

# Request for Proposals: Community-Based Habitat Enhancement Grant Program



**Application Deadline: March 21, 2014**

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## **BACKGROUND**

The Casco Bay Estuary Partnership requests proposals for its Community-Based Habitat Enhancement Grant Program. CBEP is a catalyst for action, with the goal of keeping Casco Bay and our nearly 1,000 square miles of watershed clean and healthy. Partners include citizen organizations and government agencies with a stake in the protection of the Bay. Our activities benefit those that:

- live, work and play on the Bay,
- appreciate its natural beauty, and,
- reap its economic benefits.

Through this program, CBEP seeks to provide partial funding up to a maximum of \$5,000 for on-the-ground, hands-on environmental stewardship projects with clear benefits to aquatic habitat and/or water quality. We encourage innovative proposals. Prospective applicants are welcome to contact CBEP staff for input before submitting a proposal. Example projects include:

- Volunteers planting native trees and shrubs along waterways ([example](#))
- Coastal clean-ups; removal of trash, waste, and marine debris
- Efforts to catch and clean stormwater runoff, such as construction of rain gardens ([example](#))
- Stream bank stabilization using wood and other natural materials ([example](#))
- Livestock exclusion from rivers and streams ([example](#))
- Removing barriers to fish passage ([example](#))
- Generally, projects that undo human impacts that have led to degradation of waterways

**Please note that the following types of projects will not be considered through this program:**

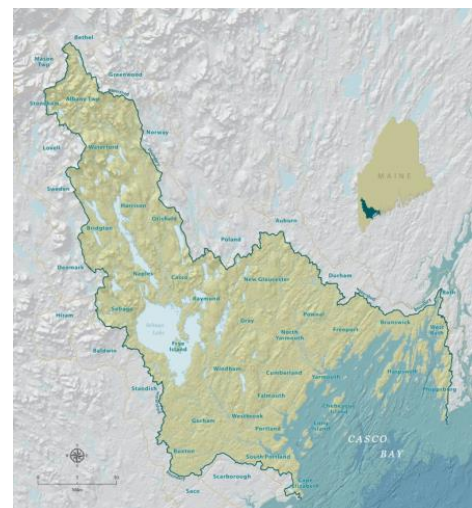
- Terrestrial invasive plant management
- Projects required due to permit obligations
- Use of rip-rap or other hard structures

## **ELIGIBILITY**

The project must occur in the [Casco Bay Watershed](#) (right). Applicants must be legally recognized entities, such as:

- Non-governmental organizations
- Land trusts
- Municipalities (schools, commissions, etc.)
- State agencies
- Snowmobile clubs
- Civic groups
- Girl Scouts, Boy Scouts

For-profit corporations are not eligible to receive funding, but partnerships that involve businesses are welcome.



[Click on the map to view online.](#)

## **PROPOSAL GUIDELINES**

Proposals should include:

- Project title, location, applicant organization, and contact information
- Description of why the project is needed, objectives, and tasks
- The role of people in completing the project
- The anticipated environmental benefits to waterways and/or aquatic habitat
- Planned outreach and PR associated with the project
- Letters of support from property owners, if needed
- Photos and/or a map of the site
- Budget (see below)

## **BUDGET**

Applicants must provide a budget and accompanying narrative that details project costs and explains how costs relate to implementation. Projects that incorporate significant shared contributions to project implementation will be most competitive. These contributions will be considered “match” by CBEP. Match is essentially cost-sharing, and can include in-kind contributions such as volunteer labor, donations, personnel, or cash. Clearly describe the source and estimated value of any in-kind or cash match in the budget. Volunteer labor may be valued at \$22.14/hr.<sup>1</sup>. Contributed professional services are valued at standard hourly rates.

### **Budget Format:**

	<b>Amount Requested from CBEP</b>	<b>In-kind Match*</b>	<b>Cash Match**</b>	<b>Total Budget</b>
<b>Supplies/Materials***</b>				
<b>Equipment****</b>				
<b>Travel</b>				
<b>Personnel</b>				
<b>Other costs</b>				
<b>Total Project Costs</b>				

\* Includes donated volunteer time, personnel costs, equipment, supplies, mileage, etc.

\*\* Includes cash contributions from sources other than CBEP.

\*\*\* Includes consumable items, such as trees, mulch, etc.

\*\*\*\* Includes items that will continue to have use beyond the duration of the contract, such as tools

<sup>1</sup> Based on 2012 rate. Current rate can be found at [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time).

## **PROPOSAL REVIEW**

A subcommittee comprised of CBEP's Management Committee, staff, and partners will evaluate proposals. Proposals will be ranked according to the following general guidelines:

- The degree to which the project incorporates local community member participation
- The likelihood of environmental benefits to waterways and/or aquatic habitat
- Project readiness, and the likelihood that the project will achieve stated goals
- The reasoning of the project plan
- The soundness of the project budget and narrative, including the proportion of match and the ratio of personnel costs to the overall budget
- Establishment or strengthening of new and existing partnerships

## **GRANT AWARDS**

Funding announcements will be made in early April.

Grantees will be asked to submit a brief final report summarizing the project, as well as other project documentation such as photographs and media coverage.

Any funding not expended by October 31, 2014 will automatically revert back to the program fund unless otherwise specified in the contract. All project activities are expected to take place during the 2014 field season.

Successful applicants will enter into a contract with CBEP through the University of Maine System. Proposals, including any revisions, will generally serve as the basis for contracts.

## **TO SUBMIT A PROPOSAL**

**Electronic copies of proposals must be received by March 21, 2014.**

Proposals may be submitted by email (preferred) to [mcraig@usm.maine.edu](mailto:mcraig@usm.maine.edu) or delivered to:

Matt Craig/2014 CBHE Program  
Casco Bay Estuary Partnership  
232 Wishcamper Center  
PO Box 9300, 34 Bedford St.  
Portland, ME 04104-9300

Applicants are welcome to contact CBEP for more information or feedback prior to submitting a proposal.