



Chesapeake Conservation and Climate Corps

FY27 Corps Mini Grant

Information Session

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Agenda



Corps Mini Grant

- Program Overview
- Grant Life Cycle
- Application Information
- Example Projects
- Reminders & Resources





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Mini Grant Program Overview

The Corps Mini Grant Program is designed to fund projects managed by Corps Members that:

Engage residents in projects and programs that increase stewardship ethic of natural resources through on-the-ground restoration environmental education and outreach and community engagement activities for the restoration and protection of the Chesapeake Bay and its rivers.

2026-27 Corps Mini Grant Deadline: Rolling, final deadline of March 26, 2027, at 4:00pm EST

Funding Request Amount: Up to \$1,250

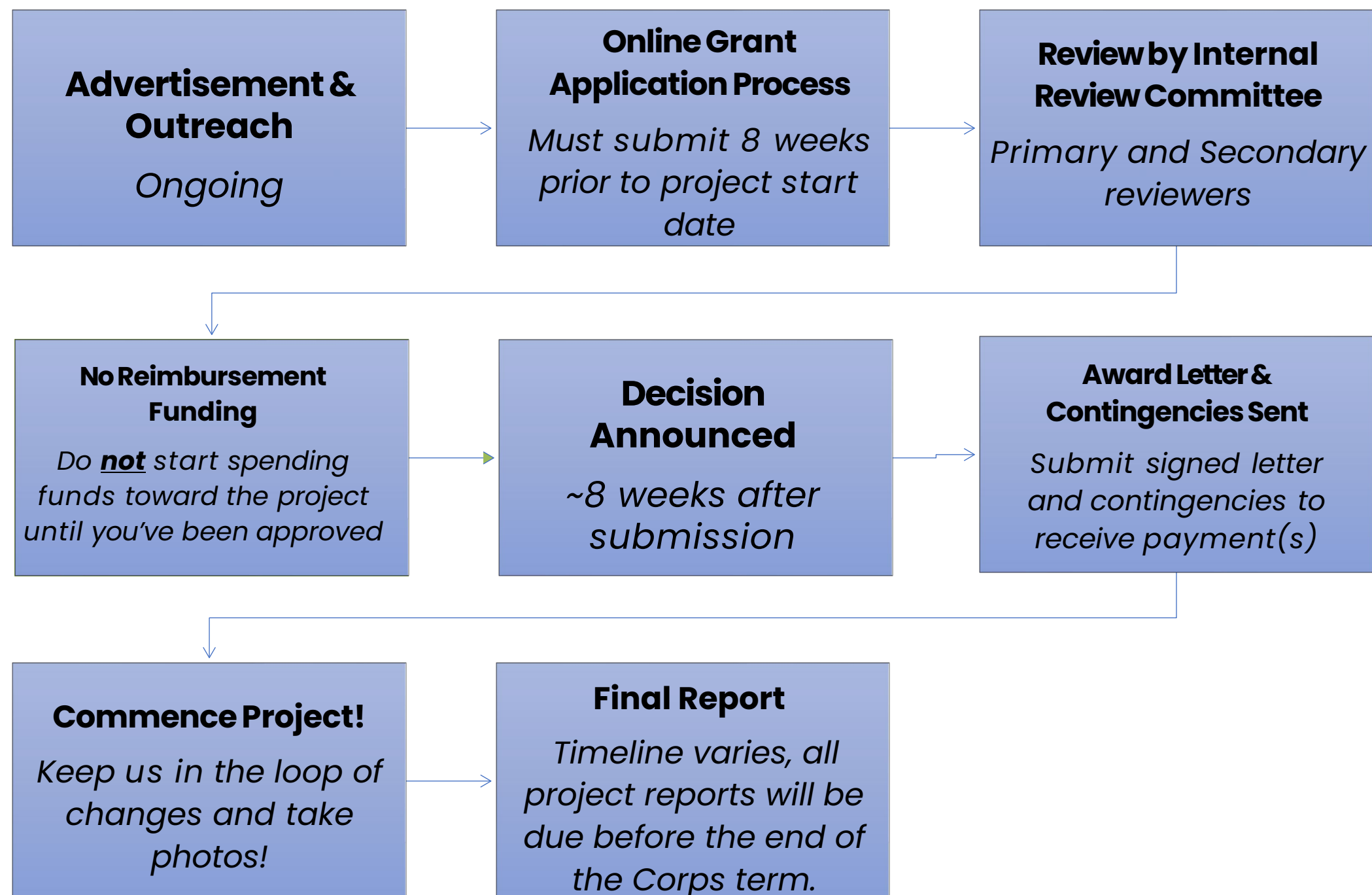




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Mini Grant Life-Cycle

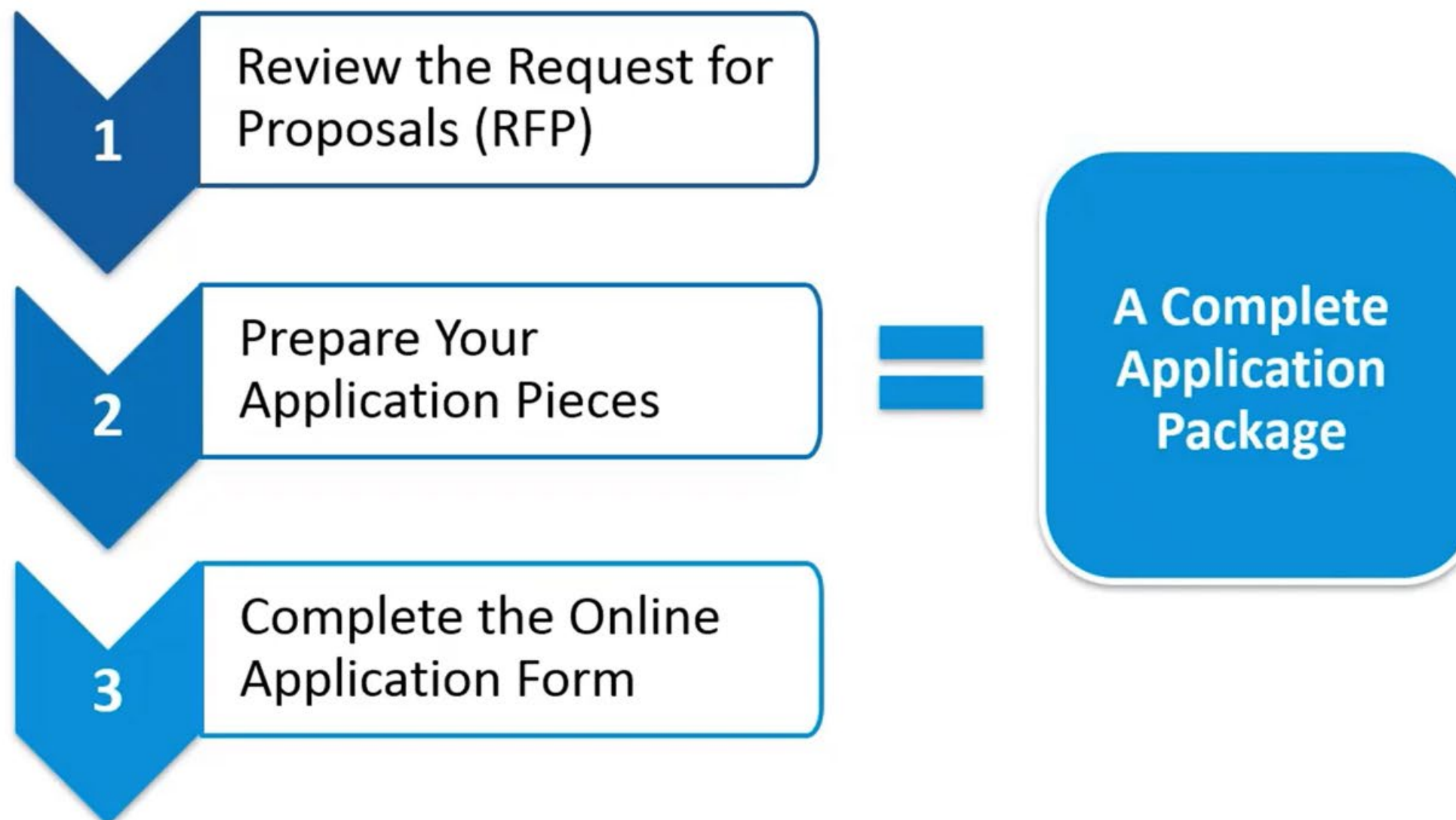
2026-27 Application Process & Grant Management Timeline





Application Instructions

Steps to Apply



**The RFP can be
found on the
Corps Webpage:**

<https://cbtrust.org/chesapeake-climate-corps/apply/corps-mini-grant/>



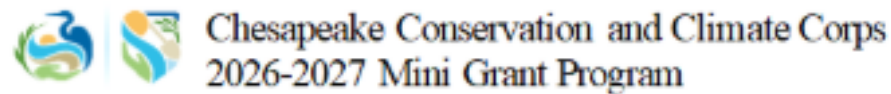
**Chesapeake Conservation and Climate Corps
Mini Grant Program**

FY27 Request for Proposals



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Narrative Questions



Narrative Questions

Complete all questions in this narrative template. You will upload this document as a MS Word or PDF file into the online application system. Make sure that your answers describe how the criteria in the "Evaluation Criteria" section of the Request for Proposals (RFP) will be met. The RFP and online application are located here: <https://cbtrust.org/chesapeake-climate-corps/apply/corps-mini-grant/>.

A. What are the Goals of the Project?

<p>1. Project Description</p> <p>Provide a detailed explanation of your project including goals and how those goals will be accomplished.</p>
<p>2. Project Background</p> <p>Why is this project needed? How were the problem and project need identified? Is this project an extension of an ongoing or recently completed project or plan?</p>
<p>3. Project Impact & Value</p>

Download the *REQUIRED* Narrative Questions template on the Corps webpage

- <https://cbtrust.org/chesapeake-climate-corps/apply/corps-mini-grant/>

Make sure to respond to each question fully, thoughtfully, and with attention to detail



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Supporting Documents

Native Plant List

Hillsmere Shores Tree Planting - 08/11/2019 (revision 01)								
SPECIES			QUANTITY					
GROUP								
Subgroup								
KEY	BOTANICAL	COMMON	Comm. House	Beach Dr. Kayak	Boat Park	Pool	Beach	QT
TREES								
Canopy Trees								
	Nyssa sylvatica	Black Gum	3	1	3	3	1	11
	Quercus phellos	Willow Oak		2	3	3	2	10
Understory Trees								
	Chionanthus virginicus	White Fringetree	3		5	5	5	18
	Magnolia virginiana	Sweetbay Magnolia		3	3	5	5	16
	Prunus serotina	Black Cherry	3			3	3	9
SHRUBS								
Medium Shrubs								
	Baccharis halimifolia	Groundsel		5	3		5	13
	Clethra alnifolia	Sweet Pepperbush		5	5	9	5	24
	Ilex verticillata	Winterberry				7		7
	Lindera benzoin	Spice Bush			5	9		14
	Rhododendron viscosum	Swamp Azalea		5	3	7		15
	Viburnum nudum	Possumhaw			9	7		16
Low Shrubs								
	Itea virginica	Virginia Sweetspire			9	50	7	66

Maintenance Plan

Short-term (first growing season) Maintenance

Maintenance Activity	When	Community House	Kayak Dock	Boat Park	Pool	Beach
Monitor tree health, flag dead/unhealthy trees, monitor for invasives	April 2020	Date completed	Date completed	Date completed	Date completed	Date completed
Remove invasives, monitor tree health	May 2020	Date completed	Date completed	Date completed	Date completed	Date completed
Monitor trees	June 2020	Date completed	Date completed	Date completed	Date completed	Date completed

Permit Status



MARYLAND
DEPARTMENT OF
NATURAL RESOURCES

ROADSIDE TREE PERMIT - INDIVIDUAL (RTI): 2019.

Name:

Address:

County: AA; ANNE ARUNDEL

Applicant Type: Owner of the land the trees are on

The applicant is a public agency:

Is hereby granted a permit to perform:

Tree planting, Up to 20 Tree(s) R/R

The proposed tree care will: Improve the general aesthetic appearance of the right-of-way

Described as follows:

PARTICULAR TREE OR TREES INVOLVED:

Roadside trees - Approx. 20 Red Maple Trees (Replacements for trees that were removed by AA County)

REPLACEMENT OR COMPENSATORY TREE CARE OR RE-PLANTING:

Site Design



Shrubs: Virginia Sweetspire (6) & Red Twig Dogwood (6)
Tree: Atlantic White Cedar (4)
Shrub: Winterberry (5)

Marsh Planting: Spartina (100),
marsh hibiscus (18), switch grass (18)

- Letter(s) of Permission
- Letter(s) of Commitment
- Site Design(s)
- Native Plant List
- Planting Plan
- Maintenance Plan
- Permit Status
- Draft Agenda



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Budget Information

Prepare your budget by considering what expenses you will need to complete your project, what quantity will be necessary, what they will cost per unit

You will then fill this information out in your online application

Supplies

i "Supplies" should be chosen for all supplies and materials, including plants, planting supplies, rain barrels, tools, etc. that will be purchased by the grantee organization directly. Any supplies and materials provided by partners, consultants, and/or contractors should be listed as "Contractual" (see information on this category below). List supplies separately (do not lump into one row).

	Budget Item	Quantity Requested	Cost per Unit Requested	Amount Requested	Cash Match	Source of Cash Match	Status of Cash Match	In-Kind Match	Source of In-Kind Match	Status of In-Kind Match	Total	
➔	Maple Trees	<input type="text" value="20"/>	<input type="text" value="\$50.00"/>	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$200.00"/>	<input type="text" value="Donor"/>	<input type="text" value="Pledged"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/> ▼	<input type="text" value="\$1,200.00"/>	<input type="text" value="✕"/>
➔	Oak Trees	<input type="text" value="25"/>	<input type="text" value="\$45.00"/>	<input type="text" value="\$1,125.00"/>	<input type="text" value="\$200.00"/>	<input type="text" value="Donor"/>	<input type="text" value="Pledged"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/> ▼	<input type="text" value="\$1,325.00"/>	<input type="text" value="✕"/>
➔	Shovels	<input type="text" value="15"/>	<input type="text" value="\$35.00"/>	<input type="text" value="\$525.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/> ▼	<input type="text" value="\$525.00"/>	<input type="text" value="✕"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/> ▼	<input type="text" value="\$0.00"/>	<input type="text" value="✕"/>
⬆				<input type="text" value="\$2,650.00"/>	<input type="text" value="\$400.00"/>	<input type="text" value="\$0.00"/>			<input type="text" value="\$3,050.00"/>			



Totals automatically generate in the gray bar at the bottom of each section.



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Online Application Login

The Host Organization Mentor must start the application

1. Navigate to the Login Page: https://chesapeakebaytrust.us-1.smartsimple.com/s_Login.jsp
2. If you have not previously signed into SmartSimple click the "Forgot Password?" button to receive a password reset email & follow the instructions in the email to complete account set-up
3. If you have already signed into SmartSimple you can login as normal

Registration for the Online Application System



Login

✉ Email

🔑 Password

Log In

Forgot Password?

New to the System?

Register

Chesapeake Bay Trust

Welcome to the new Chesapeake Bay Trust login page for applications and award management. If you already have an account with the Bay Trust from its former application system, you can login with that email address and click on "Forgot password" to access your account. NOTE: Access to this system will be live beginning June 2026



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Open an Online Application

Once your Host Organization Mentor logs into their account

1. Navigate to the Funding Opportunities search



Home

Welcome to the Chesapeake Bay Trust Grant Portal

 Funding Opportunities

 My Profile

 Organization Profile

Action Items

APPLICATIONS (1)

REQUIREMENTS, REPORTS & CONTINGENCIES (0)

AGREEMENTS (0)

REVIEWS PENDING (0)

Open an Online Application

Once your Host Organization Mentor logs into their account

2. Search or scroll down to the Chesapeake Conservation and Climate Corps “Mini Grant Program”

3. Click the “Apply Now” button

Call

CHESAPEAKE CONSERVATION & CLIMATE CORPS

Host

Apply Now

Chesapeake Conservation and Climate Corps Host
Organization Application
Corps Hosts
Deadline: 12/02/2026 05:00 PM
Terms and Conditions: [Download Here](#)
RFP & Narrative:
[2027-28_Corps_Host_Application.pdf](#), [2027-28_Corps_Host_Narrative_Questions.docx](#)

Call

CHESAPEAKE CONSERVATION & CLIMATE CORPS

Mini Grant Program

Apply Now

Chesapeake Conservation and Climate Corps Mini
Application
Mini-Grant
Deadline: 03/26/2027 05:00 PM
Terms and Conditions: [Download Here](#)
RFP & Narrative:

Call

CITY OF ANNAPOLIS ELECTRIC LEAF BLOWER REBATE

Rebate Programs

Apply Now

City of Annapolis Leaf Blower Rebate
Rebate
Deadline: 06/18/2027 05:00 PM
Terms and Conditions: [Download Here](#)
RFP & Narrative:
[Application_Guidance_LeafBlower_FY27.docx](#)

Open an Online Application

After the Host Organization Mentor starts the application and answers / submits the three eligibility questions

1. Invite your Corps Member as a “Collaborator” to give them editing access to the application without sharing the organization’s other information
2. Click the Mailbox icon

Actions ▼

Call Name: Chesapeake Conservation and Climate Corps Mini Application

Program Area: Chesapeake Conservation Corps Projects

 Application Summary

< **APPLICANT INFORMATION**

PROJECT INFORMATION

DELIVERABLES

VOLUNTEERS

PROJECT PARTNERSHIPS

NARRATIVE & SUPPORTING DOCUMENTS

>

Invite Collaborators

All contacts and collaborators that you invite will have access to all historical information and records under the organization account.



Prefix

◆ First Name

◆ Last Name

◆ Email

◆ Role

◆ Status

◆

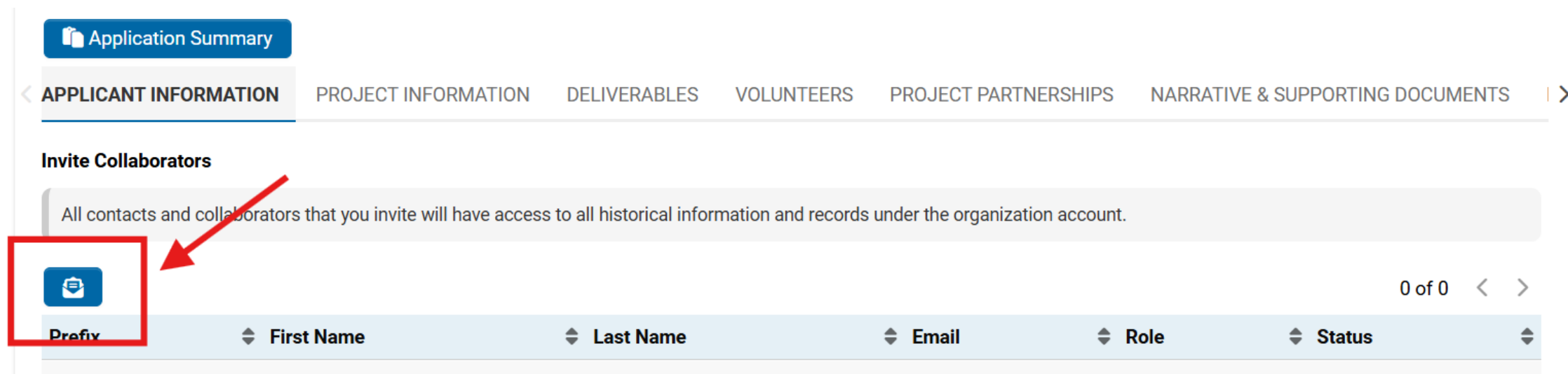
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No Results Found

Open an Online Application

After the Host Organization Mentor starts the application and answers / submits the three eligibility questions

1. Invite your Corps Member as a "Collaborator" to give them editing access to the application without sharing the organization's other information
2. Click the Mailbox icon



Application Summary

< **APPLICANT INFORMATION** PROJECT INFORMATION DELIVERABLES VOLUNTEERS PROJECT PARTNERSHIPS NARRATIVE & SUPPORTING DOCUMENTS >

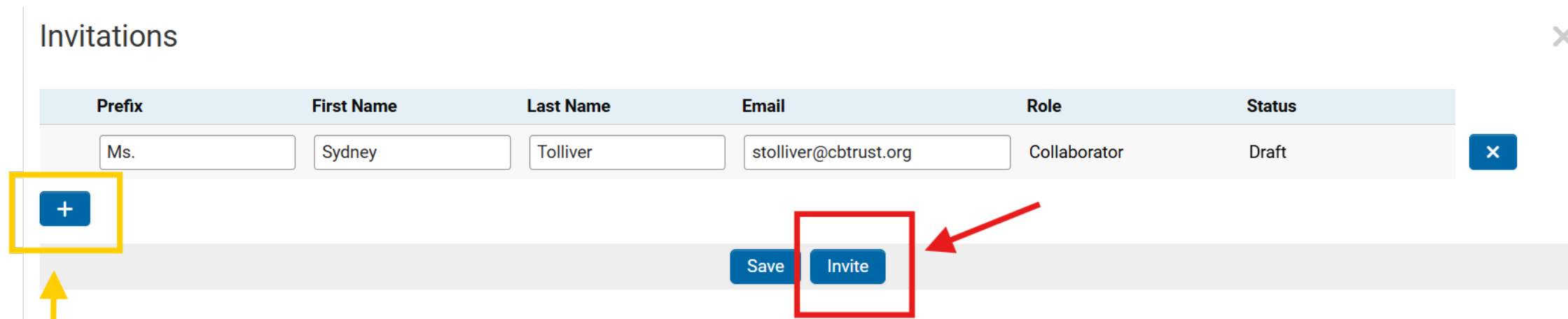
Invite Collaborators

All contacts and collaborators that you invite will have access to all historical information and records under the organization account.

0 of 0 < >

Prefix	First Name	Last Name	Email	Role	Status
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3. Click the plus, fill in the Corps Member's contact information, and click invite



Invitations

Prefix	First Name	Last Name	Email	Role	Status
Ms.	Sydney	Tolliver	stolliver@cbtrust.org	Collaborator	Draft

Save Invite



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Your Application Information



- You should apply under your Host Organization as funds that are awarded must be provided through an organization
 - There are a few exceptions for which organization you apply under – if you have any questions or concerns, reach out to Sydney directly
- Your application must identify an Executive Officer and Project Leader who must be different individuals with the applying organization
- The Trust must receive your proposal at least eight weeks prior to the start of the proposed project as the Trust cannot reimburse your organization for work that has already been completed
- Your project **MUST** be completed and your final report submitted to the Trust at least two weeks before the end of the Corps term
 - This means your final report will be **due on or before July 30, 2027**



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Your Complete Application

Your **complete** application will include:

- Narrative Question Responses
 - ✓ Uploaded Word Document
 - ✓ Be Clear and Concise!
- Budget Information
 - ✓ All information is inputted into the online application
 - ✓ Amounts, prices per unit, and categories are accurate
 - ✓ Be Detailed!
- Submission
 - ✓ Double-Check before you hit the "Submit Full Application Button"!



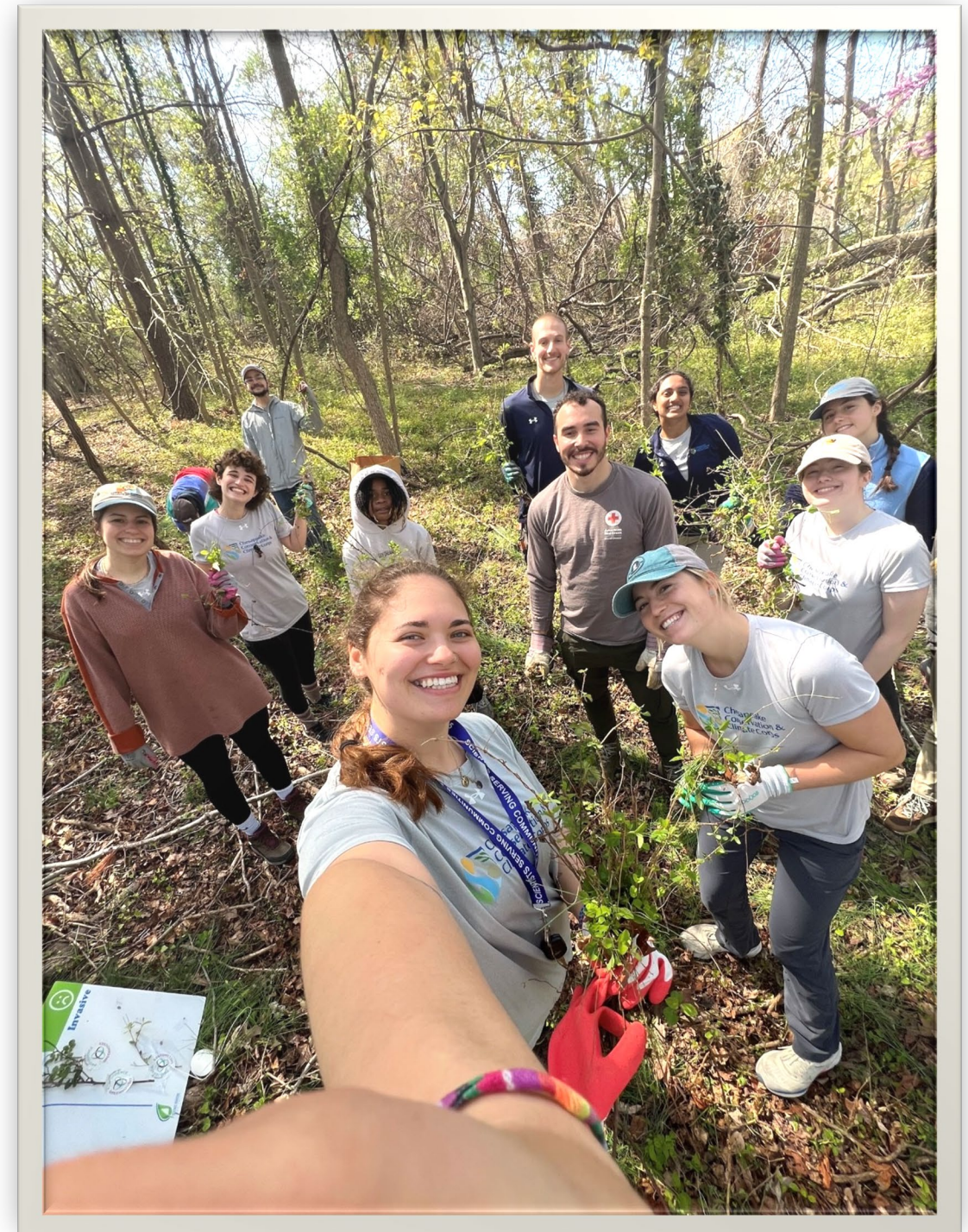


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Example Eligible Project Types

This is not an exhaustive list – just some examples!

- ✓ Stream or watershed clean ups
- ✓ Storm drain stenciling
- ✓ Workshops promoting watershed restoration, energy conservation, agricultural, and forestry best practices
- ✓ Watershed education events
- ✓ Water quality monitoring projects involving volunteers
- ✓ Materials promoting Bay awareness
- ✓ Rain gardens and rain barrels
- ✓ Streamside forest buffers
- ✓ Stormwater wetland enhancement
- ✓ Schoolyard habitats
- ✓ Invasive removals





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Eligible Example Project Types



- ✓ Green Schools projects
- ✓ Energy efficiency projects, including audits and energy conservation implementation
- ✓ Sustainable agriculture or agricultural stewardship projects
- ✓ Civic Action (town meetings, voting, writing elected officials/decision makers)
- ✓ Community engagement (outreach, presentations, social media, messaging at community events/fairs/festivals, event-organizing, mentoring, PSAs, flyers, posters)
- ✓ Community outreach campaign promoting watershed restoration, energy conservation, agricultural, and forestry best practices



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2024-25 Mini Grant Example



Host Organization: Potomac Conservancy
Corps Member: Feben Abebe
Title: "Scoop and Paddle on the Potomac"

Feben applied for and was awarded funding to support the establishment of a kayak / waterway clean-up program focused on litter removal and connecting faith-based organizations to environmental stewardship.

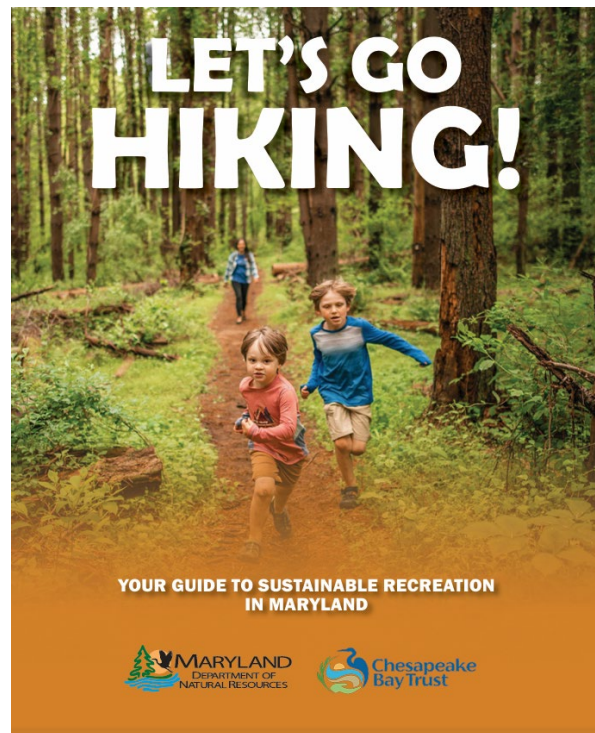
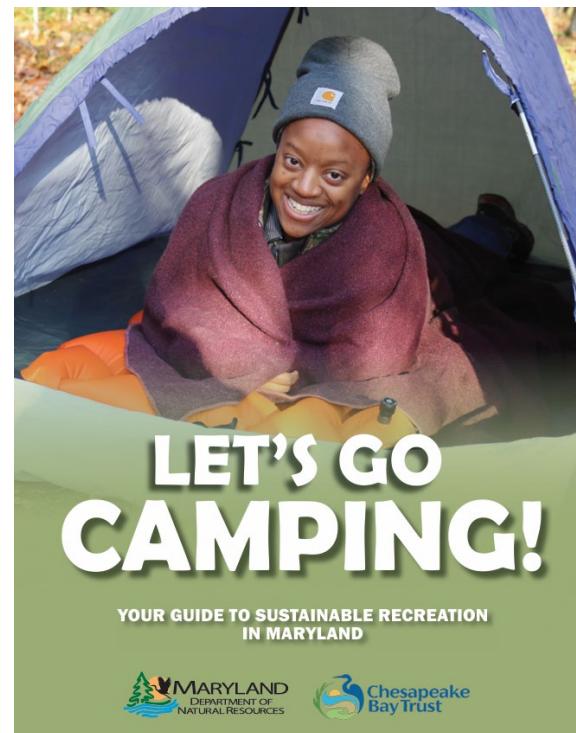
- She helped design and establish a trash clean-up protocol for her Host Organization
- She helped to educate volunteers about innovative trash management solutions





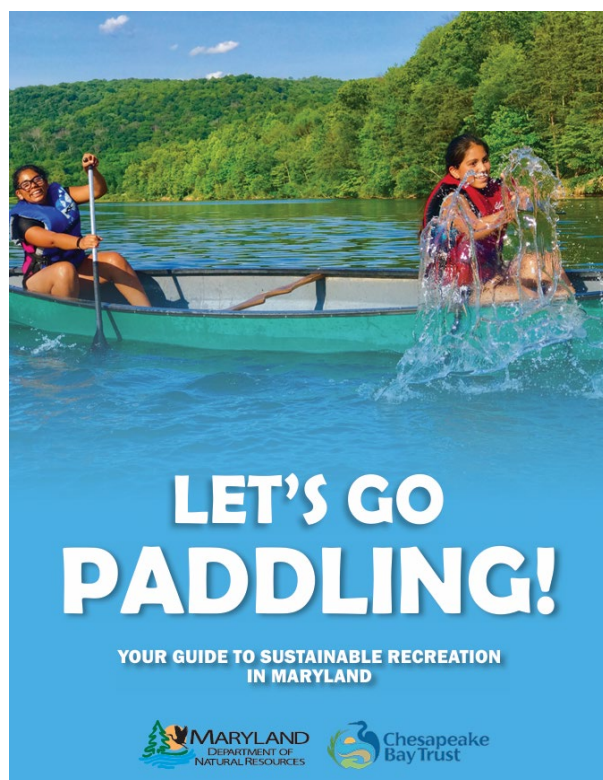
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2025–26 Mini Grant Example



**Host Organization: DNR Office of Outdoor Rec
Corps Member: Eisa Abu-Sbaih
Title: "Let's Go Recreate!"**

Eisa applied for and received Mini Grant funding to create and publish a set of magazines to serve as a resource for recreators.



- "Let's Go Recreate" published four fully designed guides, 16-page saddle stitch booklet magazines focused on hiking, camping, paddling, and biking
- The guides were designed to equip beginners with knowledge to get outdoors and build an emotional relationship with their local environment

Final Report



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Mini Grant Final Report Narrative Questions

Complete the final report narrative questions below. After completing your narrative questions, save this document on your computer, and then submit the document via your Chesapeake Bay Trust Online account. You can access your account using this link https://chesapeakebaytrust.us-1.smartsimple.com/s_Login.jsp.

1. Awardee Information

Organization Name:	
Project Leader:	
Award Number:	
Date:	

2. Project Summary

- Describe the project and results achieved.
- Describe the impact and value the project had on restoration, protection, and/or stewardship of the local environment in the Chesapeake Bay region. For specific types of projects please include in your answer:
 - For on-the-ground implementation projects, provide before, during, and after photos of the project. This section should also include information such as the actual acreage, linear feet, or whatever the relevant measurement is for what was restored and/or enhanced and/or protected and/or created, and how this measurement was determined.*

- Congratulations if you are awarded!
- While your project is underway make sure to take photos, collect data, and consider your impact
- If awarded a Mini Grant you will be required to complete the final report document and submit a final budget
- As a reminder – your project must be complete and your Mini Grant Final Report submitted at least two weeks prior to the end of the Corps term (July 30, 2027 at the latest)!

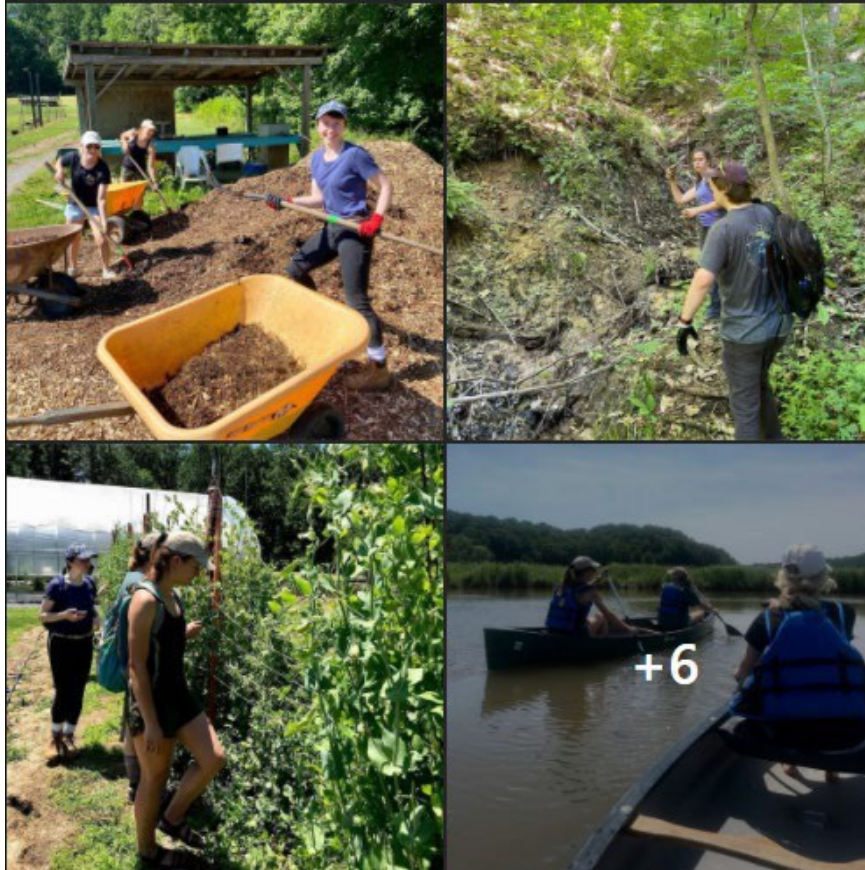
Send us your stories to share and highlight!



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 **Chesapeake Conservation Corps** is at **American Chestnut Land Trust - ACLT** ...
Published by Joe Toolan · June 24 · Prince Frederick ·

Last Thursday and Friday our Corps members got together **American Chestnut Land Trust - ACLT** for another fabulous All Hands on Deck event!
We removed invasive species, helped on the farm, and help build a new trail!
Thanks to Nicole Stevens and Alyssa Matanin our corps members at ACLT for organizing! 🌱🪵🐼
[#ChesCorpsLife](#) [#AllHandsonDeck](#) [#ChesCorps](#) [#ChesCorpsImpact](#)

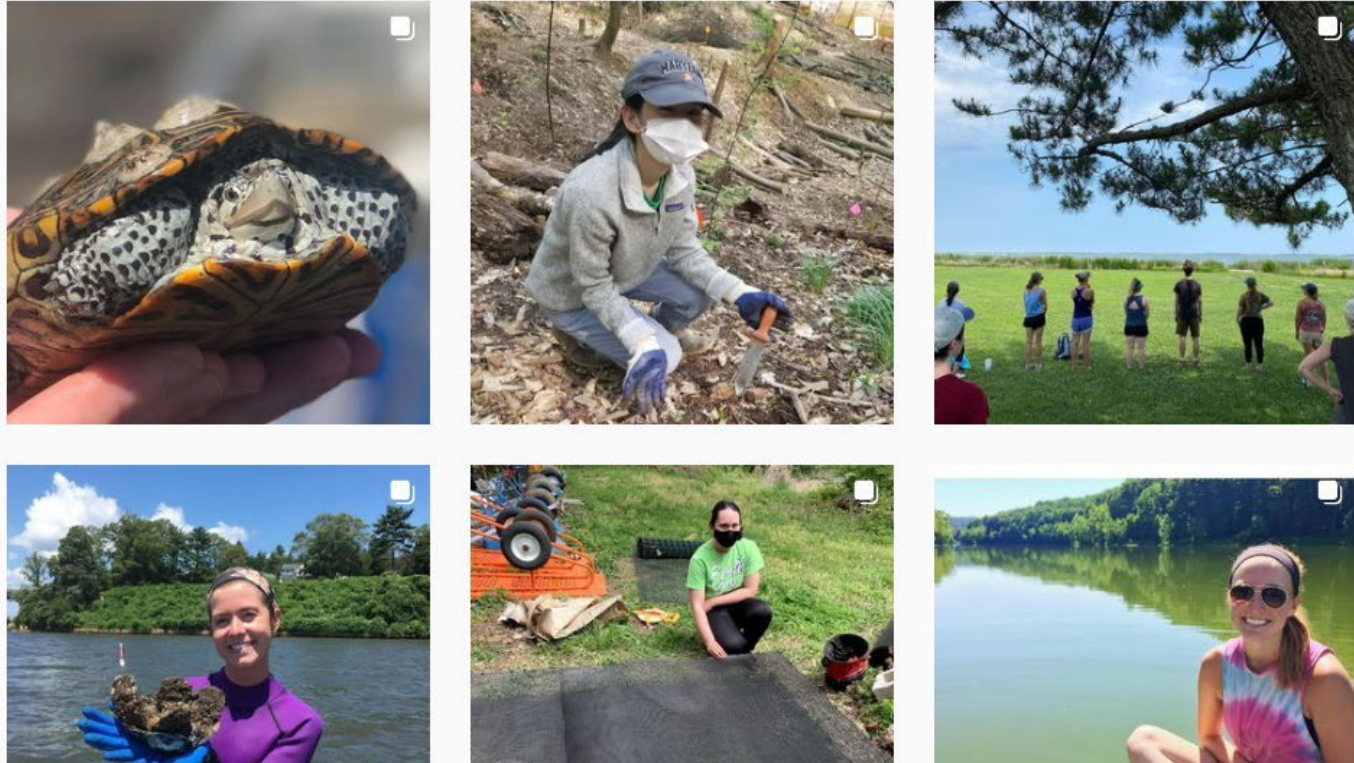


 **chesconscorps** Message    

81 posts 619 followers 279 following

Chesapeake Conservation Corps
We place young adults with nonprofit or government agencies to work fulltime in the environmental field for one-year in the Chesapeake Bay Region
linktr.ee/ChesConsCorps
Followed by lon_gnick, wannabriana, abbi_plants +43 more

 POSTS  TAGGED



Tips For Success



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Carefully read all Request for Proposal (RFP) Guidelines and Criteria carefully – consider budgets, partner engagements, methodology



Reach out to Trust program staff early for brainstorming support and feedback



Although the program is rolling, keep the application deadline in mind and apply early – late submissions are not accepted under ANY circumstances



Make sure in your Narrative Responses you show the project in the context of the larger picture



If proposing an implementation project, have **Letters of Commitment** from supporting groups and partners



Stay in contact! We want to help you be successful!



Make sure to save periodically and hit the “Submit Full Application Button”!



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Resources

We now have multiple helpful webinars about how to apply and manage an award!

- How to Apply for a Chesapeake Bay Trust Award – <https://cbtrust.org/login>
- How to Manage a Chesapeake Bay Trust Award – <https://cbtrust.org/grants/awardeeresourcesformsandpolicies/>
- Corps Mini Grant Page – <https://cbtrust.org/chesapeake-climate-corps/apply/corps-mini-grant/>



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Questions?

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410-974-2941 ext. 137

Thank You!

For more information visit
cbtrust.org