Agenda:

✓ About the Chesapeake Bay Trust
✓ Grant Program overview
✓ Lifecycle of a Grant
✓ Application Sections
✓ Community Engagement Mini Grant
✓ Watershed Assistance
✓ Outreach and Restoration
✓ Tips for Success
✓ Questions
The **MISSION** of the Chesapeake Bay Trust is to promote public awareness and public participation in the protection and restoration of the Chesapeake Bay and its rivers and streams. Our **GOAL** is to increase stewardship through grant programs, special initiatives, and partnerships that support environmental education, demonstration based restoration, and community engagement activities.
Where the Money Comes From:

- Maryland’s Treasure the Chesapeake license plate
- Federal, state and corporate partnerships
- Individual and private donations
- Chesapeake Bay Fund Tax Check-off

Where the Money Goes:

- Education: Ensuring that students are environmentally literate through K-12 curriculum development, field experiences, and green school development.
- Restoration: Advancing the science and implementation of restoration best management practices that reduce pollution and improve habitat.
- Community Outreach: Engaging citizens and communities to improve the health of local waterways through community clean-ups, tree plantings, and other stewardship practices and projects.
Grant Programs Overview

Outreach / Restoration / Engagement
- Outreach & Restoration Grant
- Green Street, Green Jobs, Green Towns
- Community Engagement Mini Grant
- Watershed Assistance Grant
- Pioneer (Bi-annual Program)

Education (K-12)
- Pre-K-12 Environmental Education Mini Grant
- Environmental Education

County Specific
- Prince George’s County Rain Check Rebate
- Prince George’s County Stormwater Stewardship
- Anne Arundel County Watershed Restoration
- Anne Arundel County Forestry (Mini Grant and Full Grant Programs)
- Charles County Forestry

Chesapeake Conservation Corps: youth job training program

Capacity Building Initiative: 3-year support to increase capacity of local organizations
Lifecycle of a Grant

✓ Advertisement/Outreach – 3 months
  With exception of grants designated as rolling

✓ Online Grant Application Process
  Firm Deadline at the end of 3 months

✓ Review by Technical Committee
  Outside experts reviewing proposals

✓ Awards announced (+/- 2 months after deadline)

✓ Award Letter is Sent and Returned Signed
  Other contingencies? Status Reports? (tied to status reports/funding)
  Eligible for funding for work completed after award letter is signed

✓ Final Report
  Timeline varies; 1-3 years after award for restoration projects
Outreach and Restoration

City of Baltimore's Department of Public Works, the Charles County Watershed Protection and Restoration Program, and the City of Gaithersburg is pleased to announce that the Outreach and Restoration Grant Program is now open. This grant program encourages outreach and community engagement activities that increase stewardship ethic of natural resources and on-the-ground restoration activities that demonstrate restoration techniques and engage Maryland citizens in the restoration and protection of the Chesapeake Bay and its rivers.

What this funds:

Application Tracks - Applicants can request funds from one of the following tracks:

Track 1: Outreach:
$5,001 - $30,000 for projects focused on education and awareness as project outcomes

$5,001 - $50,000 for behavior change projects.

Track 2: Restoration.

www.cbtrust.org
Track 2: Restoration:
$5,001 - $50,000 for implementation projects

Track 3: Outreach and Restoration:
$5,001 - $75,000 for projects that combine restoration and outreach elements to measurably build knowledge within the community served.

Who can apply: Non-profit organizations, community associations, faith-based organizations and more. See RFP for full list of organizations.

Is match required? Match is encouraged but not required.

Deadline: September 28, 2016 at 5:00pm.

Program Status

This grant program is currently OPEN. To view the RFP, click here.

Grant Application Process

The Chesapeake Bay Trust’s grant applications are all submitted through an online system. If you have questions regarding the application process, please contact Abbi Huntzinger at 410-974-2941, x106 or Kacey Wetzel at 410-974-2941, x104. *Please note: The Trust’s grant system works best in Internet Explorer, especially when uploading documents.*

*Applicants are strongly encouraged to apply several days prior to the deadline, due to potential for high website traffic on the day of the deadline. Technical assistance for online application cannot be guaranteed on the deadline date.*

Questions & Technical Support

Abbi Huntzinger
ahuntzinger@cbrtrust.org
410-974-2941, x106

Kacey Wetzel
kwetzel@cbrtrust.org
410-974-2941, x104
Welcome To The Chesapeake Bay Trust Online System.

If you are a first time user of our system:
- Click the "New Applicants, click here" button.
- Follow the onscreen prompts to create an account.
- Please note: The Trust's grant system works best in Internet Explorer, especially when uploading documents.

If you have an established account on this system:
- Enter your e-mail address
- Enter your Password
- Click "Log in " to continue.

E-mail

Password

New Applicants, click here

Forgot Password?

Log in
Application Sections

Chesapeake Bay Trust Outreach and Restoration Grant

Applicant Instructions

An Executive Officer and Project Officer, two separate individuals, must be identified for all proposals. The Executive Officer and Project Officer must be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position. The project officer will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The Trust cannot conduct any official correspondence with contractors, consultants, or other project partners. If at any time the project officer cannot continue in the position, the organization must contact the Trust and assign a new qualified project officer. To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Project Title

You may spell check an entry by clicking the red check mark to the right of a field.

Organization Information

Organization Name - READ Instructions in the sentence below.

You must list the exact organization name to which the check will be issued if funding is approved. Please check with your finance office before submitting. Please refer to the current Request for Proposals to see the full list of eligible...
Application Sections

Applicant Information
✓ Project Title
✓ Grantee Organization
✓ Executive Officer – Financially Liable
   Principal, Assistant Principal, Superintendent
✓ Project Leader – Point of Contact
   Teacher

Grant Information
✓ Amount Requested – Obviously Important
✓ Project Start & End Date – Timeline Eligibility
✓ County, Watershed – Location Eligibility
Application Sections

Abstract
- ✓ Simple & Brief (max 100 words)
- ✓ Explain who is participating and what you will be doing

Timeline
- ✓ List of Steps with Dates
- ✓ Great tool for Reviewer

Volunteer Activities
- ✓ # of Vols & # of Hours

Partnerships
- ✓ Who? Appropriate?
Application Sections

Most Important Sections

Narrative

✓ Uploaded Word Document
✓ Be Clear!

Budget

✓ Uploaded Excel Spreadsheet
✓ On Website & Application
✓ Be Detailed!

Submittal

✓ Double-Check!
Application Sections

Additional Budget Justification
Please add additional budget justification below.

Once you have completed your application scroll to the bottom of the page and click "Review & Submit". This does NOT submit your application only provides you a review screen you MUST then click "Submit" to complete the submission process. After clicking "Submit", you should be taken immediately to a confirmation screen. Print or save this screen for your records. If you do not see the confirmation screen, contact the Trust immediately at 410-974-2941 x112. If you see the confirmation screen but do not receive a confirmation email within 24 hours, please (a) check your spam or junk email box to ensure you have not received the email, (b) have a copy of your confirmation screen handy, and (c) contact the Trust at 410-974-2941 x112 within 3 business days.
Community Engagement Mini Grant

**Deadline:** Rolling until funds are exhausted, starting July 1 every year

**Funding Levels:** Up to $5,000

**Eligible Applicants:** Only applicants who have received three grants or fewer from the Trust in the past are eligible to apply.

This mini grant program is designed to engage new applicants and organizations from a diverse array of communities in small-scale projects that enhance communities, engage residents, and, ultimately, improve natural resources.

**Restructured Mini Grant Program:**
- Eligibility
- Audiences: Communities of color; faith-based communities; communities involved in the human health sector
- Expand the types of projects
- Connector Groups
- Mentorship Program

**Criteria for Specific Project Types:**
- Greening/Garden
- Restoration
- Publication, Printing
- Electronic Media
- Workshops and Trainings
Community Engagement Mini Grant

Mentorship Program:

Creates a working relationship between organizations who are experienced in grant-writing and project management and those that are new to the Trust’s programs. It is the Trust’s hope that organizations that have experience with successful applications (more than three), will provide mentorship role to less experienced organizations.

Guidelines to the Mentorship Program:

✓ Assist with project development
✓ Review the Mentee’s grant proposal during application process
✓ Provide Mentee with budget form assistance
✓ Share any lessons, advice or tips from past projects
✓ Make available at least 8 hours to support the Mentee
DEADLINE: Wednesday, September 28, 2016 at 5pm

This program, in partnership with the Maryland Department of Natural Resources and the Maryland Department of Environment, is to fund the design of watershed restoration and protection projects or planning and programmatic development projects.

Funding requests will generally be less than $75,000 (up to $200,000 for stream restoration).

Two tracks are offered within the Watershed Assistance Grant Program: the Project Design track and the Watershed Planning and Program Development track.
**Design Track:** provides funding to create buildable designs for specific watershed restoration projects identified in the WIP Milestone commitments submitted or anticipated to be submitted to MDE by local jurisdictions.

**Examples:** bioretention cells, large-scale rain gardens, other low impact development stormwater techniques, environmental site designs, stream restoration, wetland and marsh creation, and any of the suite of agricultural water quality best management practices.

**The Watershed Planning and Program Development Track:** provides funding for specific projects identified in the existing Programmatic Milestones submitted to MDE by local jurisdictions or anticipated to be submitted to MDE in the 2017-2018 milestones.

**Examples:** watershed planning (watershed characterization/assessment phase, watershed action plans), projects addressing legal authority development or enhancement, organizational enhancement, or resource enhancement.

*We want to know: is this part of a watershed action plan? Have you taken into account any upstream land use? How much of the surrounding impervious surface will be treated by the practice?*

*Include a concept site plan sketch and photos.*

*Plants must be native.*
Outreach and Restoration

**DEADLINE: Wednesday, September 28, 2016 at 5pm**

This program encourages outreach and community engagement activities that increase stewardship ethic of natural resources and on-the-ground restoration activities that demonstrate restoration techniques and engage Maryland citizens in the restoration and protection of the Chesapeake Bay and its rivers.

**Potential Project Ideas:**

- Installing neighborhood street trees
- Greening/Cleaning vacant lots and communicate environmental messages
- Training community members through green jobs training, especially in the stormwater realm
- Engaging workers newly trained in stormwater green jobs
- Building or expanding urban agriculture with a water runoff treatment component
- Installing living shorelines
- Constructing rain gardens, bioretention cells, or rain barrels
- Removing hard surfaces like asphalt and replacing with pervious features or practices
- Undertaking large-scale stormwater management projects on school property that restore habitat, improve water quality, and establish outdoor classrooms on school grounds
- Promoting environmentally responsible communities through behavior change program development
- Educating community residents about natural resources and stormwater improvement practices
Track 1: Outreach

$5,001 - $30,000 for Education and Awareness Building Projects

- Raise awareness of challenges and solutions to restoring rivers and bays
- Measurably increase knowledge within a given target audience
- Justify methodology used to deliver messages to audience

$5,001 - $50,000 for Behavior Change Projects

- Target a specific change in behavior within a specific target audience
- Plan based on formative research and engagement of target audience
- Yr-1 – formative research and behavior change plan development
- Yr-2 – plan implementation
$5,001 - $50,000 for Restoration and Implementation Projects

- Accomplish on-the-ground restoration projects improving a Maryland natural resource (enhanced habitat, improved water quality, etc)
- Complete all design work within a $5,000 design budget (most competitive projects will be shovel-ready)
- Clearly outline the quantifiable outcomes (number of trees planted, drainage/impervious area treated, pollutants reduced, etc)
- Define partnerships for the project to engage the surround communities (schools, Green Teams, etc)
- Describe the long-term maintenance plan (who is maintaining the project and how)
- Potential Project Ideas: Vacant Lot Greening, Tree Planting Projects, Micro-Bioretention (rain barrels, rain gardens, bioswales, etc.), School-Based Projects
Track 3: Outreach and Restoration

$5,001 - $75,000 for combined Restoration and Outreach Projects

- Projects must consider all criteria and guidelines listed under Track 1: Awareness Projects and Track 2: Restoration projects. Projects do not have to consider criteria and guidelines listed under Track 1: Behavior Change Projects.
- Projects should describe how the restoration components of the project will be leveraged for demonstration and education in order to measurably build knowledge within the community served.
Tips for Success

When Building Narrative/Describing Potential Project

✓ Read all RFP Guidelines and Criteria carefully
  Consider budgets, qualifications of partners, methodology, funders’ priorities

✓ Show project in context of larger picture:
  WIP, neighborhood efforts, sustainability, other projects in area?

✓ Reach out to Trust program staff early for feedback

✓ Keep deadlines in mind and apply early
  Especially for rolling programs with set funding amounts

✓ Keep in mind where project is located
  If proposing implementation, have Letters of Support from landowner and other relevant groups/partners
Tips for Success

When Completing Online Application

✓ Use INTERNET EXPLORER
✓ Cut and Paste Narrative Outline into Word Doc to provide clear outline for TRC reviewers
✓ Submit early to avoid upload and submittal backups
✓ Record password/user info in a safe place to avoid being locked out
✓ When in doubt, ask for clarification from Trust Staff
✓ Hit SUBMIT at end (double, triple check!)
Questions?

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