

- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form.
If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application ID

Application Type

Grants

Call Name: [REDACTED]

Program Area: [REDACTED]

Applicant Information

Invite Collaborators

Prefix	First Name	Last Name	Email	Role	Status
No Results Found					



Organization Information

Name:

Address:

Phone:

MBE/WBE Information

MBE/WBE Status:

MBE/WBE Certification Number:

MBE/WBE State of Certification:

Organization Type

Mission of Organization

EIN Number

SAM UEI Number

Project Lead Information

Name:

Address:

Phone:

Email:

Executive Officer Name



Executive Officer Email

The information provided in this application is, to the best of my knowledge and belief, accurate, truthful, and complete. I affirm that all statements and representations made are honest and accurate

True

Project Information

Project Title and Abstract

Project Title

Project Description

Provide a brief (3-4 sentences) summary of the project, including details such as type of project, location, and main objectives. The project abstract should be succinct and provide a clear idea of the project description outputs based on intended outcomes.

Project Information

Project Start Date

Project End Date

Activities

Enter major tasks and their associated start and end dates below.

State

For Maryland projects, please select Maryland unless your project will occur in more than one area, please select "Statewide."

For projects outside of Maryland, please select your state.

For projects that span the Chesapeake Bay Watershed, please select "Chesapeake Bay Watershed Wide."

In which watershed will the project be located?

For Maryland projects, please select the watershed where the project is located. To find the watershed, go to Maryland.Gov and search the project location. Click on the location on the map to find the name of the watershed.

For projects outside of Maryland, please select your state.

In which legislative district will the project be located?

For Maryland Projects: Please select the closest STATE-level (not federal/congressional) district in proximity to your actual project location. (Please do not default to your office location. Please use the closest project street address.) If you need assistance finding the correct legislative district, please click the following link: <https://experience.arcgis.com/experience/3585d7300d12489ca0c4a4e14dbe2e49/page/2022-Legislative-Districts> Enter the street address in the upper right hand box - find a location - hit enter. Hover over the resulting red pin drop to display the legislative district number.

For Projects Outside of Maryland: please select the state the project will occur or select "Outside of the Chesapeake Bay Watershed."

Latitude

Steps for accurate latitude/longitude data:

1. Use the office location for the latitude/longitude reporting.
2. Next, use Google Maps to identify specific latitude and longitude coordinates for the office location. Enter the address into Google Maps. Once you have identified the exact location of your office on the map, place the mouse cursor over that location, right-click, and then press 'What's here?' In the bottom center of the screen there will be a pop-up that displays the street address in black text and latitude, longitude coordinates beneath in grey text. The latitude and longitude displayed will be in decimal degree form, meaning you will see two numbers with 6 decimal places. Keep in mind, when submitting latitude and longitude coordinates is that in the Northwestern hemisphere (for projects within the continental United States) latitude coordinates will be positive, and longitude coordinates will be negative.

Example of correct decimal coordinates: Maryland State House, 100 State Circle Annapolis, MD 21401 (38.979011, -76.491400)

Enter latitude (decimal format) of your project

Longitude

Enter longitude (decimal format) of your project.

Deliverables

Enter the estimated number of project participants, outreach outputs, or restoration outputs for your proposed project below.

Enter only those that apply to your project; leave others blank.

Project Participation

Number of Volunteers

Number of Volunteers of Color

Number of Students

Number of Students of Color

Number of Teachers

Number of Teachers of Color

Outreach Outcomes

Number of People with Increased Self-Efficacy

Self-Efficacy is a person's estimate or personal judgment of his or her own ability to succeed in reaching a specific goal.

Number of People with Increased Awareness or Knowledge

For example, the number of teachers/students with increased environmental knowledge.

Number of All Publications Produced (print, web, other)

Number of Copies of Print Publications Produced

Number of Media Hits (e.g. newspaper articles, TV and radio stories, etc.)

Number of Web Hits on Online Publications Expected



Number of Workshops/Presentations

Number of Attendees at Workshops/Presentations

Restoration Outcomes

Sq. Ft. of Oyster Reef Restored

Number of Oysters to be Raised and/or Released

Number of Fish to be Raised and/or Released

Number of Trees Planted

Sq. Ft. of Afforestation Area

Number of Native Plants Planted

Sq. Ft. of Invasive Species Removed

Total Number of Pollinator Friendly Plants Installed

Sq. Ft. of Bay Grasses (SAV) Planted

Number of Marsh Grasses Planted

Sq. Ft. Rain Garden or Bioretention Created



Sq. Ft. Impervious Surface Removed

Sq. Ft. of Wetlands Enhanced/Restored

Sq. Ft. Impervious Surface Treated

Sq. Ft. of Nontidal Wetland Created

Sq. Ft. Pervious Surface Installed

Sq. Ft. of Streamside Forest Buffers Planted

Linear Feet of Living Shoreline Created

Linear Ft. of Bank Stabilization

Total Nitrogen Reduction (lbs/year)

Total Phosphorus Reduction (lbs/year)

Total Suspended Solids Reduction (tons/year)

Number of Rain Barrels Installed/Distributed

Number Design Plans Created

Number of Rain Cisterns Est.



Number of Storm Drains Stenciled

Number of Wildlife Habitat Structures

Pounds of Trash/Debris Removed

Acres of Land Placed Under Easement

Number of Other

Other (please describe)

Volunteers

Please enter individual volunteer activities, the number of volunteers that will be performing the activity, and the total number of hours those volunteers will commit to the individual activity. The total number of hours should be the total of all hours worked on that activity. So if you have 3 volunteers and each will spend 3 hours on the activity then the total number of hours would be 9.

Volunteers

Project Partnerships

List each partner organization, identify individuals at each organization who will be involved, identify their areas of expertise, and describe the specific role(s) each will play in implementing the project. Applicants are strongly encouraged to upload a letter of commitment for the project from each partner describing in detail the partner's role in or contribution to the project. Partners can include contractors as well as community groups working with you on your project. Applications including strong letters of commitment often receive higher scores. If not submitted with application, letter(s) of and commitment may be required prior to the release of any awarded funding.



To better understand the Trust's definition of letter of commitment please visit our Forms and Policies webpage: <https://cbtrust.org/grants/applicant-resources-forms-policies/>

Partner Organizations

Narrative & Supporting Documents

Upload a Microsoft Word or PDF file containing answers to the narrative questions found in the Request for Proposals (RFP). We recommend that you download the Narrative Questions Template from the Program's webpage, populate it, and upload it here. We prefer, and our reviewers prefer, all documents be merged into one file for ease of reviewing. You are able to merge your files into a single upload into the Narrative Questions box below. For a copy of the RFP and for additional resources, see the web page [Here](#).

Narrative

Merge function only works with PDFs

Supporting Attachments

If selected to receive a grant or contract, you will be asked to upload your W-9.

Budget

Amount Requested

Application Budget

Application Budget

For any of the categories below where you will enter match, list the amount in dollars of cash match/leverage you have in-hand, pledged, or applied for. Items should be listed as cash match only if the source is another source of funding. Existing supplies that your organization has in-hand for your project should be listed as in-kind match. Most salary should be listed as in-kind match unless it is derived from another grant. If you have entered a cash match in a given row, you must also list the source of the cash match. Check the RFP for match requirements: Some Trust programs have requirements; others do not.

Click **save** when finished.

Personnel

"Personnel" should be chosen for any staff time and/or benefits/fringe requests for employees who receive a W-2 from the organization each year. (Individuals who do not receive a W-2 should be categorized as "Contractual"). List staff cost requests for individual personnel separately, and list benefits separately. For example, if you are reporting salary and benefits expended for 3 separate staff positions, you should have 6 associated lines. The quantity column for personnel should show the number of hours and the cost per item column should show the applicable pay rate that is equal to the employee's pay, which can be backed up by a copy of the employee's paycheck or W-2 if requested.

Job Title	Number of Hours Requested	Cost per Hour Requested	Amount Requested	Cash Match	Source of Cash Match	Status of Cash Match	In-Kind Match	Source of In-Kind Match	Status of In-Kind Match	Total
			\$0.00	\$0.00			\$0.00			

Supplies

"Supplies" should be chosen for all supplies and materials, including plants, planting supplies, rain barrels, tools, etc. that will be purchased by the grantee organization directly. Any supplies and materials provided by partners, consultants, and/or contractors should be listed as "Contractual" (see information on this category below). List supplies separately (do not lump into one row).

Budget Item	Quantity Requested	Cost per Unit Requested	Amount Requested	Cash Match	Source of Cash Match	Status of Cash Match	In-Kind Match	Source of In-Kind Match	Status of In-Kind Match	Total
			\$0.00	\$0.00			\$0.00			

Contractual

"Contractual" should be chosen for all hiring of consultants, construction firms, or other outside firms. Do NOT lump all contractual costs into one row. Contractual costs should be extremely detailed and should match the scope of work the contractor provided to the applicant.

Budget Item	Quantity Requested	Cost per Unit Requested	Amount Requested	Cash Match	Source of Cash Match	Status of Cash Match	In-Kind Match	Source of In-Kind Match	Status of In-Kind Match	Total
			\$0.00	\$0.00			\$0.00			

Travel

"Travel" should be chosen for all travel-related and mileage costs incurred by the grantee organization's personnel. This category should also be chosen for any transportation fees associated with K-12 environmental education field trips. However, this should not be used for travel costs included in contracted work by partners/consultants/contractors; travel associated with contractors should be included in the "Contractual" costs.

Budget Item	Quantity Requested	Cost per Unit Requested	Amount Requested	Cash Match	Source of Cash Match	Status of Cash Match	In-Kind Match	Source of In-Kind Match	Status of In-Kind Match	Total
			\$0.00	\$0.00			\$0.00			

Equipment

"Equipment" includes any tangible asset that has a useful life of more than one year or a per unit acquisition cost of over \$5,000 (\$10,000 for federally funded projects). Direct purchases of equipment are only allowable with prior approval and a disposition plan. Other allowable direct equipment costs include lease payments or depreciation (not both), so long as these costs can be directly attributable to this award. Lease payments must be prorated for portion of equipment use that is not attributable to this award. If depreciation cannot be directly attributed to this award, it should be included as part of MTDC (the base) for purposes of calculating indirect. Equipment loan payments are not allowable costs. The disposition plan must include details of what will happen to the equipment at the end of the project. Please discuss with your grant program manager if equipment is appropriate for your grant.

Budget Item	Quantity Requested	Cost per Unit Requested	Amount Requested	Cash Match	Source of Cash Match	Status of Cash Match	In-Kind Match	Source of In-Kind Match	Status of In-Kind Match	Total
			\$0.00	\$0.00			\$0.00			

Other

"Other" should be chosen sparingly, only if you absolutely cannot fit your budget item into one of the other categories.

Budget Item	Quantity Requested	Cost per Unit Requested	Amount Requested	Cash Match	Source of Cash Match	Status of Cash Match	In-Kind Match	Source of In-Kind Match	Status of In-Kind Match	Total
			\$0.00	\$0.00			\$0.00			

Indirect

"Indirect Costs" should be chosen according to the most current "Indirect and Fringe Benefits Guidance Policy" that can be found on the Trust's website at <https://cbtrust.org/forms-policies>. For federal sub awardees, please note, indirect can only be applied to Modified Total Direct Costs as summarized in the most current "Frequently Asked Questions for Federal Awards" also found on the Trust's website.

Indirect Amount Requested	Total
\$0.00	

Total

	Amount Requested	Percent Indirect	Cash Match	In-Kind Match	Total
Total Personnel	0		0	0	0
Total Supplies	0		0	0	0
Total Contractual	0		0	0	0
Total Travel	0		0	0	0
<div style="background-color: black; width: 100px; height: 15px;"></div>					
Total Equipment	0		0	0	0
Total Other	0		0	0	0
Total Direct Costs	0		0	0	0
Total Indirect Costs	0	0.00%			0
Overall Total	0		0	0	0

Save Clear



Additional Budget Justification

Provide a descriptive budget narrative to justify and explain costs. If the success of the work is contingent upon award of other funds, make this clear in your budget justification.

Terms and Conditions

[Download Terms and Conditions Here](#)

I have read, understand, and agree to the terms and conditions on this page

True