**Narrative Questions for the Community Engagement and Restoration Mini Grant Program**

Use this **“Narrative Questions”** document to answer these questions and tell us about your project.

Instructions: Answer the following questions, then save and upload the completed document (your answers) as a Microsoft Word or PDF file into the online application form.

1. **Tell us more about your project**: What are the big-picture goals and the specific objectives of the project? Why is this project needed and how was it identified? How will the success of your project advance the protection and/or improvement of our natural resources?

**[ANSWER HERE]**

1. **Community Context**: Identify the priority audience (e.g., neighbors, residents, businesses, etc.) you will engage in this project and describe how you will reach them and why you chose that method.

Tell us how this project fits into other 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?

**[ANSWER HERE]**

1. **Partnerships**: Will you partner with an organization to provide technical expertise (for either on-the-ground or outreach projects)? If you are partnering with another organization, tell us who they are and what support they are providing (either financial or other support).

**[ANSWER HERE]**

1. **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/engaging. If you have not had significant experience working with or as part of your prioritized audience, 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.

**[ANSWER HERE]**

1. **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?

**[ANSWER HERE]**

1. If the project 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. **[ANSWER HERE]**
2. If your organization is not a member of the community served by the project (e.g., an external non-profit doing work on land owned by another group), transfer of project stewardship/ownership to the community built into the project. **[ANSWER HERE]**
3. **Evaluation**: Describe how you will assess the effectiveness of your project. How will you collect information to refine and improve your project?
4. For on-the-ground, restoration projects (e.g., rain garden, tree planting), tell us where your project is located, add photos, and if you do not own the land provide proof that the owner approves the project. If your project involves plants, provide the site plan with the native plant list and a maintenance plan (see this programs “Supporting Documents Checklist” for details on native plants and a maintenance plan template: <https://cbtrust.org/wp-content/uploads/MiniCERSupportingDocumentsChecklist.pdf>). Tell us, how you will determine if your project is working well.

**[ANSWER HERE IF CONDUCTING RESTORATION ACTIVITIES]**

1. For outreach projects, how will you measure the number of people who increased their knowledge? Provide a list of knowledge objectives or an evaluation plan to show beginning and end knowledge change. If you plan to hold a workshop, provide a draft agenda.

**[ANSWER HERE IF CONDUCTING OUTREACH ACTIVITIES]**

1. **Contractors:** We recommend getting at least three cost estimates or quotes from three service providers. Learn more about these requirements at: <https://cbtrust.org/wp-content/uploads/FAQ-Document-for-Federal-Awards-March-2025-Update.pdf.>
2. Has/will a contractor be hired and has a contractor been selected? **(Yes/No)**
3. If you answered “Yes” that a contractor will be used: Describe your contractor/consultant selection process, including justification and background of the selected contractor/ consultant. **[ANSWER HERE]**
4. **Regulatory Issues**: We are unable to fund projects that are required by a Federal, state, or locally issued permit, 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.
   1. 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? **(Yes/No)**
5. **Landownership**: Do you own the land that the project is to occur on? **(Yes/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>

1. **Mentorship Program**: Did you participate in the Community Engagement and Restoration Mentorship Program? **(Yes/No)**

If you answered “Yes” (i.e., you participated in the Community Engagement and Restoration Mentorship Program): Who was your Mentor organization? What role did your Mentor organization play in this application submission (e.g., project development assistance, narrative creation, application submission assistance, etc.)? How much time did your Mentor organization’s staff spend assisting you? **[ANSWER HERE]**

1. **Upload the required documents for project**: Please review the checklist at <https://cbtrust.org/wp-content/uploads/MiniCERSupportingDocumentsChecklist.pdf> to ensure that all of the required supporting documents we need for your project are included with your application, as applicable. If any of these items that are required/needed to assess your application are not provided with your application, tell us why you are unable to provide this information now and your plan to provide this information later or with assistance. If anything is missing, we will reach out to you to work together to get this information in order to ensure your progress is as successful as possible.