to any other approvals required by state or federal law. Reports and other deliverables will credit CVNHP/LCBP/NEIWPCC for any work completed under the grant award.

## 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 (local governments) or Circular A-122 (not-for-profits) and LCBP prior approval. Indirect costs are not to exceed 21% of direct costs. If you need further guidance, contact the LCBP staff or refer to [OMB Circular A-87 (Revised)](https://obamawhitehouse.archives.gov/omb/circulars_a087_2004/#atta). This web page is very helpful. You will find that **Attachment A**, ***Section D* – Composition of Cost** 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.

1. **About Restrictions that Apply**

Grant funds ***cannot be used for the following:***

* to produce for-profit products to be sold for more than reproduction costs,
* 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.

**Note:** Other restrictions may also apply to federally funded grants.

## CVNHP/LCBP Staff Support

Because they are not members of the review committees making award decisions, CVNHHP/LCBP staff may assist applicants in the interpretation of application guidelines, but will not preview any grant application materials. All applicants are encouraged to contact the CVNHP/LCBP office before submitting applications. Once awards are announced, CVNHP/LCBP staff 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/NEIWPCC may decide to issue no awards under this RFP, or may offer only a portion of the funding requested in any application. In cases of partial funding, the CVNHP/LCBP/NEIWPCC will provide guidance to the applicant on how the awarded grant funds should be applied.

## 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](http://www.lcbp.org/) for more information.