



Pioneer Grant Program Request for Proposals and Application Instructions

www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

The Pioneer Grant Program is designed to accelerate the rate of nutrient and sediment load reduction in the Chesapeake Bay. The Program is focused on new techniques, new information, or new programs that will help managers, policy-makers, restoration scientists, and others achieve load reductions faster and more efficiently.

Deadline

March 16, 2012

Grant Requests of:

Up to \$100,000

Submit Your Application Online:

www.cbtrustgrants.org



www.bayplate.org

Introduction

The Chesapeake Bay Trust, a private, nonprofit, grant-making organization, announces a request for proposals for its Pioneer Grants Program. The Pioneer Grants Program was established to encourage and promote new ideas and creative partnerships in Chesapeake Bay restoration. The work accomplished as part of this Pioneer Grants Program will accelerate bay restoration and protection.

The Trust has focused its 2012 Pioneer Grants Program on reduction of nutrient and sediment loads to the Maryland portion of the Chesapeake Bay from any nonpoint source: agriculture, urban or suburban stormwater, air, and septic. The focus will be on new programs, new ideas, or new information that will help the policy and restoration communities significantly increase the rate at which nutrient load reductions can occur. Examples of projects can be found below.

Goals of the Pioneer Grant Program

The goal of the program is to encourage practitioners and user groups, including such groups as farmers, land use planners, and builders, to develop or advance ideas and projects that will result in increased efficiency in water quality improvements in local streams, rivers, and ultimately the Chesapeake Bay.

Potential Project Types

The Trust is open to various types of projects to accelerate the rates of nutrient (nitrogen and phosphorous) and sediment load reduction in the realms of agriculture, stormwater, air, and septic. Projects may be focused in the following realms:

1. New Techniques: Projects that seek to evaluate nutrient/sediment reduction values or efficiencies of new Best Management Practices (BMPs), or combinations of BMPs, in real-world or demonstration-scale settings.
2. New Information: Projects that seek to refine nutrient/sediment reduction values or efficiencies of one or more Best Management Practices (BMPs) in order to improve targeting and cost-effectiveness of existing restoration programs.

3. New Programs: Projects that seek to create or contribute to new programs based on accepted Best Management Practices (BMPs). The purpose of such new programs should be to bring new, creative ideas to the implementation or financing of nutrient or sediment load reductions. The ultimate goal should be accelerated bay restoration.

Example of specific project types might be:

- Projects to expand use or adoption of one or more specific Best Management Practices (BMPs) that has been already shown to have high cost-effectiveness within a particular realm (stormwater, agriculture, air, septic).
- Projects to refine Best Management Practice load reduction estimates. Applicants interested in this type of project are encouraged to put their work in the context of existing BMP work to review the state of knowledge for a wide range of BMPs, such as:
 - the Mid-Atlantic Water Program's 2006-2008 BMP efficiency study
<http://www.chesapeakebay.net/marylandbmp.aspx?menuitem=34449>
 - the Chesapeake Bay Program
www.chesapeakebay.net and
<http://archive.chesapeakebay.net/pubs/waterqualitycriteria/BMPHandbook1-8f.pdf>
 - the Maryland point to non-point nutrient trading program BMP review
http://mdnutrienttrading.org/docs/Phase%20II-A_Crdt%20Generation.pdf

Additional information about how various BMPs are accommodated into the Phase II Watershed Implementation Plan (WIP) Process:

<http://www.chesapeakebay.net/watershedimplementationplantools.aspx?menuitem=52044>

- Projects to evaluate load reduction efficiencies of a relatively new Best Management Practice. Applicants are welcome to propose new, innovative BMPs or to focus on BMPs identified as needing additional review or study in the documents referenced above. It may be helpful to review the process by which new BMPs are reviewed for incorporation into the Chesapeake Bay Watershed Model:
http://archive.chesapeakebay.net/pubs/Nutrient-Sediment_Control_Review_Protocol.pdf
- Projects to measure or model combinations or stacking of Best Management Practices. In many cases, multiple BMPs are recommended for or implemented in the same space. Given the challenges in measuring impact of one BMP alone, few studies have addressed the issue of multiple BMPs and whether the impact of the second BMP is additive, neutral, or even negative.
- Projects to develop new programs to change, improve, and/or accelerate the way the Bay community achieves Bay restoration goals. Projects may focus on leveraging existing resources, such as Farm Bill, Bay Restoration Fund, the Chesapeake and Atlantic Coastal Bays 2010 Trust Fund, or other cost-share programs, or on developing new financing mechanisms.

Applicants interested in agricultural projects should also consider the Harry R. Hughes Center for Agro-Ecology Grant Program. Information about this program can be found at <http://agroecol.umd.edu/Research/index.cfm>.

Criteria

For projects in the New Techniques category, proposals should address:

- How and where the technique has been tried in the past. What do we already know about this technique? Please cite references.
- Prior roadblocks to implementation in the Chesapeake. Why have we not used this technique here in the past?

- Users of the technique: Who would be the key implementers of the technique?
- Estimated nutrient/sediment reduction efficiencies.
- How the information collected through this project will be used by others in the bay restoration community.

For projects in the New Information category, proposals should address:

- Why the particular BMP(s) were chosen for study;
- What we already know about the BMP(s) chosen (please cite references);
- Who currently uses existing information, and how their use of the information could be improved; and
- How the information collected during this project will be transferred to potential users.
- Applicants in this realm are strongly encouraged to frame their work in the context of the recently released review by the Mid-Atlantic Water Quality Program and the Chesapeake Bay Program of a wide range of BMPs (<http://www.chesapeakebay.net/marylandbmp.aspx?menuitem=34449>).

For projects in the New Programs category, proposals should address:

- What other similar programs exist elsewhere and how this is different;
- What other programs exist in the Bay, and how this connects with and/or builds on them;
- How the project will advance the field of nutrient/sediment reduction; and
- Stakeholders required to institute the new program (letters of support are encouraged).

Proposals in any of these areas should include:

- New or expanded partnerships in activities that address nutrient and/or sediment problems facing the Chesapeake Bay and its rivers;
- A description of the need for this project and a description of how the results will be transferred to others;

Eligible Applicants

The strongest proposals will show committed partnerships (those that provide funding, technical assistance, or in-kind support) from various organizations, institutions, public agencies, and entities including, for example, local government planners, regulators, builders, developers, farmers, technical assistance providers, homeowners associations. Applicants need not be Maryland-based organizations, but the work must be completed within the state of Maryland.

Potential lead applicants include:

- 501(c)3 Private Nonprofit Organizations
- Municipal, County, Regional, State, Federal Public Agencies
- Local governments
- Soil/Water Conservation Districts
- Cooperative Extensions
- Forestry Boards
- Resource Conservation and Development Councils
- Public and Independent Higher Educational Institutions
- Tributary Teams

Funding Available

The Chesapeake Bay Trust has allocated \$300,000-\$400,000 for the 2012 Pioneer Grants Program. Project requests will generally be less than \$100,000. Please contact the Trust for guidance for requests larger than \$100,000. Funding is restricted to projects occurring in the Maryland's portion of the Chesapeake Bay watershed.

Contact

Dr. Jana Davis, Associate Executive Director, 410-974-2941 x101, jdavis@cbtrust.org.

Application Submission Instructions and Deadlines

Applicants must submit proposals using our new Online Grants System, located at www.cbtrustgrants.org by **5:00 pm on March 16, 2012**. Late applications will not be accepted, and the online funding opportunity will close promptly at 5:00 pm. To use this system, applicants must register at least 24 hours in advance of submitting an application. **Applicants are strongly encouraged to submit at least a few days prior to the deadline** given potential for high website traffic on the due date. The Trust cannot guarantee availability of Online Grant System technical assistance on the deadline date.

Grant awards will be announced in May 2012.

All applicants will receive a letter stating the funding partnership's decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send a grant agreement letter with grant conditions and due dates of status and final reports. Grantees must sign and return the grant agreement letter with original signatures. The Trust will mail the check to the requesting organization following (a) the Trust's receipt of the signed grant agreement and (b) satisfaction of any award contingencies. In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee.

When the project is complete, grantees are required to complete final reports, including submission of all invoices/receipts. Organizations with outstanding final reports will not be awarded additional grants. In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee.

Proposal Instructions

During the online application process, applicants will be asked for the following information:

Applicant Information

- 1) Mission of Organization
- 2) Organization Type
- 3) EIN Number
- 4) Name and Title of Executive Officer of Requesting Organization
- 5) Address, phone, email
- 6) Name and Title of Project officer
- 7) Address, phone, email

The Executive Officer and Project Officer *must* be staff of or otherwise associated with the applicant organization. Project leadership *cannot* be staff of for-profit entities that are financially or otherwise involved in the grant project. Applications with such listing will be considered incomplete and may be returned to the applicant without review.

Grant Information

- 1) Amount of funding requested: \$
- 2) Requested Grant period and start/end dates of the overall project:
- 3) In which river, stream, or local watershed will the project be located?
- 4) In which county will the project be located?
- 5) In which state will the project be located?

Project Abstract

In a text box, you will be asked to provide a brief (3-4 sentence) summary of the project, including details such type of project, location, and main objectives. You may copy and paste from a word processing document, but we please do not copy and paste any formatting (such as bullets, indentations, bold, etc.). You may format after pasting.

Project Description Narrative

You will be asked to upload an MS Word (please do not use docx file version) or PDF file not to exceed 10 pages of text, excluding appendices or materials such as letters of support addressing the following points. We recommend that you copy and paste the questions to use as an outline in your narrative to ensure that you address all questions.

1. *Project Type:* List the project type (New Technique, New Information on an existing technique, or New Program. (indicate one) and the field(s) impacted (agriculture, stormwater, air, septic, or other).
2. *Description of Requesting Organization:* Briefly describe your organization or government agency. Highlight the relevant experience your organization or agency has had with completing similar projects. In addition, please explain how an award through this grant program will aid your organization or government agency in meeting its stated goals.
3. *Qualifications:* List the qualifications of individual staff members or contractors to be engaged.
4. *Project Description:* Describe all phases of the project, including planning, organization, implementation, and outreach. Indicate whether the project is an extension of an on-going or recently completed project. List the outcomes that you expect will result from this project. Be as quantitative as possible.
5. *Specific criteria:* Please address the specific questions listed above under the “Criteria” section for New Technique, New Information or New Program.
6. *Transferability:* Explain how the information gathered through this project will be transferred to or replicated by others in both Maryland and the entire Chesapeake Bay watershed.
7. *Nutrient and/or sediment load reductions:* Provide estimates of quantifiable impacts nutrient and/or sediment load reductions of (a) the specific activities to be undertaken under the scope of this award, (b) future potential reductions over time if information transfer is successful. Consider the number of groups/individuals likely to use the technique/information/program, the speed at which the transfer will occur, and the likelihood of adoption. Briefly explain how these outcomes (a) will be quantified to determine immediate project success, and (b) can be quantified to determine future transferred outcomes.

Project Timeline

You will be asked to complete a table listing major project tasks, with start and end dates. Projects should be completed within two years of award.

Project Partnerships and Qualifications

You will be asked to complete a table listing all project partner organizations, individuals, their areas of expertise, and their role(s) in your project. Applicants are encouraged to upload a letter of support for the project from each partner outlining the partner's role in the project. Letters may be added in the Project Narrative File or uploaded as separate attachments in that section.

Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics. Only fill out those relevant to your project. These metrics span the suite of Chesapeake Bay Trust programs; it is possible that a successful Pioneer Grant Request could be unmatched with any of the listed metrics.

Budget Upload

You will be asked to upload your budget using the Chesapeake Bay Trust Budget Form, an excel file template. Copies of the form can be obtained in two ways:

1) from the "Attachments" section of the Online Funding Opportunity at www.cbtrustgrants.org;

2) by copying into your browser window the following link:

<http://www.cbtrust.org/forms> and clicking on "**Chesapeake Bay Trust Budget Form**;"

- Please be as detailed as possible. For example, elements of construction requests (e.g., mobilization, rock costs, plant costs) must be listed separately.
- For any staff cost requests, please list the percentage of overall time devoted to the project by each staff member in the budget item column,
- Salary costs must match payroll costs and may include no other costs. Additional costs, such as benefits and overhead, may not be combined with salary and must be listed separately. Overhead is limited to 10% of the total request.
- Be sure to see "Eligible Budget Items" section of Application Instructions above.
- Do not evaluate volunteer hours in terms of dollars; instead, list them separately. Matching/leveraged resources are encouraged. Please indicate whether each match entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget table.

Budget Category Information

The final online grant program component will ask applicants to enter budget category totals. These totals will have been automatically calculated in the **Chesapeake Bay Trust Budget Form**. Use the budget justification section to provide a several paragraph budget narrative. The narrative should include, in addition to general budget justification information, (a) detailed justification for staff cost requests, if requested, including a specific scope of work, specific tasks, and hours associated with those tasks and (b) the source of any construction cost estimates. Staff cost requests that are not fully justified will not be funded.