# Chesapeake Conservation and Climate Corps

# All-Hands on Deck Project Day

## Frequently Asked Questions

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**Q: What is the Corps All-Hands on Deck (AHD) Contest?**

**A:** The All-Hands on Deck (AHD) Contest provides Corps Members and their Host Organizations with the opportunity to apply to plan and host project days in the spring and summer months of the Corps program. Corps Member can apply to host the whole cohort for one of five project days on behalf of their host organization with proposals due in mid-February. Eligible project day activities can range but should be environmental in nature, aligned with Corps program goals, and be service based. For examples of eligible project day activities, see the up-to-date contest information at https://cbtrust.org/chesapeake-climate-corps/current/all-hands/.

**Q: Can I partner with another Corps Member to host an AHD day?**

**A:** Yes! Corps Members may partner with each other to design and deliver an AHD day. Please make sure that the application on behalf of the project day idea is submitted through the online portal from the organization who will be receiving the funds.

**Q: What is the difference between the AHD Contest and the Corps Mini Grant?**

**A:** The AHD and Corps Mini Grant are two separate funding opportunities for Corps Program participants. The AHD Contest accepts requests up to $2,500 and the Corps Mini Grant accepts requests up to $1,250. The AHD award is for a one-day project event while the Corps Mini Grant is a funding opportunity that can be used to support the AHD, a Corps Members' Capstone, or another project related to the Corps Members' workplan.

**Q: What is required to apply for the AHD Contest?**

**A:** The application for the AHD Contest must be submitted through the Trust's online system at https://chesapeakebaytrust.us-1.smartsimple.com/s_Login.jsp. The application includes submitting the online application form, narrative questions documents, and application budget (in the online system). These narrative template can be found on the All-Hands on Deck tab of the Corps webpage at https://cbtrust.org/chesapeake-climate-corps/current/all-hands/.

**Q: How do I construct the budget?**

**A:** Funding may be requested for expenses related to the project such as lunch, tools, supplies, travel, etc. Please make sure to include budget justifications for travel to explain why it is necessary/relevant to the project. We ask that AHD applicants plan to include sufficient

funding for lunch in their budget to accommodate the ~ 45-50 members of the cohort who will be attending their project day (dietary restrictions information will be provided to Corps Members who are selected to host an AHD day).

**Q: If I am applying to both the Corps Mini Grant and AHD for the same project, how should I construct the budgets?**
**A:** The Corps Mini Grant budget should primarily request funding for items necessary to complete the project regardless of the outcome of the AHD contest. The AHD budget should include any additional items needed to host the cohort of 45~50 people as well as lunch and supplies for additional activities. If your AHD project idea can accommodate beyond 45-50 Corps Member participants, you may request additional funds to support lunch costs beyond the 45-50. Additionally, please ensure that the same expense is not included in both budgets. You may request funding from both the Mini Grant and AHD for the same item, (for example, you can request funding for 50 plants through one program and an additional 25 plants through the other).

**Q: When will I hear back about my application to host an AHD project day?**

**A:** The application to host an AHD project day is due February 12, 2027. Contest applicants will receive notification about whether they have been selected by mid-March. The first AHD project day will be held at the end of April to ensure the selected Corps Members will have at least one month to organize and prepare for their event.

**Q: How are AHD project days selected?**

**A:** Proposals will be reviewed and selected by a combination of Trust staff and objective Corps community members (Corps Members who have not applied to host an AHOD project event).

**Q: What reporting will I have to do for the AHD award?**

**A:** After the AHD project day takes place, the Corps Member who hosted the project day will be required to submit a final report and photos from the event. The final report form can be found at https://cbtrust.org/chesapeake-climate-corps/current/all-hands/.

**Q: Since attending three of the five project days is required for each Corps Member, how many attendees should I plan for?**

**A:** The cohort is made up of approximately 80 Corps Members; however, each project day is expected to accommodate approximately 45-50 people (Unless more can be accommodated). So along with the Trust's Corps team, for the application you should plan for about 45-50 attendees. If awarded, an RSVP with the exact number of anticipated members and dietary restrictions will be sent to the Corps member hosting the AHD at least 2 weeks prior to the event.

**Q. What criteria are the applications evaluated on?**

**A:**

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| General quality of proposal | Completeness, clarity, background, context, consistency with goals |

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| Logistics | Are the logistics well explained? Is the agenda detailed, make sense in terms of time allotment and activities, etc.? Will there likely be problems with transportation/meeting space/timing/etc.? |
| Engagement of Corps Members | Is there a role for all of the Corps Members (40-50 participants)? Will folks be well-used/engaged? Is there a fear that people will be unengaged and just standing around? |
| Education potential | What is the value of what Corps Members will learn at this training? Will it be taught well? |
| Environmental impact | What is the environmental or stewardship value of what Corps Members be doing? Is the impact on the environment and/or on a community high? |
| Good networking possibilities | Will this be a good chance for Corps Members to network with each other? Meet key experts? |
| Technical merit | If installing a project, do they have the additional documentation necessary to fully evaluate the proposal (appropriate partners or experts present, photos, designs, maintenance plans, if planting project a native plant menu)?<br>*Please note this may not apply to all applications. If not, then score a 5.* |
| Budget | Does the budget make sense? Are the budget items well-described/justified? |
| Likelihood of success | After reviewing the entire proposal, what is your confidence level on the likelihood of success for the All-Hands on Deck day including the value to the Corps and impact on the host, environment, and/or community? |
| Level of excitement | As a current Corps Member who will be participating, what is your level of excitement in attending this All-Hands on Deck day? |