



2014 Education and Outreach Grants: APPLICATION FORM

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

A. Summary Page

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

Project Name/Title:

Project Category: Education and Outreach

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:

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 sixty 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: (\$7,500 maximum)

Organization Mission Statement: (3-5 sentences)

Brief Project Summary: Please describe your project in 3-5 sentences

Project Outcome/Deliverable: Please provide one sentence describing measurable project outcomes.

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

will require a QAPP

will not require a QAPP

B. Application Questions

Please answer the following questions 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.**

Please include both the questions and your answers in the narrative, which should describe your project as directly and concisely as possible. The review committee will evaluate your application based on your answers to these questions, according to the criteria listed in the *Grant Guidelines*.

1. Describe your project, detailing why the education and outreach project is needed, especially for the specific audience that you have identified. If part of a larger project, please describe the portion of the project for which you are seeking LCBP funding.
2. Describe the tangible products and measurable results that your project will create.
3. Describe how your project addresses this need and whether there are any hands-on citizen participation components to the project. Explain how this project might enhance other education and outreach efforts in the Lake Champlain watershed (NY, VT, and Québec).
4. List who will be involved in the proposed project (volunteers, board member, or staff) and whether it will involve local community members. If your project will take place on private land, explain how it will benefit the broader community. Multi-jurisdictional projects are encouraged.
5. Describe your experience with similar projects and whether you are aware of other organizations doing similar work. List the specific objectives and tasks for your project. Identify target dates for each task leading towards your project completion deadline.
6. **Project Objective, Task, Deliverable and Timeline Table Format** (please fill in for your application)

Task #	Objective	Task Title	Deliverable	Timeline	Cost
1	Inform town audiences about wetland-pollution prevention function	Draft press materials; field day students Gr 4-6 re: invasives pull, birdwatching, amphibian observation and artwork for local wetland	Press release Wetland tour; student art display in town hall	May 2015	\$1,508
2	Involve town officials in wetland restoration	Plan and implement DPW roadside maintenance workshop and tours	Workshop evals; Wetland Plant ID flashcard	July-August 2015	\$2,531
3	Community Outreach	Conservation commission/students host plant ID/wetland day at local park	Invasive species pull; print/TV up media matl's	September - October 2015	\$1,961
4	Complete final report	Compile project summary, plans, articles, photographs.	Final report	December 2015	\$1,294

C. Budget Table and Justification

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 – 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 funding sources as shown in the budget table. 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), rental of a backhoe (Task 3), a software license to process data (Task 4). Match includes the value of donated materials, including plants.
 - **Professional Services:** Hiring a subcontractor to help with plant identification 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 12.5% used here may be higher or lower than your indirect).

NEW format in 2014: Project Budget Table Format (Dollar values for illustration purposes only.)

Project Budget: Line Item by Task

<i>Line Item</i>	Task 1	Task 2	Task 3	Task 4 (add or remove columns as needed)	Line Item Totals for all Tasks	Proposed Match (if any)	<i>Line Item Totals + Proposed Match</i>
Personnel	\$800	\$1,500	\$495	\$500	\$3,295	\$3,000	\$6,295
Fringe	\$240	\$450	\$149	\$150	\$989	\$1,030	\$2,019
Travel	\$100	\$300	\$100	\$0	\$500	\$400	\$900
Supplies	\$200	\$0	\$500	\$500	\$1,200	\$1,200	\$2,400
Professional Services	\$0	\$0	\$500	\$0	\$500	\$1,000	\$1,500
Total Direct	\$1,340	\$2,250	\$1,744	\$1,150	\$6,484	\$6,630	\$13,114
Indirect	\$168	\$281	\$218	\$144	\$810	\$0	\$810
TOTAL BUDGET	\$1,508	\$2,531	\$1,961	\$1,294	\$7,294	\$6,630	\$13,924

*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/2014/09/LCBP-Local-Grants-budget-calculator.xlsx>.

D. Letters of Support

Attach any required letters of participation and up to three letters of support to your application. 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 no later than 4:30 PM Wednesday, November 5, 2014. Electronic submission to grants@lcbp.org is required. Please be sure you receive email notification that your application was received.
- Hardcopies will NOT be accepted.

Applications must be received in the Basin Program Office by 4:30 PM Wednesday November 5, 2014.

Successful applicants will be notified as early as December 31, 2014.

Direct all questions about Education and Outreach grants to Colleen Hickey (chickey@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