



## 2012 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

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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

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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 (except letters of support) 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
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	June 2013
2	Involve town officials in wetland restoration	Plan and implement DPW roadside maintenance workshop and tours	Workshop evals; Wetland Plant ID flashcard	July-August 2013
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 2013
4	Complete final report	Compile project summary, plans, articles, photographs.	Final report	December 2013

## C. Budget Table and Justification

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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 (including fringe benefits), Supplies, Contracts, Equipment, and Travel.
  - 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, eligible expenses, and matching contributions.
- If your project includes several tasks, it is helpful for each task's budget to be broken out separately from the other tasks.
- List additional specific expense categories where appropriate as indicated.
- For projects requiring a QAPP, LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully-approved QAPP
- 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) following your budget table, as shown.
- In addition to the budget table, please include a brief justification for each line in your budget, as in the following example:  
**Budget Justification:**
  - Project Coordinator: supports staffing for oversight of project activities, 50 hours @ \$18/hr.

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

<b>Expense</b>	<b>LCBP Grant Request</b>	<b>Non-Federal Matching Contribution</b>	<b>Totals</b>
<b>DIRECT Costs:</b>			
Personnel			
Project Coordinator	\$900	\$100	\$1000
Volunteers		\$250	\$250
<i>(Add specific lines as needed)</i>			
Travel	\$100	\$100	\$200
<i>(Add specific lines as needed)</i>			
Supplies/Materials			
Printing	\$250		\$250
Mailing	\$75		\$75
<i>(Add specific lines as needed)</i>			
Contracts			
<i>(Add specific lines as needed)</i>			
Equipment			
<i>(Add specific lines as needed)</i>			
Other (please specify)			
<b>INDIRECT Costs:</b>	\$100	\$100	\$200
<b>Totals</b>	\$1,425	\$550	\$1,975

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

## **D. Letters of Support**

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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**

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- Please submit **ten (10) hardcopies** of each application to the LCBP address listed below. In addition, please submit the electronic versions of your summary page, application questions, and budget page either on compact disk or by email to [grants@lcbp.org](mailto:grants@lcbp.org).
- Both hardcopies and electronic versions must be submitted by the due date.

**Applications must be received in the Basin Program Office by 4:30PM, Tuesday, March 27th, 2012.**

Successful applicants will be notified by early May 2012. Send completed applications (hard copy and electronic version) to [grants@lcbp.org](mailto:grants@lcbp.org). Direct all questions about Education and Outreach grants to Colleen Hickey ([chickey@lcbp.org](mailto: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