



# Veterans' Engagement Mini Grant Program

FY22 Request for Proposals

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## Chesapeake Bay Trust

108 Severn Avenue, Annapolis, MD 21403

(410) 974 – 2941 ♦ [www.cbtrust.org](http://www.cbtrust.org)

# Veteran’s Engagement Mini Grant Program

## At A Glance

### Program Summary:

This grant program is designed to support veteran’s groups and organizations engaging veterans groups as they provide healing and therapeutic services, outdoor recreation, community engagement, and green jobs training. Funding for this program is supported in part by the Healing Hunting and Fishing Fund through the online boating, fishing, and hunting license and registration site at the Maryland Department of Natural Resources.

### Deadline:

Applications are accepted on a rolling basis until funds for this fiscal year are exhausted. **The Trust must receive all applications a minimum of eight weeks prior to the start of the proposed project.** The Trust cannot provide reimbursement funding for already completed projects.

Eligible Project Locations: Maryland

### Eligible Applicants:

Veterans’ groups and organizations serving veterans groups. Applications are particularly encouraged from organizations who have never received a grant from the Trust. Organizations must be either a non-profit organization or a municipal, county, regional, state, or federal agency.

Request Amounts: Up to \$5,000

### Submit Your Application:

Follow the instructions online at <https://cbtrust.org/grants/community-engagement/>

### Contact:

Rylee Kennedy at (410) 974-2941 ext. 119 or [rkennedy@cbtrust.org](mailto:rkennedy@cbtrust.org)



## Table of Contents

Introduction .....	3
Program Goals and Importance of Diversity and Inclusion .....	3
Sample Eligible Project Types .....	3
Evaluation Criteria.....	5
Eligible Applicants .....	5
Funding Availability and Timeline .....	6
Deadline .....	6
Application Review Process .....	6
Awards and Notifications.....	6
Contact.....	7
Narrative Questions .....	7
Budget Instructions.....	10
Online Application Submission Instructions .....	10
Appendix A: Guidance for New Applicants .....	13
Appendix B: Guidelines for Project Types.....	15

## Introduction

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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. Trust also manages the funds from the Healing Hunting and Fishing Fund through the online boating, fishing, and hunting license and registration site at the Maryland Department of Natural Resources. Since 1985, the Trust has awarded over \$130 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland and the Chesapeake Bay watershed.

## Program Goals and Importance of Diversity and Inclusion

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Through this funding opportunity, the Trust seeks to engage Veterans groups and organizations serving veterans groups in small-scale projects that provide healing and therapeutic services, recreation, community engagement, and green jobs training to those who have served in the military.

Among the Trust's core values are diversity and inclusion: We feel that a broad range of communities can benefit from healthy natural resources, even if their primary focus is on other issues. Physical and mental health, the economy, jobs, community livability, and education are all connected with a healthy environment. As a result, the Trust is investing in grants to veteran's groups who have yet to frequently engage with the Trust. Our goals are to:

1. Provide funding to veterans' groups who have a project idea that benefits those who have served in the military and natural resources (such as native wildlife (birds, pollinators, and other species), greenery in local parks, rural or urban forests, streams, rivers, and other natural spaces);
2. Engage veterans in community-based restoration and protection; and
3. Introduce the grant lifecycle to applicants who may not be experienced in applying for grants.

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. See [Appendix A](#) for guidance on navigating the grant application process. For a full description of the Trust's efforts to engage under-engaged groups, see our strategic plan at [www.cbtrust.org/strategic-plan](http://www.cbtrust.org/strategic-plan) and our Diversity and Inclusion statement at <https://cbtrust.org/diversity-inclusion/>.

## Sample Eligible Project Types

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The Trust encourages projects that seek to accomplish multiple benefits, such as engaging those that have served in the military and improving environmental health.

This objective can be met through applications from organizations new to environmental work, groups engaging audiences through on-the-ground-work, and new, creative partnerships. The Trust will consider funding elements of projects that may not have a primarily environmental purpose but that have an ultimate connection or potential to improve natural resources.

Example ideal *goals* of a project proposed through this grant program may be (but are not limited to):

- Connecting veterans to their local natural resources such as wildlife, local water bodies, local parks, and trails;
- Increasing knowledge among veterans about the importance of natural resource protection and restoration and the value to community well-being;
- Involving new or under-engaged groups, connecting their goals with the goal to improve or protect natural resources;
- Engaging veterans in community-based restoration and protection projects and encouraging behavior changes that benefit environmental health;
- Educating veterans about the connection between human health and being outdoors, through the implementation and maintenance of a restoration or community engagement project;
- Promoting development of community leaders to build long-lasting environmental stewardship;
- Promoting collaborative community engagement and restoration solutions among multiple partners, particularly those whose primary focus is outside the environmental field; and/or
- Encouraging organizations, when pursuing natural resource projects, to engage the communities in which they work.

Eligible project *types* include (but are not limited to):

- Outdoor meditation
- Therapeutic garden and green space installations
- Hunting and fishing trips
- Sailing and boating
- Therapeutic riding programs
- Adaptive camping, for veterans with mobility differences
- Invasive species removal and native tree, shrub, grass, and perennial plantings
- Classroom instruction and practicum for green jobs
- Stipends to compensate time and effort for green job workforces

These are not exhaustive lists. For guidance on how to develop a project idea and navigate the grant application process, see [Appendix A](#). For more information on project types, refer to [Appendix B](#). If you have an idea that is not listed above, but potentially meets the program's goals, contact Rylee Kennedy at (410) 974-2941 ext. 119, [RKennedy@cbtrust.org](mailto:RKennedy@cbtrust.org) to discuss your idea before applying.

This grant program does not support applications for school-related projects or requests for sponsorships for conferences or events.

- Applicants interested in Environmental Education projects targeting Pre-K-12 students should refer to the Mini Grant Application Package for K-12 Environmental Education requests available at <https://cbtrust.org/grants/environmental-education-mini/>.
- Requests for sponsorships for conferences and events should be submitted through the Chesapeake Bay Trust's Sponsorship RFP, also found at <https://cbtrust.org/grants/sponsorship-program/>.

The Trust is unable to fund projects or programs that are 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.

## Evaluation Criteria

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

### **Most Important Criteria:**

- **Consistency with Requests for Proposal (RFP):** Is the project proposed consistent with the intent and goals of the grant program? Are all required application components included for sound evaluation of the application?
- **Cost Effectiveness/Budget:** Is the budget appropriate (at or below \$5,000 requested) and cost effective? Are the budget line items justified in the project narrative? Are project partners being resourced appropriately? In-kind and cash match is not required but can be included, if necessary, to accomplish project goals.
- **Likelihood of Project Success:** What is the likelihood of both short- and long-term 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? For on-the-ground projects, how visible and impactful will the installed project and interpretive signage be?
- **Long-term Sustainability:** Will the project 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 project (e.g., an external non-profit doing work on land owned by another entity, such as a health providing facility), is a transfer of "ownership" to the community built into the project and the ability of the community to carry the work forward developed?

### **Additional Criteria to be Considered:**

- **General Quality of Application:** What is the level of completeness and attention to detail?
- **Supporting Documents:** Does the application include appropriate attachments? For on-the-ground projects, are a site plan, site photos, a native plant list, and a maintenance plan included? For outreach projects, are a list of knowledge objectives, evaluation plan, and workshop agenda (if applicable) included?

## Eligible Applicants

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To provide funding to a diverse array of Veterans groups, applicants who have received three grants or fewer from the Trust in the past will be prioritized. Applications are particularly encouraged from organizations who have never received a grant from the Trust.

See [Appendix A](#) for guidance on how to navigate the grant application process. If unsure of your organization's eligibility, contact Rylee Kennedy at [rkennedy@cbtrust.org](mailto:rkennedy@cbtrust.org) or (410) 974-2941 ext. 119 prior to applying.

The Trust welcomes requests from the following organizations:

- 501(c)3 Private Nonprofits;
- Faith-based;
- Community Associations.
- Service and Civic Groups; and/or
- Municipal, County, Regional, State, Federal Public Agencies.

### **Need a mentor for this application?**

The Trust offers a mentorship opportunity to new applicants. If you are in need of a mentor to assist you in applying to this grant program, see a description of the mentorship opportunity, a list of willing mentors, and a description of how the mentor can help you with this application at <https://cbtrust.org/grants/community-engagement/mentorship-program/>.

## Funding Availability and Timeline

**Funding Availability:** The Trust anticipates funds available in FY22 of up to \$50,000.

**Project Timeline:** Projects must be completed within 12 months upon receipt of the award. Requests to extend project completion period will be reviewed and considered on a case-by-case basis. When a project is complete, grantees are required to submit a completed final report from with supporting materials/products.

## Deadline

Proposals for the Veterans' Engagement Mini Grant Program requests are accepted on an on-going basis until funds are fully expended for the given fiscal year; visit the grant program's website at <https://cbtrust.org/grants/veterans-engagement/> and sign up for our [grantee newsletter](#) for the most up to date information about the status of this rolling program.

**The Trust must receive all proposals at least EIGHT weeks prior to the start of the proposed project.** For example, if you were to submit on September 1st, 2021, the earliest that your project may start is November 27th, 2021. The Trust cannot make exceptions to this policy.

## Application Review Process

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

The Trust reserves the right to fund projects and budget items that advance our mission and meet specific funding priorities and criteria.

## Awards and Notifications

All applicants will receive a letter stating the Trust's 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 full award payment to the requesting organization following: satisfaction of any award contingencies, including upload of the signed award



agreement. In cases where the awardee fails to submit a 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.

When the project is complete, awardees are required to complete final reports and submit final products and supporting materials for the project. Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

## Contact

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For technical assistance contact Rylee Kennedy at (410) 974-2941 x 119 or [rkennedy@cbtrust.org](mailto:rkennedy@cbtrust.org).

## Narrative Questions

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You will upload a MS Word or PDF file not to exceed five (5) pages of text, excluding photos or materials such as Letter(s) of Commitment, that address the following questions. Additional file attachments can be uploaded, not to exceed a total of four file attachments per application. Use the additional "Upload" options in the online system.

**To ensure that you address all questions, we recommend that you copy and paste the questions below and use them as an outline in your narrative.**

1. **Goals and Objectives:** What are the big-picture goals and the specific objectives of the project? How do these goals and objectives tie in with your organization's overall goals and objectives? Provide a detailed explanation about what your project will do to meet the goals of this Request for Proposals (RFP).
2. **Background:** Describe the background of the project. Why is this project needed and how was it identified? How would the success of your project advance the protection or improvement of natural resources (address co-benefits such as human health, leadership development, and/or improvement of community livability)?
3. **Audience:** Identify the priority audience you will educate or engage and describe how you will reach them and why you chose that method.
4. **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.
  - Describe how the population and/or the community are involved in the planning, development, and implementation of the proposed project, and in the development of this application.
  - The Trust encourages applications directly from under engaged communities; however, if your organization 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 faith-based organization), describe how "ownership" will be transferred to the community and how the ability of the community to carry the work forward will be developed and resourced.
  - Provide your organization's experience working within the specific communities that you will be prioritizing/engaging. If you have not had significant experience working with or as part of your prioritized audience, 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 prioritized demographic(s).
    - Cultural competence involves understanding and appropriately responding to the unique combination of cultural variables which entails the integrated patterns of human behavior such as language, thoughts, actions, customs, beliefs, and institutions of racial, ethnic, social, or religious groups that the community or population bring to interactions.
  
- 5. **Demonstration Value:** Describe how this project might be used as a model in other areas? How might lessons learned from this project be transferred to others?
  - For on-the-ground projects, describe the project location(s), why it/they were selected, and how visible to others the project will be.
  - For outreach projects, describe the take-away messages and practices/behaviors individuals can implement on their own.
  
- 6. **Sustainability:** The Trust aims to invest in projects that have the longest potential longevity, after the grant period is over. 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 in order to maintain its value, provide an abbreviated plan describing how the project will be self-sustained beyond the term of the proposed funding request.
  
- 7. **Community context:** The best projects will connect to other existing community watershed stewardship efforts.
  - Indicate how this project fits into other watershed stewardship activities occurring in the community. For example, are neighboring health providing facilities or homeowner's associations who may already be undertaking environmental activities going to be engaged in this project?
  
- 8. **Contractors:** Has/will a contractor be hired and has a contractor been selected? Describe your contractor/consultant selection process, including justification and background of the selected contractor/ consultant. If using a bid process, describe the process.
  - The Trust strongly recommends that applicants get at least three cost estimates or quotes from three service providers.
  - If you anticipate using a contractor, indicate in your proposal that at least three cost estimates or quotes will be obtained.
  
- 9. **Experience:** Briefly describe your organization's experience completing similar projects. If limited experience, do you plan to partner with an organization that can provide technical expertise (for either on-the-ground or outreach projects)? If you are receiving support from another organization, please name them and what support they are providing for you.
  
- 10. **Evaluation:**
  - a) Describe how you will assess the effectiveness of your project.
    - For on-the-ground projects, how will you determine if your project is working well? How will you measure the functionality of the project?



- For outreach projects, how will you measure the number of people who increased their knowledge or will implement changes in their behavior?
- b) How will you collect information to refine and improve your project?

11. **Mentorship Program:** Did you participate in the Mentorship Program? (Yes/No)

- If yes:
  - Who was your Mentor/Mentee organization?
  - What role did your Mentor play in this application submission (project development assistance, narrative creation, application submission assistance, etc.) and about how much time did its staff spend assisting you?

12. **Upload the required documentations for projects:** Are the following items included in your application where we asked for the information and when it applied to your project?

Required for all Projects
<p><u>Letters of Commitment.</u> Document support for and of the project from collaborators who have committed to help with this project by adding letters of commitment. To better understand the Trust’s definition of letter of commitment, see the Letter of Commitment Guidance and Policy (source: this link is found under the “Other Important Documents and Forms” section on our Forms and Policies webpage: <a href="https://cbtrust.org/forms-policies/">https://cbtrust.org/forms-policies/</a>).</p>
Required for Restoration-type Projects
<ul style="list-style-type: none"> <li>• <u>Photo(s)</u> of the site.</li> <li>• <u>Site plan/project design</u> that includes the area to be restored and location of the project work to be done/restored, plant list/name/species, plant spacing, and other details that tell us what you plan to do. <ul style="list-style-type: none"> <li>○ <u>Native plant list.</u> Funds may be requested for native plant species only.</li> <li>○ <u>Native Plant Species Selection Guide</u> The Trust has resources to help you get started with plant selection: <a href="https://cbtrust.org/wp-content/uploads/External_Final-Trust-Draft-Plant-Species-Selection-Guide_May2021.pdf">https://cbtrust.org/wp-content/uploads/External_Final-Trust-Draft-Plant-Species-Selection-Guide_May2021.pdf</a> (source: this link is found under the “Restoration” menu at <a href="https://cbtrust.org/additional-resources/">https://cbtrust.org/additional-resources/</a>).</li> </ul> </li> <li>• A detailed <u>maintenance plan</u> for short-term (first growing season) and long-term (three years) maintenance. Applicants proposing work on private property should have a particularly strong maintenance description. Proposals that demonstrate long-term commitment to keep and maintain the project will receive more favorable review. <ul style="list-style-type: none"> <li>○ <u>A maintenance template</u> is available at <a href="https://cbtrust.org/wp-content/uploads/Annual-Landscape-Maintenance-Plan.docx">https://cbtrust.org/wp-content/uploads/Annual-Landscape-Maintenance-Plan.docx</a> (source: this link is found under the “Maintenance of Stormwater Best Management Practices” menu at <a href="https://cbtrust.org/additional-resources/">https://cbtrust.org/additional-resources/</a>).</li> </ul> </li> <li>• <u>Permits or other approvals:</u> <ul style="list-style-type: none"> <li>○ <u>If permits or any other type of approvals are required, describe the status</u> (e.g., permits pending review of application, permits secured).</li> <li>○ <u>Documentation that property owner approves of this restoration project.</u> A letter from the property owner stating approval to implement the restoration project at the site is required for projects installed on private property.</li> </ul> </li> </ul>
Required for Outreach-type Projects
<ul style="list-style-type: none"> <li>• List of knowledge objectives; tell us what participants will learn from your project.</li> <li>• Evaluation plan; pre- and post-surveys can be used to evaluate the change in knowledge in project participants.</li> <li>• For workshops and other knowledge-building events, include a draft agenda.</li> </ul>

If any of these above items that are required/needed to assess your application are not provided earlier in your application, provide them here or tell us why you are unable to provide this information now and your plan to provide this information later or with assistance, etc.

## Budget Instructions

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### 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.

### 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. 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

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The Trust uses an online system for the application process, and if awarded, project management. Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

To apply for an award:

1. Go to <https://cbtrust.org/grants/community-engagement/> and click on “Start a New Application”
2. Log in with the email address and password of the Project Leader for the proposed project.
  - a. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature).
  - b. If you have not used our online system before, click on “New Applicant” and follow the instructions.

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 Trust for use and distribution at the sole discretion of the Trust.

### 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 how you heard about the Community Engagement and Restoration Mini Grant Program
  - 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; the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.
- Timeline Tab
  - Add your project start and end date. 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. Only complete those deliverables that are appropriate for your project (i.e., some deliverables will not apply).
- 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

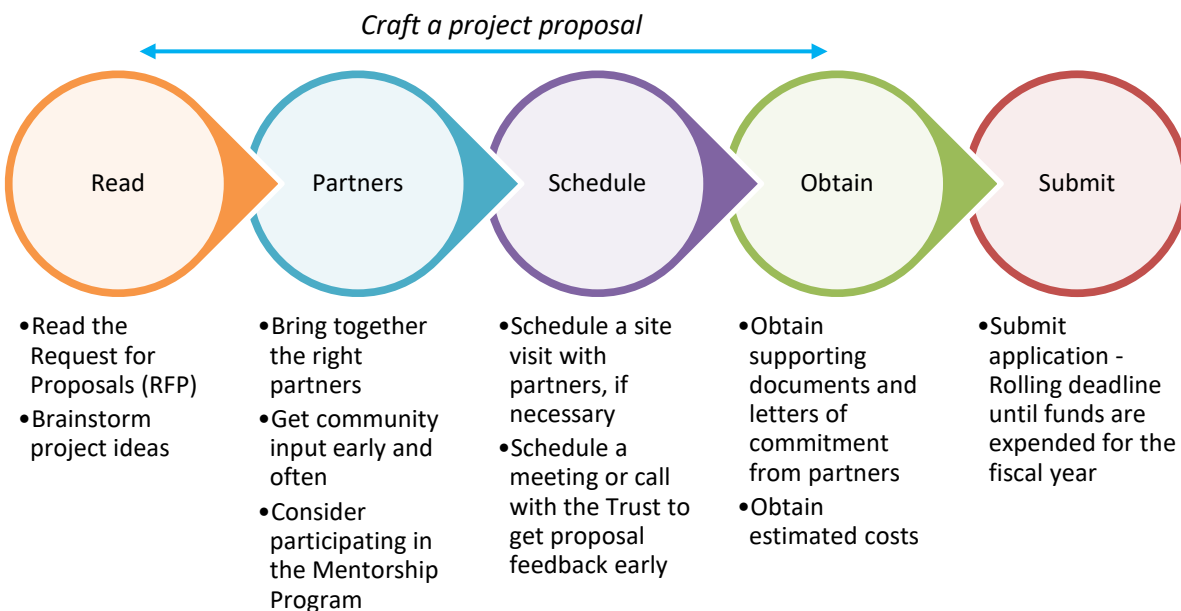
including strong Letter(s) of Commitment often receive higher scores. If not submitted with the application, Letter(s) of Commitment may be required prior to the release of any awarded funding. To better understand the Trust's definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: [www.cbtrust.org/forms](http://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: Guidance for New Applicants

This guidance outlines the steps needed to develop project ideas and grant applications for those who are new to community engagement and/or restoration projects. Many steps are involved in developing a project. Some involve engaging partners or obtaining expert technical advice. For example, experts can help the applicant to select a proposed project location, project type, and estimated costs to enable an applicant to develop an appropriate budget request.

The following steps are a general framework for project development; please note that applicants are welcome to contact the Trust during any of these steps.



### Step 1: Read

- The first step is to thoroughly read through the Request for Proposals (RFP). If you have any questions after reading through the RFP, contact the program lead listed on the program website.
- Brainstorm on general project ideas. Observe the environmental issues in your community and develop project proposals designed to target those issues.
- Use the Eligible Project Types list as a guide to measure how well your project type fits with the program goals. Creative project types are encouraged, after discussion with the program lead.

### Step 2: Partners

- The most successful projects seek community input early and often (often after each of the steps below), and work with the landowner at the first step.
  - Community input provides the history of the site and the buy-in needed for a successful project. Build this community input into your project idea.
    - Community meetings are a venue at which to exchange information and discuss the proposed project with the project stakeholders.
- Partnering with technical experts can strengthen your proposal and boost the success of your project. Contact local environmental groups that can assist in carrying out your project idea.

- c. For assistance at the project development stage, participate in the Mentorship Program – your group will be matched up with an experienced Mentor with an array of technical skills.

### **Step 3: Schedule**

- a. For restoration projects, schedule a site visit with individuals or partners who have technical expertise. The Trust program lead can assist in locating appropriate technical partners.
  - i. In person site assessments are best but could be done remotely.
  - ii. Join the site visit(s) with as many team members as possible.
- b. For outreach projects, schedule a meeting with a community engagement expert (preferably a member of the target community) to help develop outreach and evaluation plans.
- c. Schedule community meetings to obtain community input, as frequently as necessary in order to maximize buy-in and future project success.
- d. New applicants are especially encouraged to contact the program lead prior to applying, to discuss project ideas and get feedback on proposals.

### **Step 4: Obtain**

- a. Determine the work necessary in order to complete the project and determine the associated costs for this work including timelines. Be as specific and detailed as possible; look up costs or get quotes if needed.
  - i. The Trust strongly recommends that applicants get at least three cost estimates or quotes from three service providers.
  - ii. Conduct a site visit with potential contractors. Based on the site visit, request the firm's scope of work and estimated costs
- b. Obtain Letters of Commitment from project partners. Letters of Commitment should detail the specific role the partner will play in your project. To better understand the Trust's definition of letter of commitment, see the [Letter of Commitment Guidance and Policy](#) (source: this link is found under the "Other Important Documents and Forms" section on our Forms and Policies webpage: <https://cbtrust.org/forms-policies/>).

### **Step 5: Submit**

- a. Before submitting your application, review your entire application and supporting documentation once more to ensure you have all the necessary components.
  - i. Read through your narrative responses. Are all questions fully addressed and answered in detail? Avoid one sentence responses.
  - ii. Review your supporting documentation. Are all required supporting documents included in your application package? Are all Letters of Commitment uploaded?
  - iii. Review your application budget. Are all line items justified in the narrative and budget justification section of the application?
- b. Once you have ensured all necessary components have been included in your application package, make sure everything is uploaded to your online application and that all required information is entered in the online system.
- c. Submit! You will know your submission was successful when you receive an automated email confirmation.

For additional information and grant writing tips, contact the program lead, Rylee Kennedy at [RKennedy@cbtrust.org](mailto:RKennedy@cbtrust.org) or (410) 974-2941 x 119, or visit the Trust's website at: <https://cbtrust.org/additional-resources/>.



## Appendix B: Guidelines for Project Types

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Review the guidelines for specific project types below as you prepare a Veterans' Engagement Mini Grant application. Contact the Trust for assistance with any of these guidelines for project types and we will be happy to assist you in project planning and application submission. Additional resources can be found here: <https://cbtrust.org/additional-resources/>.

### Greening/Garden Projects

- All planting projects **must** include a plant list, site plan, project design, photo of the site where planting/restoration is proposed, and a detailed maintenance plan.
- List of native 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 (> three years) 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 in the Community Engagement and Restoration Mini Grant Program.
- Requests for invasive vegetation removal as part of site preparation for native planting projects are allowed.

### 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; 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 target 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:
  - a. Why the specific medium (web, print, other) was chosen to reach the target audience;
  - b. The number of copies to be produced;
  - c. 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
  - d. 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 and/or water quality education.
- 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.