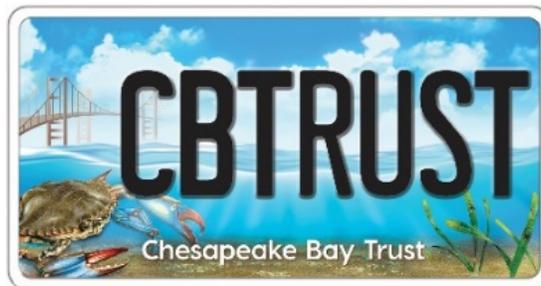




Chesapeake Conservation Corps Mini Grant Program

FY 21 Request for Proposals



Chesapeake Bay Trust

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Chesapeake Conservation Corps Mini Grant Program

At A Glance

Program Summary:

The Chesapeake Conservation Corps Mini Grant Program is designed to fund projects and programs managed by Corps Members that improve and protect the Chesapeake Bay and its rivers through environmental restoration, environmental education, and outreach and community engagement activities.

Deadline:

Thursday March 18, 2021 at 4:00 PM EST.

Eligible Project Locations:

This program funds throughout the State of Maryland and Pennsylvania. Eligibility is dependent on the Host Organization's location.

Request Amounts:

Requests up to \$1,250

Submit Your Application:

Follow the instructions online at https://www.grantrequest.com/SID_1520?SA=SNA&FID=35181

Contact:

Joe Toolan, Program Assistant, 410-974-2941 ext. 116, jtoolan@cbtrust.org



Table of Contents

Introduction	3
Program Goals	3
Eligible Project Types	3
Evaluation Criteria.....	4
Eligible Applicants	5
Funding Availability, and Timeline	5
Deadline	5
Application Review Process.....	5
Awards and Notifications	5
Contact	6
Narrative Questions	6
Budget Instructions	7
Online Application Submission Instructions.....	7
Appendix A: Guidelines for Project Types	10

Introduction

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate, and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$120 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

Program Goals

Through the Chesapeake Conservation Corps Mini Grant Program, the Trust seeks to increase ecological uplift and community health in areas served by the Chesapeake Conservation Corps Members (Corps Members) during their year of service at their respective Host Organizations. This Program was established to provide accessible funds to Chesapeake Conservation Corps Host Organizations or relevant partner organizations, so Corps member can lead projects that:

- ◆ Educate students and community members about the Chesapeake Bay and their local environment.
- ◆ Engage students and community members in restoration and protection projects and programs that benefit their local environment.
- ◆ Accomplish conservation and restoration projects that will result in improvements in the health of a local natural resource.
- ◆ Increase the impact and/or efficacy of the Host Organization where a Corps Member is placed for the year.
- ◆ Provide grant writing and project management experience for Chesapeake Conservation Corps Members.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, see our strategic plan at www.cbtrust.org/strategic-plan and <https://cbtrust.org/diversity-inclusion/>.

Eligible Project Types

The following is a list of projects that can be supported through the Chesapeake Conservation Corps Mini Grant Program:

- ◆ Stream or watershed clean ups
- ◆ Storm drain stenciling
- ◆ Workshops or events promoting restoration, energy, agricultural, and forestry best practices
- ◆ Environmental education programs
- ◆ Water quality monitoring projects
- ◆ Materials promoting environmental awareness, action, or behavior change
- ◆ Installation of rain gardens, rain barrels, streamside forest buffers, native meadows, or pollinator gardens
- ◆ Stormwater enhancements
- ◆ Schoolyard habitat, nature play spaces, and/or outdoor classroom installations
- ◆ Invasive removal projects
- ◆ Green Schools projects

- ◆ Energy efficiency projects, including audits and energy conservation implementation
- ◆ Sustainable agriculture or agricultural stewardship projects
- ◆ Community outreach campaigns (door-to-door, social media, newsletters, messaging during community events/fairs/festivals)
- ◆ GIS projects
- ◆ Research projects investigating a specific protocol, methodology, equipment, or hypothesis.

This is not an exhaustive list. If you have a project idea that is not listed above but meets the goals of the Chesapeake Conservation Corps Mini Grant Program, please contact Joe Toolan (410-974-2941 x 116 or jtoolan@cbtrust.org) to discuss your idea before applying.

Evaluation Criteria

The following criteria will be used to by internal expert reviewers to evaluate applications under the Corps Mini Grant Program:

Most Important Criteria:

- ◆ **Consistency with Request for Proposal (RFP):** Is the project proposed consistent with the intent of the program? Are all required application components included for sound evaluation of the application.
- ◆ **Cost Effectiveness /Budget:** Is the budget appropriate and cost effective? Are the line items budgeted justified in the project narrative? In-kind and cash match is not required but will be viewed favorably.
- ◆ **Likelihood of Project Success:** What is the likelihood of success if this project were to move forward? Are methodologies sound and consistent with best practices?

Important Criteria:

- ◆ **Demonstration Value:** Will others be able to take lessons from this project, and perhaps replicate it in their own communities?
- ◆ **Long-term Sustainability:** Is the project designed to last for a long time or otherwise have lasting impact? Will additional resources be needed to maintain the value of the project, and if so, has that issue been addressed in the proposal?
- ◆ **Partnerships and Community:** Are any key partnerships required, and if so, are the selected partnerships appropriate? Are any partners missing that should have been engaged? Is the community to be served involved appropriately in the project, i.e., was community buy-in obtained, were community needs and desires assessed, and are there individual(s) in the community committed to serving as community leads? If the lead applicant is not a member of the community served by the grant (e.g., an external non-profit doing work on land owned by another entity, such as a house of worship), is a transfer of “ownership” to the community built into the project and the ability of the community to carry the work forward developed?

Also to be Considered:

- ◆ **General Quality of Application:** What is the level of completeness and attention to detail?
- ◆ **Supporting Documents:** Does the application include appropriate additional attachments? For on-the-ground projects, are a site plan, site photos, a native plant list, and a maintenance plan included?

The *Criteria for Specific Project Types* is available in Appendix A. Please review the criteria if you are submitting a grant application for one of the following project types:

- ◆ Greening/Gardening Projects

- ◆ Publication, Print or Electronic Media Projects
- ◆ Workshops and Trainings
- ◆ Water Quality Monitoring

Eligible Applicants

The Trust welcomes requests from the following organizations:

- ◆ Corps Host Organizations
- ◆ Relevant Partner Organizations*

* If you have questions about the appropriate organization to apply through, contact Joe Toolan (410-974-2941 x 116 or Jtoolan@cbtrust.org)

Funding Availability, and Timeline

Funding Availability: The Trust anticipates funds available in FY21 as follows:

- ◆ Requests up to \$1,250

Project Timeline: Projects must be completed within the Corps Member's year of service OR prior to the Corp Member's departure from the program.

Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on Thursday March 18, 2021**. Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 4 PM EST. 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 technical assistance for our online system on the deadline date. The Trust must receive all proposals at least eight weeks prior to the start of the proposed project. The Trust cannot make exceptions to this policy nor provide reimbursement funding for already completed projects.

Application Review Process

All submitted applications are scored by technical experts in the field supported by this RFP and discussed by reviewers. Reviewers score all applications based on the evaluation criteria listed in the "Evaluation Criteria" section above.

The funding partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

Awards and Notifications

All applicants will receive a letter stating the decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. The Trust will mail the first award payment to the requesting organization following: satisfaction of any phase 1 payment award contingencies, including upload of the signed award agreement. In cases where the awardee fails to submit a status report, progress report, or final report by the

due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

Contact

For technical assistance contact Joe Toolan at (410) 974-2941 x 116 or jtoolan@cbtrust.org.

Narrative Questions

You will be asked to upload a MS Word or PDF file containing the project narrative questions, not to exceed five pages. We recommend that you copy and paste these questions to use as an outline in your narrative to ensure you address all questions. Additional documents may also be uploaded through this component; additional files should not exceed four files in total.

1. **Project Description:** Provide a detailed explanation about your project including goals and how those goals will be accomplished.
2. **Background:** Describe the background of the project. Why is this project needed? How was it identified? Is this project an extension of an ongoing or recently completed project or plan?
3. **Impact and Value:** Please describe how your project connects to the restoration, protection, and/or stewardship of the local environment within the Chesapeake Bay region. Basically, why does this project matter? What difference or impact will it make?
4. **Audience:** Identify the priority audience you will educate, engage, and/or impact, and describe how you will reach them and why you have chosen that method.
5. **Demographic Information:** In light of the Trust's commitment to the advancement of diversity in its award-making, provide demographic information about the community or population involved in or served by the project.
 - Provide your organization's experience working within the specific communities that you will be prioritizing. If you have not had significant experience within your prioritized demographic, explain how you intend to address this issue; the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s).
6. **Demonstration Value:** Describe how the lessons learned from this project might be transferred to others? For on-the-ground projects, describe why and how the project location(s), were selected and how accessible the site is to the public.
7. **Sustainability:** The Trust aims to invest in projects that have the longest potential longevity after the grant period has ended. Several threats exist that may result in loss of project value: change in public interest in an effort, changes in rainfall or sea level associated with climate change; change in land use; and more.
 - Discuss the future you see for the work for which you are requesting funds. What factors may affect its long-term value and how will you ensure its long-term value is maximized? If the project or program will need ongoing financial resources to maintain its value, provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request. Who at your Host or another organization will manage the project moving forward?
8. **Evaluation:** Description of how success will be determined?

Budget Instructions

Financial Management Spreadsheet – Application Budget Upload

You will be asked to upload your budget using the “Application Budget” worksheet of the Chesapeake Bay Trust’s **Financial Management Spreadsheet (FMS)**, an excel file template. The template can be found by visiting <https://cbtrust.org/forms-policies/> where you can also watch a video with instructions on how to complete the FMS.

For your budget request:

- ◆ Budgets that are detailed, justified, and itemized are ideal.
- ◆ For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column. It is expected that all personnel included in budgets will be directly involved in the work conducted under this program. Requests that do not include justification for personnel involved may not be fully funded.
- ◆ Matching/leveraged resources are encouraged. 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 submitted.

Financial Management Spreadsheet – Application Budget Information

This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget, so you will only need to copy and paste the values from the FMS to the Online Application.

Additional Budget Justification

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs, such as staff (tasks and hours associated with those tasks and contractual costs. If hiring a contractor, applicants are encouraged to have either already obtained cost estimates or quotes from at least three service providers prior to completing the application or indicate in the proposal that at least three estimates or quotes will be obtained. If awarded, you will be required to provide timesheets for all staff time used during the project.

The body of work described in your proposal should be able to be accomplished with the resources requested in your budget. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account in the online system. If you have applied in the past, use your existing username and password (if you have forgotten either, please use the ‘forgot password’ feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 pm on Thursday March 18th, 2021**. Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm.

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). In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

- Eligibility Quiz
 - This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.

- Applicant Information Tab
 - Provide the organization's name, mailing address, phone number, organization type, mission, EIN number, and DUNS number.
 - Provide the Executive Officer and Project Leader's name, title, address, phone, and email address.
 - Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.
 - The Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
 - The Project Leader will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here **MUST** be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.
 - To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

- Project Information Tab
 - Provide a project title; project abstract; project start and end dates; the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.

- **Timeline Tab**
 - Provide a project timeline that includes major tasks and their associated start and end dates.
- **Deliverables Tab**
 - Provide estimated metrics for your proposed project such as project participants and outreach and restoration outcomes.
- **Volunteers Tab**
 - Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.
- **Project Partnerships**
 - Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.
 - Applicants are encouraged to upload a Letter of Commitment for the project from each partner describing in detail the partner’s role or contribution to the project. Applications including strong Letter(s) of Commitment often receive higher scores. If not submitted with the application, Letter(s) of Commitment may be required prior to the release of any awarded funding. To better understand the Trust’s definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: www.cbtrust.org/forms.
- **Narrative & Supporting Documents Tab**
 - Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the Narrative Questions section of this RFP. Upload additional supporting documents, if needed/required.
- **Budget Tab**
 - Upload your application budget, provide budget category and request totals, and provide additional budget justification. Use the Trust’s Financial Management Spreadsheet and fill out the “Application Budget” worksheet. Refer to the Budget Instructions of this RFP.
- **Terms and Conditions Tab**
 - Agree to the specified terms and conditions for the program for which you are applying.

Appendix A: Guidelines for Project Types

Please review the guidelines for specific project types below as you prepare a Chesapeake Conservation Corps Mini Grant application.

Greening/Garden Projects

- ◆ All planting projects **must** include a plant list, site plan, project design, photo of the planting/restoration site, and a detailed maintenance plan.
- ◆ List plants that will be used in the planting/restoration project in the application. For non-edible projects, only native plants may be used. Funds may be requested for native plant species only.
- ◆ Projects can be completed on public property, property owned by non-profit organizations, community-owned property, and other property with conservation easements or signed long-term protection agreements.
- ◆ For projects planned on properties other than that of the applicant and/or private property, attach a letter of commitment stating that permission has been granted by the entity owning the land on which the project will be completed. Applications that demonstrate long-term commitment to upkeep, manage, and maintain the project will receive more favorable review. Projects planned on private property must have a high demonstration value for the site to be a fit into the Chesapeake Conservation Corps Mini Grant Program
- ◆ Requests for invasive vegetation removal as part of site preparation for native planting projects are permitted.

Publication, Printing, and Electronic Media Projects

- ◆ Publication projects supporting the full scope of the Trust's activities are welcome. The ultimate project goal must be to help individuals take actions that can benefit the environment, community health, and rivers and streams. The message should be consistent with the mission of the requesting organization.
- ◆ Applicants must explain how the project and materials fulfill an unmet need for information that does not duplicate existing materials. Include a review of existing similar types of publications and explain what is new about your materials and associated communications campaign. Applications that do not place a project in the context of existing materials will not be considered.
- ◆ The priority audience must be clearly defined, and how the audience is expected to use the information must be articulated.
- ◆ The publication's distribution plan must be completed before the application is submitted and included with the application. This plan should include information such as:
 - why the specific medium (web, print, other) was chosen to reach the priority audience;
 - the number of copies to be produced (or web hits to be generated);
 - how the product will be advertised to the target audience (for example, if a new resource will be posted on your website, explain the plan to drive the target audience to the website); and
 - fees that may be involved (applicant is not permitted to charge for project components funded by the Trust, such as charging for a publication that Trust resources are supporting).

- ◆ Applicants proposing print media are strongly encouraged to make an electronic copy of the publication available on a public website.
- ◆ For web-distributed footage, applicants must secure all required digital distribution rights.

Workshops and Trainings

- ◆ Applicants must describe the knowledge objectives for project participants as it relates to natural resources.
- ◆ A priority audience and number of attendees must be identified in the application, as well as a recruitment strategy based on assessment of the priority audience identified.
- ◆ A list of speakers, their qualifications, and a draft agenda should be provided in the application. If unknown at the time of application, submission of these supporting documents will be a contingency of an award.
- ◆ The Trust will consider speaker fees on a case by case basis. Applicants should clearly identify the speaker(s) for which funds are requested and list a rate per hour for the speaker in the budget.
- ◆ The Trust encourages applicants holding workshops or trainings to evaluate audience knowledge and self- efficacy with a combination of survey or other similar tools. The grantee must share results of the evaluation with the Trust and outline next steps resulting from the workshop or training in the final report.

Water Quality Monitoring Projects

The Trust will consider monitoring projects in certain cases: (a) when data will be used to target future restoration projects; (b) when data will be used to increase public awareness of watershed issues, for example, in a “State of the Watershed” report; (c) when monitoring data will be used to help create or refine a watershed management plan; (d) when data will be used to address land use issues on a large-scale, in a way that will help local governments advance best management practices. In the latter case, letters of commitment from local governments are required. For all cases:

- ◆ Identify the purpose of the monitoring (i.e., which of the above four cases apply to your project).
- ◆ Describe who will use the data and how it will be used.
- ◆ Describe the monitoring protocol to be followed, including how sites were or will be selected for monitoring, what parameters will be measured, the methods and equipment for sampling, and the frequency of monitoring.
- ◆ Explain how the monitoring project provides new data or information not already understood. Put the project in the context of any existing state or federal monitoring programs.
- ◆ Preference will be given to monitoring projects that engage volunteers.
- ◆ We strongly recommend that water quality monitoring, Watershed Report Card, and State of the River Report projects follow water quality monitoring methodology recommendations established by the Mid Atlantic Tributary Assessment Coalition (MTAC) led by the University of Maryland. Contact the Trust for more information or to obtain a copy of the monitoring protocol document.