**Narrative Questions**

**Complete all questions in this narrative template.** You will upload this document as a Microsoft Word or PDF file into the online application system. The narrative should be approximately five (5) pages of text, excluding photos or materials such as letter(s) of commitment or additional supporting documents.

1. **Project Location:** Describe the project site and indicate the property type (public, community, institutional, or private non-profit). Maps and photos of the site are recommended as attachments.
   * Describe how and why the project was selected.
   * Provide a site plan or planting plan (photos/maps) to help reviewers understand where the plantings and/or invasive species removal are being proposed.
   * Does the project Applicant own the project site (Yes or No)?
     + If you answered “No” you must provide proof that the landowner approves the project. Learn more about letters of commitment here: <https://cbtrust.org/wp-content/uploads/Chesapeake-Bay-Trust-Letter-of-Commitment-Policy_072422.pdf>
   * Are permits required for the proposed project (Yes or No)? If “Yes” and permits are required, describe the status of those permits (i.e., permits pending review of application, permits secured).
2. **Goals and Objectives:** What are the big-picture goals and the specific objective(s) of the project? Provide a detailed explanation about what your project will do to meet the goals of this RFP.
   * List the total number, size, and species of native trees to be planted.
   * If your project will include invasive plant species removal, what are the invasive species you are proposing to remove through this grant?
   * *Note: if the project site is highly visible or used by the public often, then the Trust heavily encourages educational signage. Signage can be funded through this grant program if the funding partners (Anne Arundel County Forestry Board or City of Annapolis) and Trust logos are acknowledged.*
3. **Project Methodology:** How will you accomplish this project?
   * What is the timeline and plan for preparing the site for tree planting, if necessary, and planting the trees?
   * How will the newly planted trees be maintained? What will the maintenance and monitoring plan look like? If your area is well-frequented deer, will you install tree guards?
     + *Note: a* [*detailed maintenance plan*](https://cbtrust.org/wp-content/uploads/Annual-Landscape-Maintenance-Plan.docx) *for at least three years is required to be submitted with your application. A plan for maintenance beyond three years is viewed favorably.*
4. **Project Context:** Is this project an extension of an on-going or recently completed project or plan?  Please explain.
5. **Community context**: Is the community where the project is being proposed going to be involved in the project? Is there an opportunity to share the success of this project outside of your community and into neighboring communities? The best projects will connect to other existing community watershed stewardship efforts.
   * **Is there community buy-in for the project?** Are the needs and desires of the community considered in this project?
   * If the applicant is a part of a community association or homeowner’s association, is the Board aware of the project and supportive of the project?
   * 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 “project owner” (community) to carry the work forward developed?
   * Are neighboring faith-based organizations or homeowner’s associations who may already be undertaking environmental activities going to be engaged in this project?
6. **Sustainability:** The Trust aims to invest in projects that have the longest potential longevity after the grant period has ended.
   * How will you ensure that the project persists and will be well-maintained and not threatened by various types of impact, such as reemergence of invasive species, climate change, sea level rise, and changes in public interest in an effort.
   * What factors may affect the project’s long-term value and how will you ensure its long-term value is maximized?
   * If the project or program needs ongoing financial resources in order to maintain its value, please provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request?
7. **Evaluation of Success:** Description of how you will assess the effectiveness and overall success of your project.
   * How will you determine if the project is functioning as intended?
   * How will you measure the number of people who increased their knowledge or will implement changes in their behavior?
8. **Organizational Experience:** Describe your organization’s experience completing similar projects. If your organization has limited experience, do you plan to partner with an organization that can provide technical expertise? If you are receiving support from another organization, name them and what support they are providing for you.
9. **Regulatory Issues:** We are unable to fund projects that are required by a Federal, state, or local issued permits, decree, mitigation, or enforcement action. In some cases, the Trust may elect to fund optional portions of required projects that go “above and beyond” the regulatory requirements.
   * Please answer yes or no to the following question: Is any part of your project is required under any existing or pending permit, decree, mitigation, and/or enforcement action?
10. **Contractors**: 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, indicate in the proposal that at least three estimates or quotes will be obtained
    * Has/will a contractor be hired and has a contractor been selected?
    * Describe your contractor selection process, including justification and background of the selected contractor. If using a bid process, describe the process.
11. **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 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).