



# Champlain Valley National Heritage Partnership



## A Request for Proposals For 2014 CVNHP Local Heritage Grants (Deadline for Submission: November 14, 2013)

### **Request for Proposals**

The Champlain Valley National Heritage Partnership (CVNHP) and the Lake Champlain Basin Program (LCBP) issues this Request for Proposals 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 interpretation of local heritage, and the creation of new artistic expressions of local history and culture through fresh perspectives and/or new technology. Total amount of funding available for this grant category: up to \$30,000

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 addition to the \$2,500 grants, **the CVNHP may provide grants of up to \$5,000 for regional or state-wide organizations that focus on multiple communities, rather than a single community.** In all cases, an emphasis will be placed on local natural and cultural heritage projects and programs that build a “sense of place” for young people.

### **Grant Guidelines**

These guidelines are provided to help you prepare competitive grant proposals. They also provide additional information on what to expect if you are offered an award. Please read this section carefully before proceeding with your proposal. We encourage you to call the CVNHP coordinator Jim Brangan at 802-372-3213 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 14, 2013 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. on Thursday, November 14, 2013. **All grant applications must be submitted electronically.** Applications should be sent via e-mail to [grants@lcbp.org](mailto:grants@lcbp.org) AND [jbrangan@lcbp.org](mailto:jbrangan@lcbp.org). The application and budget should be submitted in Microsoft (Word, Publisher, Excel, etc.), or in a comparable 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 will not be accepted.

Award recipients will be notified by December 31, 2013.

## **Program Overview**

The authorization 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 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 other science-based authorities of heritage-based social, educational, and economic issues and opportunities.

The 2013 CVNHP Local Heritage Grants supports the implementation of associated actions and tasks described in [the Cultural Heritage and Recreation chapter of \*Opportunities for Action\*](#).

## **Eligibility**

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The following are eligible to apply for 2014 CVNHP Local Heritage Grants:

- Local government entities including municipal boards, commissions, or committees;
- Organizations with 501(c)(3) nonprofit corporation status.
- Must be within the [CVNHP region or the Lake Champlain Basin](#).
- **NOTE:** Private businesses, individuals, and state government agencies may collaborate with an applicant, but are not, themselves, eligible to apply under this grant program.
- **NOTE:** Any organization with an existing CVNHP/LCBP award that has overdue workplans, reports, or other deliverables is ineligible and should not apply.

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

1. (40 Points) Extent to which the proposed project involves active participation from youth and students in the research and interpretation of their community's heritage, and the creation of new artistic expressions of local history and culture through fresh perspectives and/or new technology.
2. (20 Points) Extent to which the applicant demonstrates the commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP/LCBP funding. Project principles' knowledge of local history and experience related to teaching the arts will be considered. If applicable, the applicant's past performance on similar projects will also be considered.
3. (20 Points) Merit of the project, including all of the following:
  - The extent to which the project will result in tangible products and benefit that address the tasks identified in [the Cultural Heritage and Recreation chapter of Opportunities for Action](#).
  - Clarity and conciseness of proposal, adherence to format and relevance to RFP.
4. (20 Points) Appropriateness and clarity of the proposed budget, relative to project objectives. The total funding request must be within the limit of the grant category. 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. Applicants should be aware, however, that because optimal matching support may make a proposal more competitive, any match proposed will be embedded in the contract as a requirement.

## **Letters of Participation and Support**

- Signed letters of participation 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.

## **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 60 days** after the award notification, describes the project's methods, timeline, deliverables and budget. If a project is selected for funding, CVNHP/LCBP staff will provide the grant recipient with workplan guidance.

## **Memorandum of Agreement**

Following approval of the project workplan by CVNHP/LCBP, each award recipient will enter into a formal memorandum of agreement with the New England Interstate Water Pollution Control Commission (NEIWPCC), which administers grant funds on behalf of the CVNHP. The MOA will describe the project's timeframe, CVNHP supported budget, and required deliverables. Recipients will enter into MOAs with NEIWPCC via an electronic agreements process. For more information, please see NEIWPCC's guide to electronic contracting: <http://www.neiwpcc.org/contractors/contractor-docs/GuidetoContractProcess.pdf>

## **Payment Procedures**

- *CVNHP/LCBP 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 CVNHP/LCBP receives your invoice to the time when you receive payment from NEIWPCC.
- **NOTE:** *The CVNHP/LCBP cannot reimburse you for work done prior to your official contract start date or after the contract end date.*
- Funds to support awards are federal funds and the constraints that apply to all federal grants will apply to these grants – see **Appropriate Use of Funds; (2) About Restrictions that Apply**, below.

## **Project Time Period**

*Award notification is expected by December 31, 2013* Projects must be completed and final reports and invoices received by the LCBP no later than June 30, 2015.

## **Funding Acknowledgement**

All press materials and printed products from your project must acknowledge the Champlain Valley National Heritage Partnership and the New England Interstate Water Pollution Control Commission, and the original source of federal funding. Each local implementation grant MOA will contain a funding acknowledgement statement that grant recipients should use on their project-funded products. Additionally, inclusion of the CVNHP and NEIWPC logos, both available from the NEIWPC website (<http://www.neiwpc.org/contractors/guidance.asp>), may be appropriate on published materials supported by the grant.

## **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. 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 products to be sold for profit,
- 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/LCBP Staff Support**

Because they are not members of the review committees making award decisions, CVNHP/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 may offer only a portion of the funding requested in any application. In such cases, the CVNHP/LCBP will provide guidance to the applicant on how the awarded grant funds should be applied. Vague or inflated budgets will not be competitive.

## **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 [CVNHP website](http://www.champlainvalleynhp.org/resources.htm) (<http://www.champlainvalleynhp.org/resources.htm>) for more information.