**APPLICATION FORM**

# **2018 Aquatic Invasive Species Spread Prevention Grants**

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

1. Summary Page

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

***Project Name/Title:***

***Project Category:*** Aquatic Invasive Species Spread Prevention

***Contact Information:***

Name of Contact Person:

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

Organization:

Mailing Address:

Phone and FAX numbers:

E-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 thirty 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:*** *($15,000 maximum)*

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

***Brief Project Summary:*** Please describe your request in a brief paragraph, including project purpose, outputs, and anticipated outcomes. Outputs are the tasks or products that will be completed as part of your grant award, they will be sent to LCBP as documentation of the work completed (reports, data, photos). Outcomes are the impact or change in condition (ex. behavior or environment) that you are trying to achieve through the award. They can be short-term or long-term. Please provide a summary of the project purpose, outputs and outcomes.

**□ I have read the QAPP guidelines and expect that this proposed task**

**□ will** require a QAPP

□ will not **require a QAPP**

B. Application Content

Please include the following information (1-5) in order, using no more than 3 pages combined (**12 point Times New Roman (or equivalent) font or larger, minimum 1 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, with the exception of letters of support (3 maximum) will NOT be reviewed.**

Be sure to address the *Request for Proposals (RFP) Selection Criteria* (see Grant Guidelines for this grant category) in forming your application narrative, which should describe your project as directly and concisely as possible. The review committee will evaluate your application based on its content in accordance with the RFP Selection Criteria.

Note: Project proposals must clearly identify Deliverables, Outputs, and Anticipated Outcomes from this project. Deliverables are tangible items that will be submitted to LCBP throughout and upon completion of the project. These include quarterly reports, final reports, datasets (where applicable), and photos. Outputs are activities or products completed as a result of a task, while outcomes are the results or effects of all activities.

1. Explain the merit of the proposed project and the extent to which it will result in improvements toward aquatic invasive species spread prevention. If part of a larger project, please describe in detail the portion of the project for which you are seeking LCBP funding. Are you aware of other organizations doing similar work? If your project will take place on private land, how will it benefit the broader community?
2. Explain how your project addresses the appropriate priorities in *Opportunities for Action.* Identify measurable, tangible environmental outputs from your project (e.g. area of re-vegetated stream bank, number of rain barrels constructed, number of nutrient management plans developed) and anticipated outcomes from this project.
3. Describe how the proposed objectives and tasks support the project concept and are feasible within the proposed timeframe. Please use the **example format below** to describe your project objectives, tasks to fulfill these objectives, deliverables produced by each task, timeline for task completion, and cost for each task.

**EXAMPLE Project Objective, Task, Output, and Timeline Table Format** (please fill in for your application)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task #** | **Task Title** | **Objective** | **Deliverable or Output** | **Timeline** |
| 0 | Develop a QAPP (if necessary) | Describe quality assurance procedures that will maintain project performance. | QAPP approval | March/  April  2019 |
| 1 | Plan water chestnut harvesting | Determine schedule of days and locations for harvests and publicize to volunteer groups. | Calendar of harvest | May 2019 |
| 2 | Conduct harvest | Coordinate volunteers and equipment. | Pounds of water chestnut harvested, number of harvest hours | July-August 2019 |
| 3 | Conduct outreach | Contact local media and provide press releases, with credit to funding source(s). | Estimate of number of people educated about this work | July – October 2019 |
| 4 | Complete quarterly reports | Compile quarterly project updates | Quarterly reports | June, September 2019 |
| 5 | Complete final report | Compile project summary, plans, articles, photographs. | Final report | January 2020 |

1. Please explain the techniques and methods you and your partners will use to complete the project tasks. Are there feasibility issues to be worked out (permits needed, landowner permission, or technical issues)? Please explain.
2. Explain your organization’s ability to conduct the project. Describe your experience with similar projects. Who will be involved in the proposed project (staff, volunteers, board members)? Does your project involve the local community?
3. Complete a Budget Table, based on the guidelines provided in Section C, below. The total funding request must be within the limit of the grant category. Vague or inflated budgets will not be competitive.

C. Budget Table and Justification

* **Grant applicants are required to follow the small purchase method which is a relatively simple and informal method (procurement procedure) for purchasing supplies, equipment, and services that cost more than $3,500 and less than $150,000 (more info at** <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>).
* **Grant award funding may not be used for the purchase of food or beverages.**

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, Fringe Benefits, Travel, Supplies, Professional Services.
  + Indirect Costs – Not to exceed 10% of direct costs, unless a higher federally negotiated indirect rate is in place. Include general office and operating expenses, insurance, bookkeeping, etc. Please refer to the *Grant Guidelines* for more information about direct and indirect costs.
* List additional specific expense categories where appropriate.
* Budget items should be divided into tasks, reflecting the project timeline above, and clearly indicate which work components will be paid for with LCBP funding from this grant and which will be from other sources, if applicable, as shown in the budget table below. At minimum, show which items will be covered by the LCBP grant and which items will be part of your matching contribution (if matching contributions will be used). List other sources of funding that are not being used as match (such as other federal funds) below your budget table, as shown.
* In addition to the budget table, please include a brief justification for each line in each task in your budget, as in the following example:
* **Personnel:** Staffing for QAPP development (Task 0) 5 hrs @ $*aa.bb*, for initial project planning & outreach for site ID (Task 1) 20 hrs @ $xx.yy, project execution (Task 2) 1000 hrs @ $yy.zz, education & outreach (Task 3) 15 hrs @ xx.xx, and Project wrap-up and reporting (Task 4) 40 hrs @ $xx.zz. Proposed match includes staff time and volunteer time for all tasks.
* **Fringe:** Fringe refers to benefits and is calculated as an appropriate percentage of personnel costs for each Tasks (this example uses 30% of personnel costs). Proposed Match can include unrecovered costs to applicant not included in this grant request.
* **Supplies:** Examples are photocopying (Task 1), planting equipment (Task 3), a software license to process data (Task 4). Match includes the value of donated materials, including plants.
* **Professional Services:** Hiring a subcontractor for BMP installation in Task 3. Match includes non-federal funds from a different grant source.
* **Indirect:** Indirect includes real expenses that are part of the cost of doing this business, but not directly expended on tasks. Examples include paying an auditor at the end of the year, insuring the office, or other expenses that are not directly supporting these tasks, but are necessary expenses in order to handle this work. Indirect is calculated at an appropriate percent of direct costs for all tasks (the example of 10% used here may be higher or lower than your indirect).

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Project Budget: Line Item by Task** | | | | | | |  |  |
| ***Line Item*** | | **Task 1** | **Task 2** | **Task 3** | **Task 4** | **Task 5** (add or remove columns as needed) | ***Line Item* *Totals* for All Tasks** | Proposed Match\* (if any) | *Line Item* *Totals* + Proposed Match |
| Personnel | | $500 | $1,200 | $800 | $495 | $1,000 | $3,995 | $3,000 | $6,995 |
| Fringe | | $150 | $360 | $240 | $149 | $300 | $1,199 | $1,030 | $2,229 |
| Travel | | $0 | $100 | $300 | $100 | $0 | $500 | $400 | $900 |
| Supplies | | $0 | $200 | $0 | $2,000 | $500 | $2,700 | $1,200 | $3,900 |
| Professional Services | | $0 | $0 | $0 | $2,500 | $0 | $2,500 | $1,000 | $3,500 |
| **Total Direct** | | **$650** | **$1,860** | **$1,340** | **$5,244** | **$1,800** | **$10,894** | **$6,630** | **$17,524** |
| Indirect | | $65 | $186 | $134 | $524 | $180 | $1,089 | $0 | $1,089 |
| **TOTAL BUDGET** | | **$715** | **$2,046** | **$1,474** | **$5,768** | **$1,980**  FINAL TASK MUST BE AT LEAST 10% OF TOTAL AWARD | **$11,983**  TOTALS MUST BE LCBP FUNDS ONLY | **$6,630**  PROPOSED MATCH IN THIS COLUMN ONLY | **$18,613** |

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

A budget template is available in MS Excel: [http://www.lcbp.org/wp-content/uploads/2015/09/LCBP-Local-Grants-budget-calculator.xlsx](http://www.lcbp.org/wp-content/uploads/2014/09/LCBP-Local-Grants-budget-calculator.xlsx). Please use only whole dollar figures.

D. Letters of Support

Attach any required letters of participation and up to three letters of support to your application. Only the first three letters of support included in your application will be reviewed. 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 *Grant Guidelines* for more information.

E. Submission Process

* Submit an Electronic version of your application to [grants@lcbp.org](mailto:grants@lcbp.org) no later than 4:30 PM Tuesday, November 20th, 2018. Electronic submission to [grants@lcbp.org](mailto:grants@lcbp.org) is required. Please be sure you receive email notification that your application was received. Electronic submissions must be in MS Word or Word-compatible format. **Hardcopies will NOT be accepted.**

**Applications for this category must be *received* via email at** [**grants@lcbp.org**](mailto:grants@lcbp.org) **by**

**4:30 PM Tuesday, November 20th, 2018**

Successful applicants to this category will be notified by March 2019.

Send completed applications (electronic versions *only* will be accepted) to [grants@lcbp.org](mailto:grants@lcbp.org).

**Contacts:**

Direct all questions to Meg Modley, Aquatic Invasive Species Management Coordinator ([mmodley@lcbp.org](mailto:mmodley@lcbp.org)).

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