**Local Grants Application Form 2020**

# **Pollution Prevention and Habitat Conservation Grants**

# **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:*** Specify: Pollution Prevention and Habitat Conservation **OR** Aquatic Invasive Species Spread Prevention

***Contact Information:***

Name of Contact Person:

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

Organization:

Address:

Phone:

E-mail:

***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.

***Amount of LCBP Request:*** *Up to $20,000 for Pollution Prevention and Habitat Conservation; Up to $15,000 for Aquatic Invasive Species Spread Prevention*

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

***Brief Project Summary:*** Please provide a one-paragraph summary of your overall project goal, outputs, and anticipated outcomes.

* + Project goal: Tangible statement of what your project is designed to achieve, e.g. a boat and trailer inspection program that will reduce the spread of invasive species on Lake X.
* Outputs: Measurable activities or products completed as a result of a task, e.g. meetings held, educational booklet, number of tree stems planted.
* Outcome[s]: Anticipated result(s) or impact(s) (e.g. reduced phosphorus loading to Lake Champlain through the Winooski River; public better informed on aquatic invasive species) that you are trying to achieve through the award.

**□ 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 limited to 5 pages: 1 summary page, 3 pages for application questions/answers, 1 budget page). **Additional pages, with the exception of letters of support (3 maximum) and letters of participation, will not be reviewed.**

Be sure to address the Selection Criteria for your grant category in the Grant Guidelines in developing your application narrative. The narrative 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 Selection Criteria.

Project proposals must clearly identify Tasks, Outputs/Deliverables and Outcomes for your project. (Deliverables are tangible items that will be submitted to LCBP (e.g., quarterly reports, final reports, datasets, photos).

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?

**Pollution Prevention and Habitat Conservation Selection Criteria:**

1. (20 points) Demonstrate the need for this pollution prevention or habitat conservation project and identify where the project will be implemented (maps preferred).
2. (10 points) Extent to which the project addresses any of the applicable pollution prevention or habitat conservation priorities in[*Opportunities for Action*](http://plan.lcbp.org)(2017 edition).
3. (10 points) Describe, if applicable, how the project leverages existing programs and the extent to which you are collaborating with partners (identify partners and include letters of participation if applicable).
4. (15 points) Demonstrate clear and well thought out tasks (actions) that will achieve measurable pollution prevention or habitat conservation results (outputs and deliverables) outlined in your project goal summary.
5. (10 points) Inclusion of a detailed timeline explaining the tasks required to complete the pollution reduction or habitat conservation project, including appropriate permits, and reporting to LCBP.

* **For criteria 4 and 5 please fill out the Project Task Table (format provided below) and provided text detailing the tasks, outputs/deliverables, and timeframe provided.**

1. (10 points) Provide justification for the project approach/methods proposed and how they will best achieve pollution reduction or habitat conservation. Include explanation of your organization’s capacity to successfully complete the project
2. (10 points) Explain how this project fits into a long-term management approach for pollution reduction or habitat conservation. Is the project identified in existing management plans? Please include information about any public-facing project informational signage or materials that includes education and outreach about the project with the community.
3. (5 points) Incorporation of a long-term plan for the project beyond the life of the grant (e.g., a long-term maintenance plan for an implementation project).
4. (10 points) Appropriateness of task-based budget and budget justification, describing how the funds awarded will be used to produce the set of deliverables described. **See Section C below for template and budget details; vague or inflated budgets will not be competitive.**

**Aquatic Invasive Species Selection Criteria:**

1. (20 points) Demonstrate the need for this aquatic invasive species spread prevention project and identify where the project will be implemented (maps preferred).
2. (10 points) Provide explanation of how the project meets aquatic invasive species spread prevention priorities in[*Opportunities for Action*](http://plan.lcbp.org)(2017 edition).
3. (15 points) Describe, if applicable, how the project leverages existing programs and the extent to which you are collaborating with partners (identify partners and include letters of participation if applicable).
4. (15 points) Demonstrate clear and well thought out tasks (actions) that will achieve measurable aquatic invasive species spread prevention project results (outputs and deliverables) outlined in your project goal summary.
5. (10 points) Inclusion of a detailed timeline explaining the tasks required to complete the aquatic invasive species spread prevention project, including appropriate permits, and reporting to LCBP.

* **For criteria 4 and 5 please fill out the Project Task Table (format provided below) and provided text detailing the tasks, outputs/deliverables, and timeframe provided.**

1. (10 points) Provide justification for the project approach/methods proposed and how they will best achieve aquatic invasive species spread prevention. Include explanation of your organization’s capacity to successfully complete the project.
2. (10 points) Explain how this project fits into a long-term management approach for aquatic invasive spread prevention. Please include information about any public-facing project informational signage/materials that includes education and outreach about the project with the community.
3. (10 points) Appropriateness of task-based budget and budget justification, describing how the funds awarded will be used to produce the set of deliverables described. **See Section C below for template and budget details; vague or inflated budgets will not be competitive.**

**EXAMPLE Project Task Table Format: Task Description, Deliverable/Output, and Timeline** (please fill in for your application)

|  |  |  |  |
| --- | --- | --- | --- |
| **Task #** | **Task Description** | **Deliverable/Output** | **Dates** |
| 1 | Create QAPP, describing quality assurance procedures to maintain project performance (if required) | QAPP approval | March -  April  2020 |
| 2 | Plan water chestnut harvesting  schedule and locations and publicize to volunteer groups. | Calendar of harvest with volunteers scheduled | May 2020 |
| 3 | Conduct harvest using volunteers and needed equipment | X pounds of water chestnut harvested, number of harvest hours | July - August 2020 |
| 4 | Contact local media outreach and provide press releases, with credit to funding source(s). | Estimate of number of people educated about this work | July – October 2020 |
| 5 | Compile quarterly project updates | Approved quarterly reports | June, September 2020 |
| 6 | Compile final report with project summary, plans, articles, photographs. | Approved final report | January 31, 2021 |

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 $10,000 and less than $250,000 (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. Can 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 full 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:** See the LCBP Local Grant guidelines for important information on indirect funds.

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | |  |  |
| ***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** | **$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: <https://www.lcbp.org/wp-content/uploads/2019/09/LCBP-Local-Grants-budget-calculator_20190926.xlsx>. Please use only whole dollar figures.