



2011-2012 Restoration Grant Program Application Package

www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

The 2011-2012 Restoration Grant Program encourages on-the-ground restoration activities that demonstrate restoration techniques and engage Maryland citizens in the restoration and protection of the Chesapeake Bay and its rivers.

In this Application Package:

Section 1: Program Overview and Application Instructions

Section 2: Design Requirements

Deadlines:

5:00 p.m., December 9, 2011

Grant Requests of:

\$5,001 - \$25,000 for projects not based on or identified in a watershed plan

\$5,001 - \$50,000 for projects based on or identified in a watershed plan

Submit Your Application via:

www.cbtrustgrants.org



Introduction

The Chesapeake Bay Trust promotes public awareness and participation in the restoration and protection of the Chesapeake Bay and its rivers. Since 1985, the Trust has awarded over \$40 million in grants to schools, nonprofit organizations, and public agencies throughout Maryland.

The Trust is supported by purchases of the *Treasure the Chesapeake* license plates, the Chesapeake Bay Fund tax check-off option on the Maryland State income tax form, donations from individuals, and partnerships with government agencies and corporations. The Trust greatly appreciates the support that makes our programs possible.

Goals of the Restoration Grants Program

The Restoration Grant Program seeks to increase public awareness and public involvement in a wide array of activities that work to restore and protect the Bay and its rivers. The Grant Program was established to provide accessible funds to organizations and agencies for demonstration-scale, community-based, on-the-ground restoration projects. All projects should have three goals:

- a) Accomplish on-the-ground restoration projects that will result in improvements in watershed health, either through habitat enhancement or water quality improvement;
- b) Provide demonstration-scale restoration projects that can be used to showcase potential of a restoration technique; and
- c) Engage the public in restoration activities and promote awareness of bay restoration, both short-term (during the project period), through volunteer or stewardship activities directly related to the project; and long-term (post-project period), through stewardship activities and/or interpretive signage.

As part of an effort to more fully engage underrepresented groups in its grant-making, the Trust is strongly encouraging projects that increase awareness and participation of communities of color and/or that improve watershed health in communities of color.

Sample Eligible Projects

The Restoration Grant Program supports implementation requests of the following types of projects, and prioritizes projects for which designs are already complete:

- Wetland and marsh creation and enhancement;
- Bioretention cells, bioswales, rain gardens, rain barrels, and other low impact development stormwater techniques;
- Streamside forest buffers;
- Shoreline and stream bank enhancement and stabilization;
- Fish passage projects; and
- Installation of agriculture best management practices, including fencing, buffers, wetlands, and more.
- Large scale school property projects to restore habitat, improve water quality, and establish outdoor classrooms on school grounds. Proposed projects should contribute to Maryland Green School certification efforts, should be integrated into classroom curriculum, , and must have a plan for continued use of the project area as an outdoor classroom beyond the term of the grant.

The Trust is not able to support projects that are required under an existing or pending regulatory process or permit, required for mitigation, or required by a regulatory authority for any other reason.

The Trust acknowledges that minor design and pre-construction management support may be required as part of Restoration Grant Program projects in the following two types of situations: Small-scale projects in which some consultant fees are necessary, and larger-scale projects in which existing design plans need minor modifications. Requests for these design and pre-construction management fees cannot exceed \$3,000.

Projects requiring larger investments for design (greater than \$3,000) should be submitted to the Watershed Assistance Grant Program, a partnership with the Maryland Department of Natural Resources (DNR), for design-only funding. Projects submitted to the Restoration Grant Program should have either existing complete designs, or designs that can be obtained for under \$3,000.

NEW (March, 2011): The Trust, advised by a committee of expert professionals, has recently evaluated our survey and design requirements for a range of project types. Details about what qualifies as “complete” and other design requirements can be found below in Section 2.

If you have a project idea that is not listed, but that you believe meets the goals of the Restoration Grant Program, please contact Trust staff to discuss your idea before applying. For applicants interested in predominantly outreach- or education-related grants, please see our Outreach and Community Awareness Grant Program or our Environmental Education Grant Program. For applicants interested in watershed planning, please see our Watershed Assistance Grant Program, a partnership with the Maryland Department of Natural Resources.

Criteria

The Trust supports restoration efforts that are described in the context of a watershed or subwatershed approach and that engage and connect to the local community. The advantage of a watershed approach is that relevance, cost-effectiveness, and prioritization of a specific project or project site can be compared to that of others. Therefore, applicants proposing projects that are specifically identified in or based on a local watershed plan, Watershed Restoration Action Strategy (WRAS), or other scientifically-based watershed planning process are permitted to request up to \$50,000 for a given project.

For projects that are not based on a watershed plan, the maximum request is \$25,000. For assistance in determining whether your watershed has a plan, please visit the Trust’s inventory of watershed plans at:

<http://www.cbtrust.org/atf/cf/%7BBEB2A714E-8219-45E8-8C3D-50EBE1847CB8%7D/EXTERNAL%20VERSION%20-%20Watershed%20Plans%20Inventory.xls> Groups

interested in obtaining a watershed plan should consider our Watershed Assistance Grant Program, which also accepts proposals twice per year.

The following criteria will be used by the Trust to evaluate proposals.

Outcomes

- Projects should contribute to the improvement of water quality and/or the natural habitat of the Chesapeake Bay, its rivers, and streams.
- Applicants are encouraged to rely on widely-accepted restoration best practices. For practices that are relatively new (contact Trust staff for guidance), the background of and justification for use of the practice must be provided.
- Projects must have quantifiable outcomes, such as square feet of impervious surface treated, square feet of bioretention created, number of trees planted, square feet of buffer planted, etc.

Technical merit

- Projects must be carefully planned and technically sound.
- Qualified technical experts, agencies, or organizations must be identified as partners or contractors.
- Applicants are encouraged to solicit estimates or bids from more than one consultant or contractor.
- Proposals for implementation funding must include site photos, a site plan, and project design. For details on what qualifies as a complete design for different types of projects, please see Section 2 below.

Sustainability

- Projects will be ranked on the likelihood of success and persistence of the project. For all requests, a description of long-term maintenance activities (maintenance plan) must be included in the body of the proposal. **A legal representative of the property owner and the party responsible for long-term maintenance must indicate, in writing, that they have seen and understand the restoration plan.**

Community engagement and partnerships

- Partnerships with agencies, schools, and other groups to leverage organizational strengths and enhance project proposals are strongly encouraged.
- The best projects will educate and engage volunteers in ways that promote positive attitudes and behaviors to benefit local watersheds and the Chesapeake Bay.
- The best projects will connect to other existing, complementary community watershed stewardship efforts, such as school-related projects, outreach projects, and volunteer projects. For a list of Trust-funded projects in your area, please contact the Trust.
- Proposals for projects at appropriate (publicly visible, demonstration-oriented) sites should include a request and implementation plan for project **interpretive signage**. Contact the Trust for ideas about signage.
- **Projects involving underrepresented groups are strongly encouraged.**

Budget and Match

- Cash and in-kind match is not required, but match is a criterion on which the project will be judged. Preference will be given to projects showing matching contributions of funds or in-kind services from project partners and other sources. Certain kinds of projects, such as tree planting projects or restoration projects on agricultural lands, are commonly supported by such sources as Forest Conservation Act fee-in-lieu funds, administered currently at the county scale (tree planting projects), or farm bill programs, administered by county Soil Conservation District offices (agriculture restoration projects.) If your project falls into one of these categories and these sources are not used, the reason should be explained in the proposal. Contact the Trust for assistance in connecting with these other sources of funds.
- Appropriateness and scale of budget will be evaluated.
- Requests for “soft costs” (consultant costs, such as for design or project management; travel costs; permit fees; and administrative costs) associated with project development and implementation should not exceed 20%, although applicants are welcome to use matching funds from other sources to help defray soft costs. All requests for soft costs should be accompanied by a clear and compelling justification.

The Trust prefers to fund projects on public property, property owned by non-profit organizations, community-owned property, and property with conservation easements. Projects on other private property may be considered under certain conditions; e.g., extremely high restoration, engagement, or demonstration outcomes. Projects on private property must have landowner support (as described in a letter of support) and should offer matching resources.

Eligible Applicants

The Trust welcomes requests from the following organizations:

- 501(c)3 Private Nonprofit Organizations
- Faith-based organizations
- Community Associations
- Service, Youth, and Civic Groups
- Municipal, County, Regional, State, Federal Public Agencies
- Soil/Water Conservation Districts & Resource Conservation and Development Councils
- Forestry Boards & Tributary Teams
- Public and Independent Higher Educational Institutions

The strongest proposals will show committed partnerships that provide funding, technical assistance, or other in-kind services to support the successful implementation of the project. An Executive Offer and Project Lead must be identified for all proposals and must be different individuals. Both individuals must be staff or board members of the applicant organization. Individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Funding Availability and Restrictions

Approximately \$500,000 is available for the 2011-2012 Restoration Grant Program.

- Applicants for projects identified in or based on a watershed plan may request up to \$50,000
- Applicants for projects *not* identified in or based on a watershed plan may request up to \$25,000

The Trust does not fund the following:

- Endowments, deficit financing, individuals, building campaigns, annual giving, research, fund raising or venture capital.
- Mitigation or other projects required by an existing or pending regulatory permit or action.
- Political lobbying.
- Reimbursement for a project that has been completed or materials that have been purchased.
- Projects and programs located outside of Maryland.
- Refreshments and T-shirts.
- Budget items that are considered secondary to the project's central objective. These items include, but are not limited to, cash prizes, cameras and video equipment, and microscopes.

The Trust evaluates each proposal on a case by case basis. The Trust reserves the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.

In many cases, fee-in-lieu or other cost-share funds are available to aid in project completion. Within the application, the applicant will document that other funds, especially for trees, are not available at the time of application.

Project Timeline

Projects should be completed within approximately one year upon receipt of the grant award.

Contact

For technical assistance with projects, please contact Jana Davis at (410) 974-2941 ext. 106 or kmantay@cbtrust.org

Application Submission Instructions and Deadlines

Applicants must submit proposals using the Trust's Online Grants System, located at www.cbtrustgrants.org, by **5:00 pm on December 9, 2011**. 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 February, 2012.

All applicants will receive a letter stating the funding partnership's decision. An application may be declined, partially awarded, fully awarded, or placed on hold for more information. 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 for grants larger than \$25,000. Organizations with outstanding final reports will not be awarded additional grants.

Proposal Instructions

The Online application process will ask for the following information:

Applicant Information

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

An Executive Offer and Project Lead must be identified for all proposals. Both individuals must be staff or board members of the applicant organization. Individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Grant Information

- 1) Amount of Trust funding requested: \$
- 2) Grant period (start date and end date of your project):
- 3) In which river, stream, or local watershed will the project be located?

4) In which county will the project be located?

Project Abstract

In a text box, you will be asked to provide a brief (3-4 sentences) 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 you **MUST** use the paste plain text button in the rich text tool bar at the top of this box; this is necessary in order to remove all formatting (such as bullets, indentations, bold, etc.). You may format in the text box after pasting.

Project Narrative File Attachment

You will be asked to upload an MSWord or PDF file containing a project narrative not to exceed five pages. Additional file attachments may also be uploaded through this component; additional files should not exceed four files in total. Reviewers will be instructed to ignore all file attachments above the first five file attachments (including the project narrative attachment). You are encouraged to organize your narrative by the following points:

1. Watershed Plan Status: If applying for a project not based on a watershed plan, indicate "N/A." If applying for a project based on a watershed plan, please describe the plan, including the history of its creation and use. Describe how the proposed project is identified in and/or consistent with the plan. If complete justification is not provided, the Trust may reduce or decline the award. Do not simply state that a plan exists. Instead, identify the section or page number on which the specific project or other justification is mentioned.

2. Community Context: Please indicate how this project fits into other watershed stewardship activities occurring in the community. For example, are neighboring schools who may already be undertaking environmental education activities to be engaged in this project? What other watershed activities are occurring elsewhere in the community? Are project partners undertaking similar activities, and if so, how does your project fit in? For information on other watershed projects funded by the Trust in your community of focus, please contact us.

3. Objectives: What are the specific objectives of the project?

4. Background: Describe the background of the project. Why is this project needed? How was it identified? What was the impetus?

5. Criteria: Please address each of the criteria (a. Outcomes, b. Technical merit, c. Sustainability, d. Community engagement and partnerships, and e. Budget and match) described in detail in the Funding Opportunity document (see Application Package in the Funding Opportunity or at www.cbtrust.org).

6. Experience: Describe your organization's experience in completing similar projects.

7. Partnerships: List your project partners, both technical and non-technical partners, and describe what specific roles each will play in completing the project. Letters of support from partners may be uploaded here by clicking "add" above. If other funds are available for this type of project (i.e. NRCS programs), please describe why these funds will or will not be pursued for your project.

8. Consultants: Has/will a consultant be hired? For implementation projects, has a contractor been selected? Please describe your consultant/contractor selection process, including justification and background of the selected consultant/contractor. If using a bid process, please describe the process. The Trust strongly recommends that applicants get at least two competitive bids, estimates or quotes.

9. Signage: Interpretive project signage is a valuable tool to ensure long-term demonstration value of your project. Is your organization requesting funds for project signage? If not, why not?

10. Demographic Information: In light of the Trust's commitment to the advancement of diversity in its grant-

making, please provide demographic information about the community or population involved in or served by the project. Will the project engage traditionally underrepresented groups and/or a wide audience regardless of ethnicity, nationality, origin, culture, education, or socioeconomic status? If so, describe how.

11. Community Engagement: Please describe the process by which you will engage members of the community; for example, landowners, partner groups, or volunteers. Explain what outreach and education actions you will take before, during, and after the implementation of this project to ensure that those community members have a strong and lasting understanding of the value of your project, and ideas about how the project could be replicated in their own communities. If your project has a volunteer component (strongly encouraged), please describe how you will educate the volunteers about the watershed and the issues involved in the project (e.g., volunteer planting event, workshop, etc.), and how you will know whether those volunteers receive the message you are delivering. For ideas, please contact the Trust.

12. Regulatory Issues: The Trust is unable to fund projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action. In some cases, the Trust may elect to fund optional portions of required projects that are in excess of regulatory requirements. Please state 1) whether any part of your project is required under any existing or pending permit, decree, or enforcement action, and 2) how and whether your proposal exceeds the regulatory requirements.

13. Availability of cost-share support: While matching resources are not required for this grant opportunity, applicants are encouraged to seek multiple sources of funding for restoration projects. Especially for project types that are routinely supported by other sources, such as tree planting projects (often supported by Forest Conservation Act fee-in-lieu funds) or restoration projects on agriculture lands (often supported by Farm Bill programs), you are strongly encouraged to seek those types of match. Explain here your efforts to seek matching resources for your project.

14. Technical information: Please include within the same uploaded file (as opposed to attaching separate files):

(a) a completed site plan and project design.

1. site photos
2. planting plan
3. existing conditions
3. proposed grades (if earthwork is proposed)
4. material volumes (if earthwork is proposed)
5. any additional items required for your type of project described in Section 2 below.

(b) a maintenance plan signed by the entity responsible for maintenance and the landowner, if different,

(c) a list of any native plants used (funding is restricted to native species only; the Trust typically fund native perennial plants \$2-4 and trees and shrubs at \$20-30 each. If requests differ from those amounts please justify), and

(d) for projects planned on properties other than your own, a letter stating that permission has been granted from the entity owning the land on which the project will be completed and that there is commitment to maintain the project. Letters may be uploaded separately by clicking "add" above.

Project Timeline

You will be asked to enter into a table of major tasks, with start and end dates.

Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics, including number of trees planted, square feet of riparian buffer restored, etc.

Project Partnerships and Qualifications

You will be asked to enter into a table 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.

Volunteer Involvement

Indicate the number of volunteers that will be involved, the total number of volunteer hours, and a description of volunteer activities.

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 three 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:
www.cbtrust.org/grantforms and clicking on "**Budget Form**;"

3) by visiting www.cbtrust.org, clicking on " Grants," following the last item on the dropdown menu entitled "Chesapeake Bay Trust forms," and clicking on the file "**Budget Form**."

- Please be as detailed as possible. For example, elements of construction requests (e.g., mobilization, rock costs, plant costs, contractor 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,
- 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.



Section 2: 2011-2012 Restoration Grant Program Design Guidelines and Information

The Trust periodically reviews our practices and requirements in all grant programs. Recently, Trust staff, with the guidance of a team of technical partners, has clarified our requirements for project design submitted as part of proposals to the Restoration Grant Program. The purpose of this clarification is to identify for applicants and grantees the minimal elements of project design associated with successful projects, while keeping in mind constraints and scale of community-based, voluntary projects. As always, the Trust requires a complete project design to consider funding a proposal under the Restoration Grant Program. Applicants are strongly encouraged to contact the Trust for assistance and further guidance when creating proposals and designs to qualify for the Restoration Grant Program.

Since the Restoration Grant Program funds many types of watershed implementation practices, specific design requirements and the definition of “complete design” varies among project types. To help guide you in determining what is required for the design component of your proposal, restoration practices have been broadly grouped into three categories. Please read the list below and identify in which category your proposed project falls. Then read the design requirements below that section. If you are unsure of which category your project fits into, please contact the Trust for further assistance.

Category 1: Projects requiring minimal ground disturbance and no earthwork

Category 1 Project Types

- Wetland plantings and buffer plantings
- Reforestation projects (tree planting)
- Invasive species removals
- Rain barrel and rain storage projects
- Other projects that do not require earthwork

Category 1 Design Requirements:

Category I projects will not be funded without a completed design, which includes:

- Site map showing project boundary
- Site photos
- Invasive species management plan for site (if applicable), and
- Planting plan (for planting projects only; can be overlaid on site map)

Category 2: Small-scale restoration projects with projected pollution reduction benefitsCategory 2 Project Types

- Bioretention and rain garden projects, in which surface water is not collected by, or distributed to, adjacent properties and in which the total site disturbance is less than 5,000 square feet

Category 2 Design Requirements:

Category 2 projects will not be funded without a completed design, which includes:

- Site map showing:
 - 2' topographic data, available in GIS format from Maryland DNR at: <http://dnrweb.dnr.state.md.us/gis/data/data.asp>, or alternately from some county GIS and planning offices.
 - Project boundary
 - Limited elevation spot checks, marked on site map, to include surface water intake (where runoff enters your project area) and project outfall (where you would like water to exit your project area)
 - Proposed design - plan view (this should show the approximate existing and proposed elevations of the project area)
 - Landowner signature on the plan that indicates project endorsement
- Copy of soil survey mapping and field confirmation of soil drainage class – the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- Approximate earthwork volumes (existing soil to be removed, bioretention soil to be added, etc).
- Planting plan
- Site photos

Category 3: Complex Restoration ProjectsCategory 3 Project Types

- Bioretention and rain garden projects over 5,000 square feet of disturbance and/or affecting surface flow from/to adjacent properties
- Wetland and marsh enhancement/restoration/creation projects
- Stream restoration projects
- Coastal plain outfall, stormwater conveyance, or floodplain restoration projects
- Stormwater retrofit projects (conversions and structural changes)
- Bank/slope stabilization projects

Category 3 Design Requirements

Category 3 projects will not be funded without a completed design, which includes:

- Site map showing:
 - Field-run topographic survey of existing conditions
 - Project boundary
 - (As applicable) mean high water, full pool elevation, bankfull/benchfull
 - Proposed design (grade changes, drainage structures, rock placement, etc)
 - Landowner signature on the plan, which indicates project endorsement
 - Mapped utilities and roads
 - Property boundaries
- Copy of soil survey mapping and field confirmation of soil drainage class – the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- Detailed earthwork volumes (cut, fill, stockpiled, etc)
- Planting plan
- Site photos

