

**New York's Great Lakes Basin
Small Grants Program
2014 Request for Proposals**

New York Sea Grant (NYSG) in partnership with the New York Department of Environmental Conservation (DEC) is requesting proposals for projects that serve to benefit the environment and economy of New York's Great Lakes basin by demonstrating the application of ecosystem-based management (EBM) to local challenges. This small grants program is made possible by the New York State Environmental Protection Fund and Article 14 of Environmental Conservation Law.

Proposals due by 4:30 PM Eastern September 30, 2014

Time Line:

- RFP announced – August 1, 2014
- Application Guidance Webinars – Noon on August 26 and September 2, 2014
- Proposal Submission Deadline – 4:30 PM EST, September 30, 2014
- Award Notification – Week of November 3, 2014
- Project term dates – January 15, 2015 to July 15, 2016
- Projects must be completed - July 15, 2016
- Final Reports due by August 15, 2016

INTRODUCTION to the PROGRAM:

With guidance from planning initiatives by New York State agencies and NYSG, the New York's Great Lakes basin small grants program is intended to support stakeholder-driven efforts to restore and revitalize the state's Great Lakes region and demonstrate successful application of EBM.

In July of 2014, New York State published an interim copy of *New York's Great Lakes Basin Action Agenda*, commonly referred to as the Great Lakes Action Agenda (GLAA), an action plan for the application of ecosystem-based management principles in New York's Great Lakes basin. The document identifies pressing problems and actions which will benefit from holistic approaches needed to protect natural resources, environmental quality and economic development. The complete document may be found at

<http://www.dec.ny.gov/lands/91881.html>

This small grants program is designed to promote initial demonstration projects that lead to larger activities described in the GLAA. The grants program is anticipated to be available on an annual basis for at least three years, depending on funding. Each year, new priorities will be identified.

PROJECT PRIORITIES:

This year, New York Sea Grant is soliciting proposals (up to \$25,000) for projects that implement Goal #7 of the GLAA to "enhance community resiliency and ecosystem integrity through restoration, protection, and improved resource management." It is anticipated that

4 proposals will be funded totaling around \$88,000. Consistent with the actions listed under this goal, projects that contribute to improved shoreline management, flooding avoidance, erosion control and planning for future coastal resilience will be preferred. Furthermore, projects should integrate the principles of ecosystem-based management to the degree possible (see Evaluation of Proposals).

Eligible projects may include planning, evaluation, assessment, project implementation, demonstration projects and/or applied research to support management actions and address the following focus areas:

- Natural infrastructure/living shoreline protection techniques
- Coastal wetland monitoring and restoration activities
- Green infrastructure directly related to improving coastal resiliency
- Community stewardship and education initiatives
- Coastal property/ecosystem vulnerability analyses
- Economic and social analyses of the value of resiliency measures

WHO CAN APPLY:

Proposals will be accepted from the following entities which are located in New York's Great Lakes Basin:

- Not-for-profit organizations,
- Local governmental or public agencies, such as municipalities and regional planning or environmental commissions; and,
- Educational institutions, including, but not limited to, public and private K-12 schools, colleges, and Universities.

DURATION OF PROJECTS:

Projects must be completed within 18 months of the award date. Expenditures made before or after the project term dates will NOT be eligible for reimbursement.

BUDGET SIZE:

Budget requests cannot exceed \$25,000.

COST-SHARE REQUIREMENTS:

Match is not required but preferred. Applications should clearly show how this project can leverage opportunities for other funding.

HOW AND WHEN TO SUBMIT:

Full proposals must be submitted by **4:30 pm EST on September 30, 2014**. They must be submitted electronically through New York Sea Grant's electronic submission web site: www.nysgproposal.org

PROPOSAL FORMAT:

A standardized application cover sheet and budget form are available through website link above and **must** be used with each application.

1. Cover Sheet:

Title; Project Lead and Project Team; Contact Information, including address, telephone and email; Amount Requested.

2. Project Description:

The main body of the proposal must be succinct and be no longer than five (not including the cover and budget forms) single-spaced pages in 12 point Times New Roman font.

Provide:

- Project Summary
- Goals and Methods
- Objectives, Activities, Outputs, and Outcomes
- Personnel and Collaboration
- Project Location: all projects must be located within and/or directly related to New York's Great Lakes basin (see map at <http://www.dec.ny.gov/lands/29065.html>)

3. Personnel and Partners:

List the key personnel involved in the project, identifying the project director. Include a brief biographical sketch (2 page maximum) for the three top personnel. Include name, address, phone, fax, and e-mail address for each. If you are working with other partner organization(s), state the name of the organization and how the partnership will work. (These pages do NOT count toward the 5 page project description.)

4. Letters of Support for projects including activities on public or private property:

Applicants are required to provide letters of support from municipal governments and/or private property owners if the proposal includes activities on public or private lands. (These letters do not count toward the 5 page project description.) Projects that take place on private lands must demonstrate broad public value and may require additional oversight. General project support letters are not required and will not be considered in the evaluation process.

5. Timeline:

Schedule for starting and completing the project. *Projects must be completed by July 15, 2016.*

Be sure to include your tasks, project measures and deliverables in your timeline.

6. Budget Justification:

Budget justifications should reflect key project milestones, deliverables, and schedules to support invoicing.

For each budget category, identify the funding amount, why, who, when and where the requested funds will be used. Budget categories include the following:

- a. Labor costs: List each person separately. Provide basis for labor costs
- b. Fringe Benefits: Provide explanation of how fringe benefits are applied and documentation for the rate or dollar amounts assessed.

- c. Indirect Costs: Provide Indirect Cost Rate Agreement, if applicable.
- d. Non-expendable Equipment, only if over \$5000 per unit: Provide make, model and dollar amount. Explain whether price was determined from vendor quote, catalogue price or past experience. Non-expendable equipment includes items like fish tanks, graduated cylinders, and monitoring equipment, textbooks, etc.
- e. Expendable Supplies: Provide a list of expendable supplies needed for the project.
- f. Consultant Services: If a consultant is named, provide full explanation of consultant duties, rate of pay and any special circumstances. If no consultant is named, provide basis by which amount was calculated and the consultant selection process you will use.
- g. Travel/Transportation: Describe nature and purpose.
- h. Office Support and Miscellaneous: Provide breakdown for items needed and include a justification for otherwise routine office supplies, telephone, postage and copying.

ADDITIONAL REQUIREMENTS OF SUCCESSFUL APPLICANTS:

- **Certificate of Liability Insurance**: Applicants will need insurance coverage. At this time, do not include proof of insurance. However, should funding be awarded you will be required to provide proof of insurance.
- **Audited statements**: Please be aware that if you are successful, in order to process the award, we will require an A133 recent audit or recent audited financial statements.
- **Permits**: For all projects requiring permits, all necessary permits must be obtained prior to conducting the relevant activity.
- **Documentation of Ownership and Public Interest in Property**: Prior to receiving the award, successful applicants must be able to document adequate ownership rights in and to the subject property, and that the ownership or use of the subject property is of a public nature.
- **Municipal Endorsement**: Prior to receiving the award, successful applicants must provide a municipal endorsement and authorization to conduct the proposed project on municipal property.

EVALUATION OF PROPOSALS:

All proposals that are complete and meet the deadline will be evaluated by a technical review team consisting of members of New York Sea Grant and State agencies.

The Team will evaluate complete proposals based on the following criteria:

- Proposal must be clearly linked to one of the actions and associated milestones listed under GLAA Goal #7
- Degree to which the project integrates the principles of ecosystem-based management as listed below
 - Focusing on a particular place with natural boundaries (e.g. subwatershed);
 - Supporting sustainable activities in and uses of the ecosystem;
 - Prioritizing the health and integrity of the whole ecosystem over the needs of a single activity, species or interest;
 - Considering interactions within and/or among ecosystems;
 - Integrating ecological, social, economic and institutional perspectives and concerns;
 - Including the participation of stakeholders;
 - Promoting coordination and/or collaboration among various stakeholders and management entities;
 - Using and/or generating scientific information to inform decision-making; and
 - Implementing adaptive management.
- Appropriateness of the project's defined measurable outcomes or deliverables in regards to the project goals and whether they can be completed and invoiced within 18 months of contract approval.
- Prior experience of the project team
- Appropriateness of budget
- Project must be located within and/or directly related to New York's Great Lakes basin (see map at <http://www.dec.ny.gov/lands/29065.html>).
- Inclusion of a strong outreach component to support broad scale communication and/or application of project results.
- Degree to which the project will leverage other sources of funding and opportunities to maximize results.

FUNDING GUIDELINES:

Proposals for new projects or to supplement ongoing projects will be accepted. Funds are available for specific costs associated with project implementation, and for general overhead expenses. The selected projects will require application for reimbursement, including all receipts. If you are selected for funding, in addition to electronic copies of any products produced, you will have to send a mid-project and final report along with an evaluation of your project, electronically, to the New York Sea Grant office. Quarterly invoicing is strongly encouraged.

Webinars: Two webinars will be held to present information on the proposal process: August 26, 2014 at noon and September 2, 2014 at noon. For more information and to register, please email your name and email address to prh22@cornell.edu or call (607)255-2832.

For more information, contact:

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