



**Chesapeake Bay Trust and Maryland State Agency
2011-2012 Watershed Assistance
Grant Program
Application Package**



www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

The Watershed Assistance Grant Program is designed to support watershed planning and design of watershed restoration and protection projects in Maryland. Planning projects include watershed characterization, survey, assessment, action plans, or financing strategies. Design requests are accepted for the full suite of nonpoint source best management practices.

Deadline:

March 9, 2012

Grant Requests of:

\$35,000. To request more than \$35,000, contact Trust and MD DNR staff.

Submit Your Application Online via:

www.cbtrustgrants.org

Introduction

The Chesapeake Bay Trust and the Maryland Department of Natural Resources welcome requests for technical planning and design assistance associated with protection and restoration programs and projects that lead to improved water quality in the Maryland portion of the Chesapeake Bay watershed and the Maryland Coastal Bays. The funding partners invite local governments and non-profit organizations to submit requests for this assistance.

The purpose of this assistance is to help grantees accomplish the earliest phases of restoration projects. Recipients of this technical assistance and design funding may use the resulting plans and designs to:

- Accomplish deliverables listed in the applicant's proposal to the Maryland Chesapeake and Atlantic Coastal Bays Trust Fund through the Maryland Department of Natural Resources (the Local Implementation Grant Program) or through the Maryland Department of the Environment.
- Develop deliverables that will inform Watershed Implementation Plan (WIP) Phase II strategies;
- Craft proposals for implementation funding through programs at the Chesapeake Bay Trust; or
- Craft future proposals to the Chesapeake and Coastal Bays Trust Fund through the Maryland Department of Natural Resources, the Maryland Department of the Environment, or other agencies.

The Watershed Assistance Grant Program is one element of the State of Maryland's Watershed Assistance Collaborative. The Watershed Assistance Collaborative includes other opportunities for local governments and non-profit organizations, such as training events and programs for watershed restoration financing and planning. Please visit http://dnr.maryland.gov/ccp/healthy_waters/wac.asp for the most updated information on the Watershed Assistance Collaborative.

Types of Eligible Projects

Assistance in the Watershed Resource Grant Program is offered in two tracks: Watershed Planning and Project Design. Applicants in both tracks are strongly encouraged to contact Trust and/or Department of Natural Resource (DNR) staff early during project idea development.

Please note that 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. Applicants with questions on this topic or about how projects can inform or contribute to WIP Phase II strategies are encouraged to contact Trust or DNR staff using contact information listed below. Applicants with questions about the WIP Phase II process are encouraged to refer to www.mde.state.md.us.

Watershed Planning Track

Applicants may request funding for watershed restoration planning activities, watershed assessments, and working with stakeholder groups. These funds may be used to hire consultants for these activities. Watersheds of focus can be predominantly agricultural, urban, suburban, or any combination of land use types. Planning efforts may focus on the activities found below. Please note that each component below must be answered in the applicant's proposal to be considered for funding. Failing to address any or all of these criteria may jeopardize the review of the applicant's proposal. Applicants are strongly encouraged to contact Trust or DNR staff prior to applying for a planning grant to discuss spatial and geographic scale.

- Watershed characterization, stakeholder engagement, survey, or assessment of a targeted watershed at an appropriate spatial scale.
 - Funds are available for one or more of the above elements (characterization, stakeholder engagement, survey, assessment);
 - Scopes of work must be clearly articulated and budget requests must be detailed;
 - Applicants must justify selection of their spatial scales, must articulate how the award level is appropriate to accomplish goals on that spatial scale, and must include a map of the drainage area to be evaluated. The most competitive proposals would begin by identifying the watershed where their study area is located. An easy reference to do so can be found at DNR's [Surf your Watershed](http://mddnr.chesapeakebay.net/wsprofiles/surf/prof/prof.html) (<http://mddnr.chesapeakebay.net/wsprofiles/surf/prof/prof.html>). If the study area is smaller than the watershed it is in, then the strongest proposals will demonstrate partnerships with other entities (e.g. county agencies and watershed groups) to ensure that the project integrates with a larger watershed plan.

- Watershed action plans at appropriate targeted geographic scales
 - Watershed action plans should include elements such as specific restoration and protection activities, green infrastructure plans, and strategies to anticipate future land use and growth. Watershed action plans should also address expected implementation costs.
 - Implementation sections of action plans should include a range of projects at multiple cost scales to maximize potential for accomplishment given the range of funding sources.
 - Implementation sections of action plans should include an alternatives analysis for each project, defined as a justification for recommended strategies or restoration techniques based on such factors as 1) total cost, 2) cost per pound of nutrient/sediment reduced or habitat enhanced, and 3) location of installed practice. These justifications should discuss the range of strategies or techniques were considered and the rationale for choosing the recommended approach for each action project identified.
 - Scopes of work to complete the action plan must be clearly articulated and budget requests must be detailed.
 - Applicants must justify selection of the spatial scale, and must articulate how the award level is appropriate to create an action plan at that spatial scale. The most competitive proposals would begin by identifying the watershed where their study area is located. An easy reference to do so can be found at DNR's [Surf your Watershed](http://mddnr.chesapeakebay.net/wsprofiles/surf/prof/prof.html) (<http://mddnr.chesapeakebay.net/wsprofiles/surf/prof/prof.html>). If the study area is smaller than the watershed it is in, then the strongest proposals will demonstrate partnerships with other entities (e.g. county agencies and watershed groups) to ensure that the project integrates with a larger watershed plan.

- Watershed financing strategies or plans
 - Funding is available to craft financing strategies for the implementation of existing watershed action plans or restoration prioritization strategies. Existing action plans should meet the criteria discussed above.
 - Scopes of work must be clearly articulated and budget requests must be detailed.
 - Proposals should include a description of the spatial scale covered by the financing plan

For all requests in the planning track, applicants are encouraged to provide match. While not required, the degree of leveraged resources is a criterion on which the project will be judged. Watershed planning activities should include establishing a baseline of watershed conditions from which progress can be evaluated and creating a framework for and identifying future restoration and protection actions. Before submitting a project in the watershed planning track, please determine whether a watershed plan already exists for all or part of your watershed. A partial inventory of watershed plans can be found on the Trust website:

[http://www.cbtrust.org/atf/cf/%7BEB2A714E-8219-45E8-8C3D-](http://www.cbtrust.org/atf/cf/%7BEB2A714E-8219-45E8-8C3D-50EBE1847CB8%7D/EXTERNAL%20VERSION%20-%20Watershed%20Plans%20Inventory.xls)

[50EBE1847CB8%7D/EXTERNAL%20VERSION%20-%20Watershed%20Plans%20Inventory.xls](http://www.cbtrust.org/atf/cf/%7BEB2A714E-8219-45E8-8C3D-50EBE1847CB8%7D/EXTERNAL%20VERSION%20-%20Watershed%20Plans%20Inventory.xls)

Project Design Track

Applicants may request funding to create buildable designs for specific watershed restoration projects within watersheds for which watershed plans have already been developed. The strongest design proposals will be linked directly to potential projects prioritized in watershed action plan components of watershed plans and propose deliverables to include 90-100% biddable designs and specifications. The ideal design proposal would request funds to develop 100% design and specifications for the top priority project listed in a watershed action plan. For projects that are not specifically identified in a watershed action plan or that are not among the top priority projects, additional justification for project and/or site selection must be provided. A strong design proposal would also take into account land uses upstream of the project, as well as any upstream restoration activities to be considered, and their impact on the project.

Eligible project types include bioretention cells, large-scale rain gardens, other low impact development stormwater techniques, environmental site designs, stream restoration, wetland and marsh creation, and any of the suite of agricultural water quality best management practices. Design requests must meet the criteria listed below.

Each component below must be answered in the applicant's proposal to be considered for funding. Failing to address any or all of these criteria may jeopardize the review of the applicant's proposal. Applicants are strongly encouraged to contact Trust or DNR staff prior to applying for a design grant to discuss design specifics.

- Applicants should indicate whether the project is included in an existing watershed action plan and describe how the project and site were selected. (Justification for environmental outcomes must be provided.). An appropriate watershed action plan should include alternatives analyses for each specific project.
- A conceptual site plan sketch, a map of the drainage area that the proposed design will treat, and a photo of the restoration site must be included. The drainage area map should delineate the location of impervious surfaces, and should also indicate the land use, such as agricultural, residential, or commercial.
- An alternatives analysis must be included. The analysis should outline the different strategies or techniques that were considered for the site in question and the reasons why those strategies were dismissed. If the watershed plan on which the project is based includes an alternatives analysis, feel free to use this information. If the watershed plan does not include a discussion of alternative approaches, new information must be included. Consider where in the watershed a proposed practice is to be placed: e.g., upland closer to the source of nutrient/sediment inputs versus in-stream.
- A clear justification for the design phase must be included. Why is a separate design step warranted for the project?

- For projects planned on properties owned by an entity other than the applicant, a letter must be attached stating that permission has been granted by the entity owning the land on which the project will be completed. Proposals that demonstrate long-term commitment to keep and maintain the project will receive more favorable review.
- A scope of design work with a detailed budget must be included in the request.
- Qualifications of the group(s) proposed to undertake the design must be described.
- A plan for implementation of the project, including actual or potential sources of funding, must be provided. How and when will the project ultimately be implemented? What is the source of construction funding?
- Vegetation included in designs must be native.
- Projects on individually owned private land will be considered. However, the proposal should address how the landowner has or will consider implementing additional best management practices to solve the water quality issue in a holistic fashion.
- Projects on agricultural land should address whether the project is or will be registered with the local Soil Conservation District, and whether state or federal agricultural cost-share funding has been sought or considered. If not, address why not.
- The output of the grant award, the design, must be permissible by the Maryland Department of the Environment and all other appropriate local, state, and federal entities. Applicants are strongly encouraged to contact the appropriate department at MDE during the conceptual design phase. Appropriate departments can be identified through MDE Permitting and Customer Service (410-537-3772). Proposed designs and specification deliverables, as described above, should be close to 100% complete. At a minimum, the output of the project should include:

a) For Small-scale restoration projects with projected pollution reduction benefits (e.g., 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)

- 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>
- Drainage area map
- Approximate earthwork volumes (existing soil to be removed, bioretention soil to be added, etc).
- Planting plan
- Site photos

b) For Complex Restoration Projects (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)

- Site map showing:
 - Field-run topographic survey of existing conditions

- Project boundary
- (As applicable) mean high water, full pool elevation, bank-full/bench-full
- 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>
- Drainage area map
- Detailed earthwork volumes (cut, fill, stockpiled, etc)
- Planting plan
- Site photos

Eligible Applicants

The Trust welcomes requests from local government and non-profit applicants, including applicants to and grantees of the Maryland Department of Natural Resources' Local Implementation Grant Program, the Maryland Department of the Environment's Trust Fund Program, and any of the Chesapeake Bay Trust's grant programs.

Please note that project personnel listed on the application as Executive Officer or Project Lead *must* be staff of or otherwise associated with the applicant organization. Project leads *cannot* be staff of for-profit entities that are financially or otherwise involved in the grant project. Applicants are encouraged to work with for-profit partners; however, they cannot be listed as either Executive Officer or Project Lead on the grant. Applications with such listing will be considered incomplete and may be returned to the applicant without review.

By submitting an application to this program, applicants acknowledge that 1) they are compliant with federal employment and non-discrimination laws and 2) they have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state or local).

The strongest proposals will show committed partnerships that provide funding, technical assistance, or other in-kind services to support the project.

Eligible Budget Items

Eligible budget items in the Watershed Assistance Grant Program include, but are not limited to:

- Staff time and consultant costs: Staff and consultant time that directly support project-related tasks (see examples of project-related tasks in the "Types of Eligible Projects section above) will be considered only when a very detailed description is provided of the deliverables, scope of work, and hours spent per project task by a proposed staff person(s) and/or consultant. Include benefits as a separate line (do not combine with salary) and indicate hours and the percent time devoted by each staff member to the project. Salary costs must match payroll costs: Hourly rates may not include any other cost, such as benefits, indirect, or overhead. Those costs, if requested, must be listed separately.
- Overhead costs: this line item cannot exceed 10% of the funding amount requested. Overhead and indirect costs cannot be included in salary line requests.
- Other costs associated with developing a watershed plan, project design, or financing strategy upon justification of costs.

Funds requested through this program cannot be used for lobbying and political activity.

Service Providers and Proposal Development Assistance

Applicants must either (a) obtain cost estimates, quotes, or bids from at least two service providers prior to completing the application, or (b) indicate in the proposal that the project will be put out to bid. If neither route is indicated, the proposal will be deemed ineligible. Scopes of work must be included in the grant application.

Potential applicants are strongly encouraged to contact Trust and/or Maryland Department of Natural Resource staff early during proposal development:

Chesapeake Bay Trust
Hieu Truong
(410) 974-2941 ext. 112
htruong@cbtrust.org

Maryland Department of Natural Resources
Brent McCloskey
(410) 260-8722
bmccloskey@dnr.state.md.us

Jennifer Raulin
(410) 260-8745
jrauln@dnr.state.md.us

For assistance in identifying potential service providers, or identifying potential community partners, applicants are also encouraged to contact the appropriate Watershed Restoration Specialist, if available in their area. As part of the Watershed Assistance Collaborative, the Watershed Restoration Specialists work to help local jurisdictions secure expertise and funding — especially from the Chesapeake and Atlantic Coastal Bays 2010 Trust Fund — to implement restoration projects that produce measurable improvements in water quality.

Central Maryland
Amanda Rockler
arockler@umd.edu

Eastern Shore
Jennifer Dindinger
jdinding@umd.edu

Southern Maryland
Jackie Takacs
takacs@mdsg.umd.edu

Funding Availability and Proposal Review

Requests for funding from this program will generally be less than \$35,000. Applicants interested in requests exceeding this level should (a) contact Trust or DNR staff to discuss request level prior to submitting a proposal, (b) provide a budget that is scalable in the event that an award is limited (itemize elements), and (c) provide an additional justification section in the proposal.

Funding partners anticipate that approximately \$300,000 is available for this grant program in Fiscal Year 2012.

Each proposal will be evaluated by a Technical Review Committee consisting of technical staff from the Maryland Department of Natural Resources and the Chesapeake Bay Trust, in addition to staff from the Maryland Department of the Environment, the Maryland Department of Planning, the Maryland Department of Agriculture, and the Maryland Cooperative Extension and in addition to other experts as needed. The Trust and the Department of Natural Resources reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

Project Timeline

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

Deadlines, Award Notification, and Final Reporting

Requests must be submitted by March 9, 2012, with notification of the outcome in late May.

All applicants will receive a letter stating decision on the application. An application may be declined, partially awarded, or fully awarded. Successful applicants may be referred to relevant Maryland State Agency staff and, based on availability, provided with additional technical assistance. 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 overdue final reports will not be awarded additional grants.

Submitting Your Application

Applicants must submit proposals using our Online Grants System, located at www.cbtrustgrants.org by **5:00 pm on March 9, 2012**. Late applications will not be accepted, and the online funding opportunity will close promptly at 5:00. The Trust will begin to receive online applications for this grant program starting at the end of June 2011. 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.

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By submitting the application, the applicants are in effect agreeing that they are in compliance with federal employment and non-discrimination laws.

Proposal Instructions

Applicants will be asked for the following information during the online application process:

Failing to address any or all of these criteria may jeopardize the review of the applicant's proposal.

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 leads *cannot* be contractors/service providers 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? (This grant program can support projects in Maryland only.)

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. Please make sure that the abstract does not exceed 500 characters. You may copy and paste from a word processing document, but 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 or PDF file (7 page limit, excluding material such as letters of support and conceptual sketches) addressing the following points, and to include relevant information as described in the Types of Eligible Projects section of the Funding Opportunity. 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) To which track (Watershed Planning or Project Design) are you applying? (Indicate one.)
- 2) Describe the project. Describe the need for assistance, and be sure to address the criteria for the specific track (Planning or Design) listed in the RFP.
- 3) Describe previous or current watershed planning efforts, and how the proposed project meets goals of those efforts.
- 4) Describe your organization's experience in completing similar projects.
- 5) Describe whether any part of your project is required under any existing or pending permit, decree, or enforcement action. (Please note that 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.) If so, please describe how the proposed project exceeds the regulatory requirements. In some cases, the Trust may elect to fund optional portions of required projects that are in excess of regulatory requirements.
- 6) The funding partners give preference to projects that show greatest promise to be ultimately implemented. Describe your plans for implementation of the project(s) to be identified in a watershed plan (if a planning request) or designed (if a design request). Include information about (a) how you plan to fund the ultimate project(s), including prospective sources of funding, (b) ultimate construction project leadership and partnership, and (c) how you will make the local community aware and engaged in the project(s). When considering prospective sources of funding, you may want to contact your local Watershed Restoration Specialists (if applicable) for guidance on other sources of funding. If the project is on agricultural land, you may consider state or federal agricultural cost share programs and contact the local Soil Conservation District. The most successful applications will have a robust description of plans for future implementation.
- 7) What will be the impact on the project if grant funding will not be received? Please select your response from the following: a) we will pay for the project from other existing funding streams, b) we will continue seeking funds and the project will be delayed, c) the project will not move forward. Your answer to this question will not impact grant review, and is asked simply to help inform reviewers of the process, schedule and context of implementation.
- 8) Scope of Work, Qualifications, and Cost Estimates: Include detailed scope of work, with specific tasks, hours associated with those tasks, and task costs to be accomplished by consultants and any internal staff (if staff time is requested). Qualifications of consultants and/or staff leads must be included. If consultants are expected to be retained for the proposed project, either (a) two cost estimates, quotes, or bids for the proposed work must be provided, or (b) the competitive bid process to be used or already used (in cases in which consultants are already on retainer) to procure consultants must be described.
- 9) Please include a map depicting the watershed in which you intend to work, and if applying to the Project Design track, the specific location of your project and a drainage area map. The drainage area map should

delineate the location of impervious surfaces, and should also indicate the land use, such as agricultural, residential, or commercial. We strongly recommend you include the image in your narrative proposal; however, additional files may be uploaded by clicking "Add." If you need assistance to this, you may find that DNR's [Surf your Watershed](http://mddnr.chesapeakebay.net/wsprofiles/surf/prof/prof.html) (<http://mddnr.chesapeakebay.net/wsprofiles/surf/prof/prof.html>) is a useful reference.

For Design Requests Only:

- 10) Is the project identified in an existing prioritized watershed action plan? What is the prioritized rank of the project and/or site? Please include the relevant section or reference to the section of the watershed action plan. If the project is not included a watershed action plan, provide justification for the selection of the project.
- 11) Describe how the project and site were selected. (Justification for environmental outcomes must be provided.)
- 12) Please describe land uses upstream of the project, as well as any upstream restoration activities to be considered, and their impact on the project. For instance, if your proposed project is a streambank stabilization, will a component of your project address water delivery and quantity issues? What upland flow reduction measures are you considering?
- 14) An alternative analysis must be presented: Why was this specific technique chosen to address the problem at the site? What other techniques were considered, and why were they rejected? Factors to consider in the alternatives analysis include design cost, project implementation cost, cost per pound of nutrient/sediment removed, where in the watershed the problem is to be addressed.
- 15) A conceptual site plan sketch and a photo of the restoration site must be included. We would prefer these items be copied and pasted into the narrative MS Word/PDF document, but they may also be uploaded as separate attachments by clicking "Add."
- 16) For projects planned on properties owned by an entity other than the applicant, a letter must be attached stating that permission has been granted by the entity owning the land on which the project will be completed. Proposals that demonstrate long-term commitment to keep and maintain the project will receive more favorable review. Successful applications for projects taking place on private land will also demonstrate a commitment by the landowner to a suite of restoration or conservation best management practices.

Project Timeline

You will be asked to complete a table listing major project tasks to be completed under the period of the potential award, with start and end dates.

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 include a letter of support for the project from each partner outlining the partner's role in the project. Applicants are strongly encouraged to include these letters in the uploaded narrative file; however, separate letters may be uploaded by continuing to click "Add."

Application Service Provider Information

You will be asked to enter into a table the service provider(s) you contacted for an estimate, and which service provider was selected for the work, if already selected, and why.

Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics that characterize the full suite of Chesapeake Bay Trust grant programs. Only fill out those relevant to your project. Some project types will not be or cannot be expected to be associated 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,
- Be sure to see "Eligible Budget Items" section of Application Instructions above.
- Requests for indirect costs are not permitted. For staff cost requests, indicate the percent time devoted by each staff member to the project. Do not evaluate volunteer hours in terms of dollars; instead, list them separately. Matching resources are encouraged. Please indicate whether each match entry is applied for, pledged, or in-hand. Following the budget table, include a one- to two-paragraph budget justification/explanation. In this section, describe the source of your cost estimates, and indicate whether your organization has requested financial support from any other sources for the project not listed as match in the budget table.
- 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.

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. If you will contract with a consultant and have a proposed scope of work please attach it to your application.