



Fisheries Grant Program

Request for Proposals and Application Instructions



www.chesapeakebaytrust.org / 410-974-2941
www.fishamerica.org / 703-519-9691

AT A GLANCE

The Fisheries Grant Program is designed to promote the restoration of living resources of the Chesapeake Bay, its rivers, and its streams. Eligible project types include, but are not limited to, riparian restoration; streambank stabilization; stream restoration; wetland creation and improvement, including shoreline wetland restoration; fish passage enhancement; and fish passage enhancement design.

Fisheries Grant Proposals

Deadline: 5 p.m., December 5, 2008

Grant Requests of:

Up to \$35,000

Submit Your Application to:

Chesapeake Bay Trust
CBT/FAF Fisheries Partnership
60 West Street, Suite 405
Annapolis, MD 21401

Introduction

The **Chesapeake Bay Trust**, a private, non-profit grantmaking organization dedicated to the protection and restoration of the Chesapeake Bay, unites with the **FishAmerica Foundation**, the conservation and research foundation of the **American Sportfishing Association**, for a fifth year of a partnership that dedicates \$100,000 annually to restore fish habitat, improve water quality, and enhance fish stocks in the Chesapeake Bay and its Maryland tributaries.

The objectives of this cooperative effort are to maximize existing partnerships and leverage new opportunities to restore the living resources of the Chesapeake Bay, its rivers, and its streams. The Chesapeake Bay Trust and the FishAmerica Foundation are calling for proposals for meaningful on-the-ground projects to restore and protect water quality and enhance fish habitat in the Maryland portion of the Bay watershed.

Request for Proposals

The Chesapeake Bay Trust and the FishAmerica Foundation are calling for proposals for meaningful on-the-ground projects to restore and protect water quality and enhance fish habitat in the Maryland portion of the Bay watershed. Maryland non-profit and not-for-profit organizations are eligible for funding.

The CBT and FAF seek hands-on, grassroots projects that involve community groups, students, or other volunteers. Projects should also have a clear and identifiable benefit to fish populations and the sport of fishing. All projects must be completed one year from the date of the grant award.

Total funding available for this RFP is \$100,000. Proposals that meet the objectives of this RFP will be reviewed on a competitive basis

Eligible Project Types

The Chesapeake Bay Trust and FishAmerica Foundation partnership will consider habitat restoration projects including, but not limited to, the following types:

- Riparian restoration**
- Streambank stabilization**
- Stream restoration**
- Wetland creation and improvement**, including shoreline wetland restoration
- Fish passage enhancement**;
- Fish passage enhancement design**: Within the realm of fish passage, preference will be given to implementation projects; however, under certain circumstances, design requests may be considered. For design requests:
 - A clear justification for a separate design phase must be included.
 - A scope of design work with a detailed budget separated into budget categories (e.g., survey, CAD hours, etc.) must be included in the request.
 - The process for selecting the group(s) proposed to undertake the design must be described. If a group(s) has already been selected, qualifications of the group(s) must be described.
 - A rough conceptual sketch of the intended passage project must be provided.
 - A plan for implementation of the project, including actual or potential sources of funding, must be provided. Projects without clear implementation plans will not be awarded funding.
 - The design resulting from a successful design award must be able to be permitted. The final deliverable should be completed relevant permit packages. For information on federal/state permits, contact the Maryland Department of the Environment.
 - All other relevant application sections (described below) must be addressed.
 - Photo(s) of the site must be included.
 - Support for the project by the property owner must be provided.

Applicants seeking design funds are particularly encouraged to contact CBT and/or FAF staff prior to application, though applicants for all project types are invited to contact us for assistance with project development.

All project proposals must:

- Clearly demonstrate benefits to the fisheries resources, particularly sportfish, of the Chesapeake Bay and its Maryland tributaries;
- Involve significant community participation through an educational or volunteer component tied to the restoration project;
- Include a monitoring and maintenance plan.

Eligible Project Sites

Only projects in areas of the Maryland portion of the Chesapeake Bay and its tributaries in Maryland are eligible for funding under this partnership. Applicants are encouraged to pursue projects that have been identified as part of an implementation strategy of a watershed management plan or assessment.

Eligible Budget Items

Applicants may apply for funding for materials directly related to restoration and enhancement activities. The following items are **NOT** eligible for funding:

1. Benefits or indirect costs
2. Monitoring supplies and equipment greater than 10% of total project cost;

3. Incidentals such as food and T-shirts;
4. Access projects such as road construction, boat ramps or fishing piers;
5. Permits;
6. Endowments, individuals, loans, fundraising, advertising or publications;
7. Computer equipment; and,
8. Research.

Staff costs for specific project-related tasks may be considered up to 50% of the total budget request. All salary requests must be justified. Limited funds are available for travel-related requests.

The CBT/FAF partnership does not have a specific match requirement, but preference will be given to proposals that have matching funds and/or in-kind contributions from public, private, and nonprofit sources. Be sure to list all pending and received matching funds for the project by category (e.g. salaries and supplies). Applicants are encouraged to create or use partnerships (i.e., with other non-profit groups, government agencies, schools) to implement projects, and are encouraged to contact Trust or FishAmerica Foundation staff for partnership ideas.

Eligible Applicants and Partners

Non-profit organizations such as local watershed organizations or local government agencies are eligible for funding for projects in Maryland. The strongest proposals will demonstrate committed partnerships (those that provide funding, technical assistance, and/or in-kind support) from various organizations, institutions, and government agencies. Partnership organizations may include, but are not limited to:

- Private, nonprofit organizations
- Contractors
- Federal, state, and local government agencies
- Tributary teams
- Community associations, civic groups, churches
- Soil and Water Conservation Districts
- Forestry boards
- Resource Conservation and Development Councils
- Public and independent primary, intermediate, and secondary schools
- Public and independent higher educational institutions

Funding Available

The partnership anticipates awarding approximately \$100,000 under the fifth year of this initiative. Individual grant requests of up to \$35,000 will be accepted. Projects should be completed in one year starting at the time the grant is approved. There is no commitment of additional grant funding beyond that period.

Criteria for Evaluation

Proposals will be evaluated by Chesapeake Bay Trust and FishAmerica Foundation staff based on the following criteria:

- Extent to which the project will improve habitat for fisheries resources;
- Technical merit and project feasibility;
- Specificity of results, benefits and products;
- Cost effectiveness, leveraged resources, budget detail, and budget justification;
- Partnership, cooperation, and support from community groups, agencies, and other organizations;
- Sufficient demonstration of the applicant’s ability to successfully complete the project

Application Instructions

Applicants are encouraged to submit proposals online through the Chesapeake Bay Trust. Application instructions will be posted at www.cbtrust.org by November 17, 2008. For those unable to submit online, please complete a grant application form cover page (see below) and follow the outline below, then submit your complete application (including all attachments such as site photos, designs, and permit approvals/applicants) via email or CD to jdavis@cbtrust.org. Proposals **must be received by 5 p.m. on December 5, 2008**.

Description of Project (5-15 pages): The following must be included in your description of the project:

1. Project abstract

Please provide a brief (one paragraph) summary of the project, including details such types of project, location, main objectives, and number of volunteers to be involved.

2. Project description

Describe all phases of the project, including planning, organization, implementation, and outreach. Please include a timeline. Indicate whether the project is an extension of an on-going or recently completed project. If the project is fulfilling part of an implementation strategy of a local watershed management plan or other type of assessment, please indicate how and describe or reference the plan. **Applicants are strongly encouraged to contact Trust and/or FAF staff early during project development** for assistance with project idea and proposal development.

3. Site plans and permits

For on-the-ground implementation projects, site plans specific to the project site must be provided. Applicants are strongly encouraged to contact either the Trust or FishAmerica Foundation to identify technical assistance resources before applying. Please also explain the status of state/federal, county, and local permit applications. Successful applicants will be required to notify the funding partners when all necessary permits are received. Funds will not be distributed until permits are obtained.

4. Maintenance

Describe the plans and provisions to maintain the project over time (e.g., establishment of conservation easement, vegetation maintenance);

5. Monitoring – Evaluating Success

Please include a discussion of the anticipated ecological benefits (e.g., linear feet of fish passage to be restored, acreage of marsh be restored, macrofaunal or infaunal species to benefit). Be sure to specifically address the benefits to sportfish and their habitat. Funding partners request that at least one structural parameter (a change in how the habitat looks; e.g., density of *Spartina* spp. plants after construction) and one functional parameter (a change in what the habitat does; e.g., reduce erosion, increase fish populations) be measured over at least the first year at the project site. In your proposal, please indicate the lead group or individual on monitoring.

6. Deliverables Table

In addition to describing the project and anticipated benefits in a narrative form, please organize these elements into a deliverables table. Please use the following format:

Activity	Project output	Indicator(s) (what you will measure. Include units)	Baseline (current value)	Project goal (achieved value at end of project)
<i>Examples:</i> Improvement of fish passage	Removal of dam	# miles of stream opened to fish passage	0	20
Streambank stabilization	Stream buffer vegetation	# trees planted	0	400
		linear feet of streambank stabilized	0	2000

7. Partnerships

List each of the partner organizations, identify individuals at each organization who will be involved, identify their area of expertise, and describe the specific role each will play in implementing the project. Indicate the technical lead on the project. Applicants are encouraged to include a letter of support for the project from an agency such as the Maryland Department of Natural Resources, the US Fish and Wildlife Service, the NOAA National Marine Fisheries Service, and/or local government.

8. Volunteer involvement

Indicate the number of volunteers that will be involved, the total number of volunteer hours, and a description of volunteer activities.

9. Budget Table

Provide a detailed itemized budget table using the template below, and please see “Eligible Budget Items” section of Application Instructions above. Eligible budget items include restoration supplies and materials, contractual support, travel (limited funds are available for travel), equipment, staff salary (though benefits may not be requested), and other direct expenses. Requests for indirect costs are not permitted. For staff cost requests, indicate the percent time devoted by each staff member to the project. Do not evaluate volunteer hours in terms of dollars; instead, list them separately. Matching resources are encouraged. Please indicate whether each match entry is applied for, pledged, or in-hand. Following the budget table, include a one- to two-paragraph budget justification/explanation. In this section, describe the source of your cost estimates, and indicate whether your organization has requested financial support from any other sources for the project not listed as match in the budget table.

Budget item	Total cost	Amount requested	Cash match	Source of cash match	In-kind match	Source of in-kind match	Volunteer hours
<i>Example:</i> 300 trees @ \$25 ea	\$6000	\$5000	\$500 (in hand)	Homeowners association	\$500 (pledged)	County	50 (for planting)
Project manager – 80 hours @ \$25/hr (4% time)	\$2000	\$1000			\$1000	RC&D	

Application Deadline

Applications are due through the Chesapeake Bay Trust’s online system, via email (jdavis@cbtrust.org), or via CD (mailed to the Chesapeake Bay Trust office, 60 West Street, Suite 405, Annapolis, MD 21401) **by 5:00 pm on December 5, 2008.**

Grant awards will be announced at the end of February 2009.

Contact

The Chesapeake Bay Trust and FishAmerica Foundation strongly encourage potential grant applicants to contact us with questions about project proposals. You may contact:

Dr. Jana Davis
Associate Director for Programs
Chesapeake Bay Trust
(410) 974-2941 x5
jdavis@cbtrust.org

Erica George
Grants Manager
FishAmerica Foundation
(703) 519-9691 x247
egeorge@asafishing.org

