

Gulf of Maine Council on the Marine Environment
Action Plan Grants Program 2007 • Request for Proposals due May 15, 2007

Introduction

The Gulf of Maine Council on the Marine Environment seeks applications from non-governmental organizations to achieve specific outcomes in its new five-year Action Plan (2007-2012), www.gulfofmaine.org/actionplan. The Action Plan was developed with considerable input and deliberation from Council representatives and partners throughout the Gulf of Maine Watershed and is designed to implement three overarching, long-term goals of the GOMC:

- **Goal 1:** Coastal and marine habitats are in a healthy, productive, and resilient condition.
- **Goal 2:** Environmental conditions in the Gulf of Maine support ecosystem and human health.
- **Goal 3:** Gulf of Maine coastal communities are vibrant and have marine-dependent industries that are healthy and globally competitive.

The Council invites eligible organizations to apply for funding made available through a US Congressional appropriation administered by National Oceanic and Atmospheric Administration (NOAA) to work toward these goals.

Eligibility

Non-governmental organizations (e.g., community associations, cooperatives, civic groups), municipalities, and schools are eligible to apply. The applicants and the proposed project must be located within the Gulf of Maine watershed. The Gulf of Maine watershed extends from Southern Cape Cod, Massachusetts to Cape Sable, Nova Scotia, and includes all lands that are part of coastal watersheds.

Grant Program Focus

Action Plan Grants are made available to achieve measurable progress toward the long-term outcomes in the new Action Plan. The specific actions in the plan are designed to make progress toward the three broad goals listed above. Proposals should specifically address these three goals. In addition to the Action Plan, the Council has adopted *Work Plan: January 2007 to July 2008*, which includes more details about how the Council expects to work toward the long-term goals during the next eighteen months. Applicants should refer to this document, also found at www.gulfofmaine.org/actionplan to align proposals with Council goals.

The GOMC accomplishes its work through committees, which will have input on all grant proposals. Applicants are encouraged to contact committee co-chairs, www.gulfofmaine.org/council/committees, to discuss proposals and how they fit into the Action Plan.

Grant Details

- **Grant Amounts:** The Gulf of Maine Council will consider proposals for funding at \$10,000 each. Multi-institutional or multi-researcher proposals, or proposals that substantially complete a *Work Plan: January 2007 to July 2008* item or items may qualify for a higher funding level if deemed appropriate.
- **Ineligible Costs:** Grants will not cover costs such as overhead, office equipment, scholarships to individuals, deficit reduction activities, or projects that have already been completed. Note: Temporary and full time staff costs can be covered only when their hours are dedicated to the grant project.

- **Matching Requirements:** Match is not required, but proposals incorporating matching cash or in-kind services are preferred.
- **Project Duration:** Work conducted for the project may start as early as **June 1, 2007** and shall be completed no later than **June 30, 2008**. Eligible costs shall be paid for work done no earlier than notification of grant award.
- **Contracting:** Successful applicants will enter into contracts that specify work tasks, work products, and reporting requirements. Contracts will be based upon the project as proposed by the applicant and will focus on specific outcomes.
- **Payment:** 50% of the grant award will be paid upon contract execution. 40% will be paid upon receipt of the mid-term progress report. A final payment of 10% of the total grant award will be paid upon successful completion of the project and reporting requirements. Projects that receive more than \$10,000 will have a payment schedule tied to specific outcomes.

Application Requirements /Submission Deadline

A completed application must be submitted via the electronic form at <http://www.gulfofmaine.org/actionplan/grant/apply/> no later than **May 15, 2007**. Only completed proposals will be considered. Only materials listed below will be accepted. To be considered, a completed application **must** include:

- Cover letter outlining the applicant's experience and general approach as to how the project will be completed
- Completed Project Scope (Appendix A)
- Completed Budgets (Appendix B) detailed in United States Dollars only
- Two letters of support (these must be emailed with the proposal, they will not be accepted if emailed separately)
- Project area map if applicable to the proposal

Proposal Review and Selection Criteria

The proposal evaluation team includes representatives of all of the Gulf of Maine Council Provincial and State jurisdictions along with one Canadian and one US federal representative. The team's evaluation of proposals will be based on the following criteria:

- Extent to which the proposal implements the Action Plan
- Measurable outcomes
- Capability of applicant
- Transferability of project throughout the Gulf of Maine
- Partners and jurisdictional support

Applicants will be notified of selection results by early June 2007. The US Gulf of Maine Association will execute contracts.

Process

Proposals must be submitted at <http://www.gulfofmaine.org/actionplan/grant/apply/> on or before **May 15, 2007**. You will receive a confirmation that your proposal was received. The evaluation team will review proposals, select projects to be funded, and notify all applicants by early June 2007. The contract process will begin immediately after applicants are notified. The US Gulf of Maine Association will execute contracts. Organizations whose projects are not selected are encouraged to apply again, as appropriate, in subsequent grant rounds.

Questions?

We will answer clarifying questions only. Contact Michele L. Tremblay, Council Coordinator (contact information on the footer of page one of this request for proposals) or your state, provincial, or Canadian or US federal member of the Action Plan Grants Program committee (listed below) or your state or provincial members of the Working Group listed at http://gulfofmaine.org/council/committees/working_group.php.

Action Plan Grants Program Committee Members

New Brunswick: Marianne Janowicz, NB Department of Environment;

Marianne.Janowicz@gnb.ca; 506.457.4923

Nova Scotia: Pat Hinch, NS Department of Environment and Labour; hinchpr@gov.ns.ca; 902.424.6345

Maine: Seth Barker, ME Department of Marine Resources; seth.barker@maine.gov; 207.633.9507

Massachusetts: Kathryn Glenn, MA Coastal Zone Management; 978.281.3972

New Hampshire: Catherine Coletti, NH Department of Environmental Services; ccoletti@des.state.nh.us; 603.559.0024

US Federal: Betsy Nicholson, NOAA Betsy.Nicholson@noaa.gov; 603.862.1205

Canada Federal: Katherine Parlee, Environment Canada; kathryn.parlee@ec.gc.ca; 902.426.1719

Appendix A
Project Scope

Organization:

Project manager name:

Title/role:

Mailing address:

Daytime telephone:

Facsimile:

email address:

Project name:

Objective—list GOMC goal and specific work plan items addressed from the GOMC 2007-2012 Action Plan (please download the *Action Plan* and *Work Plan: January 2007 to July 2008* at www.gulfofmaine.org/actionplan for further information.) Proposals can address one or more of the items listed in the Work Plan:

Experience—demonstrate why your organization is likely to succeed in carrying out the proposed project. Please be specific and relate your comments to specific tasks and work products in your proposal:

Description—briefly describe the project:

Tasks: (outline steps to be taken in completing the project, including time schedule):

1.

Completion date:

2.

Completion date:

3.

Completion date:

(Add additional products and deliverables if necessary)

Work products and deliverables: (specify tangible outputs, including time schedule):

1.

Deliverable completion date and proposed payment:

2.

Deliverable completion date and proposed payment

3.

Deliverable completion date and proposed payment

(Add additional products and deliverables if necessary)

Appendix B
Budget

A. Project Costs by Task

| Task # | Brief description of task and deliverable | Proposed date(s) | GOMC \$ | Match | | Total \$ |
|--------|---|------------------|---------|---------|------|----------|
| | | | | In-kind | Cash | |
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B. Budget Breakdown

| Cost Categories | GOMC \$ | Matching \$ | | Total \$ |
|------------------------|---------|-------------|---------|----------|
| | | In-kind | Cash \$ | |
| Personnel | | | | |
| Fringe | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Other (please explain) | | | | |
| Totals | | | | |

Additional requirements and important instructions

- Include two letters of support (they will not be accepted if not included with application)
- Project area map, if applicable to the proposal
- Please complete both of the budget tables
- Budget must be expressed in United States Dollars
- Using the online application tool data entry field, any additional information needed to explain the above tables