



2016 Pioneer Grant Program Application Package

www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

The 2016 Pioneer Grant Program aims to reduce nutrient and/or sediment contaminant loads to the Maryland portion of the Chesapeake Bay and Maryland Coastal Bays from any nonpoint source: agriculture, urban or suburban stormwater, air, and septic by seeking proposals that focus on new techniques, information, or programs that increase the rate at which load reductions can occur.

Deadline

5:00 p.m., March 7, 2016

Grant Requests of:

Up to \$75,000

Introduction, Objective and Program Goal

The Chesapeake Bay Trust, a private, nonprofit grant-making organization, announces a request for proposals for its Pioneer Grant Program. The Pioneer Grant Program was established to encourage and promote new ideas and creative partnerships to accelerate the restoration and protection of the waterways in the Chesapeake Bay region.

The Trust, supported in large part by the *Treasure the Chesapeake* license plate program, promotes public awareness and participation in the restoration and protection of the rivers, streams, and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$70 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland and the broader Chesapeake Bay watershed.

The objective of the 2016 Pioneer Grant Program is to reduce nutrient and/or sediment contaminant loads to the Maryland portion of the Chesapeake Bay and Maryland Coastal Bays from any nonpoint source: agriculture, urban or suburban stormwater, air, and septic. Proposals are sought for programs and projects that focus on new techniques, new information, or new programs that significantly increase the rate at which load reductions can occur.

The goal of the program is to encourage practitioners and user groups, including residential communities, farmers, land use planners, builders, and more, to develop or advance ideas and projects that can be replicated across the region, ultimately increasing the efficiency in water quality improvements in local streams, rivers, and the Chesapeake Bay.

Potential Project Types

The Trust is open to various types of projects to accelerate the rates of nutrient (nitrogen and phosphorous) and/or sediment load reduction in the realms of agriculture, stormwater, air, and septic. Projects may be focused in the following categories:

1. **New Techniques:** Projects that seek to evaluate nutrient, sediment, and/or toxic load reduction values or efficiencies of new Best Management Practices (BMPs), or combinations of BMPs, in real-world or demonstration-scale settings. Projects seeking to reduce toxic loading can apply for funds associated with testing and demonstration of new techniques since little implementation has occurred to date.
2. **New Information:** Projects that seek to refine nutrient and/or sediment load reduction values or efficiencies of one or more Best Management Practices (BMPs) in order to improve targeting and cost-effectiveness of existing restoration programs.

3. New Programs: Projects that seek to create or contribute to new programs based on accepted Best Management Practices (BMPs). The purpose of such new programs should be to bring new, creative ideas to the implementation or financing of nutrient and/or sediment load reductions. The ultimate goal should be to accelerate restoration efforts in the Bay region.

Example of specific project types might be:

- Projects to expand use or adoption of one or more specific Best Management Practices (BMPs) that has been already shown to have high cost-effectiveness within a particular realm (stormwater, agriculture, air, septic), or to test a BMP in our watershed(s) that has been used elsewhere.
- Projects to refine Best Management Practice load reduction estimates. Applicants interested in this type of project are encouraged to put their work in the context of existing BMP work to review the state of knowledge for a wide range of BMPs, such as:
 - [The Mid-Atlantic Water Program's BMP efficiency](#)
 - [The Chesapeake Bay Program](#) and [BMP Handbook](#)
 - [The Maryland point to non-point nutrient trading program BMP review](#)
- Projects to evaluate load reduction efficiencies of a relatively new Best Management Practice. Applicants are welcome to propose new, innovative BMPs or to focus on BMPs identified as needing additional review or study in the documents referenced above. It may be helpful to review the process by which new BMPs are reviewed for incorporation into the [Chesapeake Bay Watershed Model](#).
- Projects to measure or model combinations or stacking of Best Management Practices. In many cases, multiple BMPs are recommended for or implemented in the same space. Given the challenges in measuring impact of one BMP alone, few studies have addressed the issue of multiple BMPs and whether the impact of the second BMP is additive, neutral, or even negative.
- Projects to develop new programs to change, improve, and/or accelerate the way the Bay community achieves Bay restoration goals. Projects may focus on leveraging existing resources, such as Farm Bill, Bay Restoration Fund, the Chesapeake and Atlantic Coastal Bays 2010 Trust Fund, or other cost-share programs, or on developing new financing mechanisms.

Criteria

For projects in the New Techniques category, proposals should address the following questions:

- How and where has the technique been tried in the past? What do we already know about this technique? (Please cite references.)
- What are the prior roadblocks to implementation in the Chesapeake Bay and Maryland Coastal Bay regions? Why have we not used this technique in this watershed in the past?
- Who are the users of the technique?
- Who would be the key implementers of the technique?
- What are the estimated nutrient and/or sediment load reduction efficiencies? (For guidance in calculating load reductions, please reference <http://www.dnr.maryland.gov/trustfund/grants.asp>.)

For projects in the New Information category, proposals should address the following questions:

- Why was the particular BMP(s) chosen for study?
- What is already known about the BMP(s) chosen? (Please cite references.)
- Who currently uses existing information, and how will their use of the information could be improved?

- Note: Applicants in this realm are strongly encouraged to frame their work in the context of the recently released review by the Mid-Atlantic Water Quality Program and the Chesapeake Bay Program of a wide range of BMPs (<http://www.chesapeakebay.net/marylandbmp.aspx?menuitem=34449>).

For projects in the New Programs category, proposals should address the following questions:

- Are there similar programs elsewhere? How this is different? (Please cite references.)
- What other programs exist in the Bay, and how will this connect with and/or build on them?
- How will the project advance the field of nutrient/sediment reduction?
- Who are the stakeholders required to institute the new program? (Letters of support are strongly encouraged when addressing this question.)

All proposals should address the following:

- Describe the new or expanded partnerships in activities that address nutrient and/or sediment load problems facing the rivers, streams, and local communities of the Chesapeake Bay region.
- Describe the need for this project, how success will be measured, and how the results will be transferred to or inform other work within the restoration community.

Eligible Applicants

The strongest proposals will show committed partnerships (those that provide funding, technical assistance, or in-kind support) from various organizations, institutions, public agencies, and entities including: local government planners, regulators, builders, developers, farmers, technical assistance providers, and homeowners associations. Applicants need not be Maryland-based organizations, but project implementation must be completed within the state of Maryland.

Potential lead applicants include:

- 501(c)3 Private Nonprofit Organizations
- Municipal, County, Regional, State, Federal Public Agencies
- Local governments
- Soil/Water Conservation Districts
- Cooperative Extensions
- Forestry Boards
- Resource Conservation and Development Councils
- Public and Independent Higher Educational Institutions

Funding Available

The Chesapeake Bay Trust has allocated \$250,000 for the 2016 Pioneer Grant Program. Project requests will generally be less than \$75,000.

Contact

For technical assistance with projects, please contact:

Abbi Huntzinger
410-974-2941 ext. 106
ahuntzinger@cbtrust.org

Application Submission Instructions and Deadlines

Applicants must submit proposals using our Online Grants System, found at www.cbtrust.org/grants/pioneer by **5:00 pm on March 7, 2016**. 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 May 2016.

All applicants will receive a letter stating the funding partnership's decision. An application may be declined, partially awarded, or fully awarded. 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 outstanding final reports will not be awarded additional grants. 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.

Proposal Instructions

When completing the online application process, you will be asked for the following information:

Project Title: List the title of your project

Organization Information

- 1) Organization name
- 2) Address & Phone Number
- 3) Mission of Organization
- 4) Organization Type
- 5) EIN Number

An Executive Officer 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.

Executive Officer of Requesting Organization: Name, Title, Address, Phone, and E-mail

Project Officer: Name, Title, Address, Phone, and E-mail

Grant Information:

- 1) Amount of Trust funding requested
- 2) Grant Period: enter project start and end dates
- 3) In which stream, river, or watershed will the project be located?
- 4) In which county will the project be located?
- 5) Latitude & Longitude (decimal format) of project site

Project Abstract

In a text box, you will be asked to provide a brief (3-4 sentences) summary of the project, including details such as type of project, location, and main objectives.

Project Timeline

You will be asked to complete a table listing major project tasks, with start and end dates. Projects should be completed within two years of award.

Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics. Only fill out those relevant to your project. These metrics span the suite of Chesapeake Bay Trust programs; it is possible that a successful Pioneer Grant Request could be unmatched with any of the listed metrics.

Volunteer Involvement

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

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 upload a letter of support for the project from each partner outlining the partner's role in the project. Letters may be added in the Project Narrative File or uploaded as separate attachments in that section.

Project Narrative Upload

You will be asked to upload an MS Word or PDF file not to exceed 5 pages of text, excluding photos or materials such as letters of support, addressing the following points. We recommend that you copy and paste the questions to use as an outline in your narrative to ensure that you address all questions. Additional file attachments may also be uploaded through this component; additional files should not exceed four files in total.

- 1. Project Type:* List the project category (New Technique, New Information on an existing technique, or New Program and the field(s) impacted (agriculture, stormwater, air, septic, or other). (Please indicate one category only.)
- 2. Description of Requesting Organization:* Briefly describe your organization or government agency. Highlight the relevant experience your organization or agency has had with completing similar projects. In addition, please explain how an award through this grant program will aid your organization or government agency in meeting its stated goals.
- 3. Qualifications:* List the qualifications of individual staff members or contractors to be engaged.
- 4. Project Description:* Describe all phases of the project, including planning, organization, implementation, and outreach. Indicate whether the project is an extension of an on-going or recently completed project. List the outcomes that you expect will result from this project. Be as quantitative as possible.
- 5. Specific criteria:* Please address the specific questions listed above under the "Criteria" section for New Technique, New Information or New Program.
- 6. Nutrient and/or sediment load reductions:* Provide estimates of quantifiable impacts to nutrient and/or sediment load reductions while also noting (a) the specific activities to be undertaken under the scope of this award, and (b) future potential reductions over time if information transfer is successful. (For guidance in calculating load reductions, please reference <http://www.dnr.maryland.gov/trustfund/grants.asp>.)

7. *Transferability*: Explain how the information gathered through this project will be transferred to or replicated by others in both Maryland and the entire Chesapeake Bay watershed.

8. *Sustainability*: Consider the number of groups/individuals likely to use the technique/information/program, the speed at which the transfer will occur, and the likelihood of adoption. Briefly explain how these outcomes (a) will be quantified to determine immediate project success, and (b) can be quantified to determine future transferred outcomes.

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 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, etc.) 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.
- 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.
- More information regarding direct and indirect costs can be found at <http://www.cbtrust.org/forms> under "CBT Indirect Cost Rate Policy".
- 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.