



2014 Pollution Prevention & Habitat Conservation 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: Pollution Prevention & Habitat Conservation Grants

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 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: (\$20,000 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 Quality Assurance Project Plan (QAPP) guidelines and expect that this proposed task

will require a QAPP

will not require a QAPP

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 and document the need for this work to be accomplished. 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 environmental outcomes from your project (e.g. area of re-vegetated stream bank, number of rain barrels constructed, number of nutrient management plans developed).
3. 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.

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

Task #	Objective	Task Title	Deliverable	Timeline	Cost
0	Develop a QAPP	Describe quality assurance procedures that will maintain project performance.	QAPP Approval	April 2014	\$731
1	Determine appropriate location(s) for 100' of riparian buffer	Meet with landowners of 3 potential locations (identified in a previous project), determine interest, and sign agreement with landowner(s).	List and map of project sites	May 2014	\$2,093
2	Plan planting(s) for fall	Develop planting plan, contact volunteers and schools, purchase supplies, schedule planting date(s).	Planting plan, invoice for supplies	July-August 2014	\$1,508
3	Implement planting project(s)	Implement plantings with volunteers. Contact local media and provide press releases with credit to funding source(s).	100' of re-vegetated riparian habitat	September - October 2014	\$5,899
4	Complete final report	Compile project summary, plans, maps, articles, photographs.	Final report	December 2014	\$2,025

4. 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.
5. 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?

6. 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

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 21% of direct 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 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) 20 hrs @ \$aa.bb, initial project planning & outreach for site ID (Task 1) 60 hrs @ \$xx.yy, project implementation planning & site design (Task 2) 40 hrs @ \$yy.zz, project execution (Task 3) 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 12.5% used here may be higher or lower than your indirect).

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

Project Budget: Line Item by Task

<i>Line Item</i>	Task 0	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	\$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	\$81	\$233	\$168	\$655	\$225	\$1,362	\$0	\$1,362
TOTAL BUDGET	\$731	\$2,093	\$1,508	\$5,899	\$2,025	\$12,255	\$6,630	\$18,885

*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. Do not provide more than three letters of support with your application. Only the first three letters of support will be included in your grant evaluation.

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. Electronic submissions must be in MS Word or Word-compatible format.
- NEW in 2014: Hardcopies will NOT be accepted.

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

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

Send completed applications (electronic versions *only* will be accepted) to grants@lcbp.org. Direct all questions to Eric Howe, Technical Coordinator (ehowe@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