

Coldwater Heritage Partnership



2017 **Coldwater Conservation** **Planning Grant Application**

**All proposals must be postmarked by
December 16, 2016**

Questions regarding this application can be directed to:

Coldwater Heritage Partnership
Tali MacArthur, Program Director
450 Robinson Lane
Bellefonte, PA 16823
(814) 359-5233

Email: info@coldwaterheritage.org

Applications can also be emailed to this address.

Coldwater Heritage Partnership

The Coldwater Heritage Partnership is a collaborative effort between the Pennsylvania Fish and Boat Commission (PFBC), Pennsylvania Department of Conservation and Natural Resources (DCNR)*, Pennsylvania Council of Trout Unlimited (PATU) and the Foundation for Pennsylvania Watersheds (FPW).

The purpose of the Coldwater Heritage Partnership (CHP) is to provide leadership, coordination, technical assistance, and funding support for the evaluation, conservation and protection of Pennsylvania's coldwater streams. For more information on the CHP program please visit www.coldwaterheritage.org.

*DCNR funding is made possible through the Community Partnership Program.

Coldwater Conservation Planning Grants

Purpose

Grants will be awarded to conservation organizations to create a Coldwater Conservation Plan that will serve to conserve and protect the coldwater streams and resources of Pennsylvania. Grants up to \$5,000 will be awarded to conservation organizations to:

- Gather existing data about the coldwater ecosystem;
- Identify potential impacts, threats, problems and opportunities to coldwater streams;
- Formulate a plan of action for proposed conservation and protection strategies; and,
- Build community awareness and support for the conservation of coldwater streams.

Eligible Applicants

Organizations that have 501(c)3 non-profit status in Pennsylvania, such as watershed associations, land trusts, Trout Unlimited chapters, conservancies, sportsmen groups, educational institutions and conservation organizations are eligible to apply. Municipalities, municipal authorities and counties may also apply. Organizations that do not have 501(c)3 non-profit status must identify a non-profit organization that will administer the finances for the grant (a pass-through organization).

Program Funding Priorities

Proposals that meet the following criteria will be given priority:

- Project will occur in a watershed that contains streams with naturally reproducing trout populations. The list of streams containing naturally reproducing trout can be found at: http://fishandboat.com/trout_repro.htm
- Project will occur in a watershed listed as special protection waters within the Commonwealth of Pennsylvania's Chapter 93 or have the potential to be upgraded. This information can be found at: <http://www.pacode.com/secure/data/025/chapter93/chap93toc.html>
- Streams and other water bodies in project area are generally open to the public for recreational activities including angling;
- Project demonstrates significant partnerships, volunteer involvement, and promotes opportunities for citizen science and engagement;

- Local watershed organizations, TU chapters, county conservation districts or academic institutions (rather than consulting firms) take the leading role in the implementation of the project; and
- Proposed project demonstrates benefits to coldwater fish species as well as to the local community's economic, recreational, aesthetic characteristics or objectives.

Eligible Use of Funds & Required Match

The grant provides a maximum of \$5,000, which may be used for administration costs for planning activities, supplies, equipment, travel and other services to develop a Coldwater Conservation Plan.

Preference will be given to applications that show cash or in-kind contributions such as volunteer time, donated services, or other donated items that directly tie to the development of the Coldwater Conservation Plan. If funded, 90% of the grant award will be awarded after the contract has been executed. The final 10% will be held until the Coldwater Conservation Plan and budgetary information is submitted and approved.

Guidelines for Preparing a Coldwater Conservation Plan

A Coldwater Conservation Plan shall provide a general description of the watershed including relevant geographical, geological, historical, and other information; analysis of recent or current scientific data already available or collected during the course of the grant period; a description of the unique or outstanding ecological, economic, aesthetic, and/or recreational values of the watershed; lists of areas of concern or potential threats, impacts, problems, or opportunities in the watershed; and recommendations or a plan of action for conservation, preservation and/or restoration activities and projects.

Plan preparation should include a public participation process, which serves to inform stakeholders and build community consensus for the conservation of the coldwater stream. Two public meetings are required. Soon after the grant is awarded, the organization is expected to schedule at least one public meeting to announce the grant award, to present the anticipated tasks and outcomes, and to solicit public input to the plan including known or suspected issues of concern or opportunity. The grantee is expected to schedule a second public meeting towards the end of the grant period to present and solicit comments from stakeholders on the draft plan. CHP staff is available to provide assistance as necessary with completing a plan.

The process for developing a Coldwater Conservation Plan should include the following:

1. Notify all municipalities in the watershed about the grant award, including an explanation of the project;
2. Within the first three months, schedule initial public informational meetings in a location(s) convenient for a majority of the stakeholders in the watershed to explain the project and solicit information and support from residents;
3. Gather existing information (geological, hydrological, historical, etc.) about the waterway and watershed and collect scientific data on current stream conditions;
4. Prepare a draft Coldwater Conservation Plan for review by CHP staff;
5. Present the results and solicit feedback at a second public informational meeting; and
6. Prepare final Coldwater Conservation Plan and submit to CHP.

The Coldwater Conservation Plan must include:

- Introduction and Background
- Description of the Watershed
- Previous and Current Studies/Analysis of Watershed
- Unique and Outstanding Values in the Watershed/Stream
- Areas of Concern and Potential Conflicts
- Recommendations and Next Steps
- Summary/Conclusions

Please refer to Appendix A of this application form for more complete information about Conservation Plan Criteria.

Completed Conservation Plans are available on the Coldwater Heritage Partnership webpage, www.coldwaterheritage.org. These plans provide good examples of what should or can be included in a Coldwater Conservation Plan including examples of recommendations and next steps.

To Apply

REMEMBER, in order for your organization to receive funding:

- Your project should be managed by a local sponsor and include partners, such as nonprofit groups, businesses, local government and community organizations.
- Funds must be received by a legal entity. Organizations that are not incorporated as 501(c)3 non-profits must identify a non-profit organization that will administer the finances for the grant (a pass-through organization).

To apply for a grant, please follow these steps:

1. Contact the Coldwater Heritage Partnership to discuss your organization's needs and project ideas before applying.
2. Complete the grant application and submit one copy to the Coldwater Heritage Partnership. Applications may be mailed or emailed as **one** pdf document (Maps may be included as a separate file, however ALL other items must be sent as one pdf). Mailed applications must be received or postmarked on or before **December 16, 2016**. Emailed applications must be received by 5:00 PM on December 16, 2016. If you do not receive confirmation of your application, it has not been received. Please email OR mail your application.

Application and Attachment Check List

Please assemble one (1) copy of the grant application as follows.

Check Box	Item	Description
	Grant Application Cover Sheet	Provides organizational information.
	Budget Narrative	Specific information regarding budget expenditures. Please include any additional pages or letters regarding fees from providers and documentation of costs for line items.
	Project Map	Maps should be clear and easy to photocopy. Example of maps can be found at the CHP website under "Grant Applications and Guidelines".
	Project Narrative	Please answer each question using the criteria provided
	Proof of Legal Status and IRS 501 (c)(3) Determination*	Documentation that your group is an eligible applicant, copy of your Certificate of Incorporation, issued by the Secretary of State's Office and a copy of the IRS 501(c)(3) Determination Letter.
	Letters of Support	Substantiates need for the project and shows collaboration with other organizations.
	List of Officers	A list of the organization's officers and/or board members and their contact information.
	Other Information	Any literature or narrative describing the proposed project. (Optional)

* Note: If your group does not have 501(c)3 status, you must use a Pass-through Agent. If using another organization as a Pass-through Agent, a copy of the Pass-through Agent's Tax-exempt Determination Letter must be provided.

CHP GRANT APPLICATION – CONSERVATION PLANNING

PROJECT TITLE:	
ORGANIZATION NAME:	
PASS-THROUGH ORGANIZATION (IF APPLICABLE):	
ORGANIZATION OR PASS-THROUGH AGENT'S FEDERAL EMPLOYEE ID NUMBER OR TAX ID NUMBER :	
GEOGRAPHIC AREA THE PROJECT WILL AFFECT (PLEASE ATTACH MAP): WATERSHED: COUNTY: MUNICIPALITY(IES):	
STREAM NAME:	CHAPTER 93 STREAM DESIGNATION: (IS IT A CWF, HQ OR EV STREAM?)
LATITUDE/ LONGITUDE IN MIDDLE OF STREAM SECTION(S) PROPOSED FOR PLAN:	
DOES THE STREAM CONTAIN A NATURALLY REPRODUCING TROUT POPULATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, IS IT CLASS A? <input type="checkbox"/> YES <input type="checkbox"/> NO HTTP://FISHANDBOAT.COM/CLASSA.PDF	APPROXIMATE % OF STREAM OPEN FOR PUBLIC USE:
PROVIDE A ONE-SENTENCE DESCRIPTION OF THE PROJECT:	
AMOUNT REQUESTED:	TOTAL PROJECT COST:

CONTACT INFORMATION FOR ALL GRANT RELATED CORRESPONDENCE:

PLEASE PROVIDE CONTACT INFORMATION FOR TWO INDIVIDUALS WHO WILL BE ASSOCIATED WITH THE PROJECT.

MAIN CONTACT NAME AND TITLE:		SECONDARY CONTACT NAME AND TITLE:	
ADDRESS:		ADDRESS:	
PHONE:	FAX NUMBER:	PHONE:	FAX NUMBER:
EMAIL:		EMAIL:	
SIGNATURE:		SIGNATURE:	

PLANNING BUDGET NARRATIVE

LINE ITEM	DESCRIPTIONS/DETAILS/ EXPLANATIONS	CHP GRANT FUNDS REQUESTED	LOCAL CONTRIBUTIONS	
			CASH MATCH	IN-KIND
PROFESSIONAL SERVICES / LABOR				
TRAVEL (PLEASE BE SPECIFIC)				
SUPPLIES (PLEASE LIST EACH ITEM. ATTACH A SEPARATE SHEET IF NECESSARY.)				
ADMINISTRATIVE* (POSTAGE, MAILINGS, PHONE, PRINTING)				
MEETING SPACE / RENTAL				
OTHER (ITEMIZE)				
TOTAL				

* MAY NOT EXCEED 5% OF TOTAL GRANT REQUEST

PLEASE SUBMIT ONE COPY POSTMARKED BY DECEMBER 16, 2016 TO:

Coldwater Heritage Partnership Program
450 Robinson Lane
Bellefonte, PA 16823

or

Email to info@coldwaterheritage.org as one pdf document (with the exception of the project map, multiple attachments will not be accepted).

Project Narrative

Please provide the following information using the Headings and criteria below. The project narrative should be **no more than five** pages in length. Project proposals will be evaluated on a 100 point review system with each component of the narrative eligible for the maximum number of points indicated below.

1. Overview of Organization (10 points)
 - a. Provide background information about your organization including a statement of the organization's mission
 - b. State the goals and/or objectives of the organization
 - c. Describe how your organization is uniquely suited for carrying out this project. Include recent successes, awards, and relevant initiatives.
2. Why your organization is seeking a Coldwater Conservation Planning Grant? (20 points)
 - a. Describe how the plan will benefit the watershed including the cold water resources and the communities within the watershed. Consider economic, recreational, aesthetic, and other benefits
 - b. Defend this plan as a priority
 - c. Provide any specific goals and objectives for the plan
3. Project Work Plan (25 points)
 - a. Describe the activities your organization will undertake and the approximate order of activities and events
 - b. Define the type of data that will be collected. (Be specific: Fish surveys, macroinvertebrates, etc. chemical water quality data, etc.)
 - c. Describe the protocols you plan to use for collection and analysis. If data will be sent to certified labs, please provide names and locations.
 - d. Describe the responsible party for each action and event if someone other than your organization's staff and volunteers
4. Project Timeline* (15 points)
 - a. Estimate when each activity is proposed to begin and end
 - b. Estimate how long each activity is scheduled to last
 - c. State the expected start and end date of the whole project
 - d. Consider contingencies for adverse impacts or unforeseen circumstances that may affect project outcome or proposed timing of project implementation

**Consider using a Gantt Chart or similar project timeline tool.*

Note: Plans should be completed 18 months after contract is fully executed.

5. Describe anticipated uses of the completed Plan (10 points)
 - a. Describe where/how stakeholders and others will be able to access the plan
 - b. List how the organization plans to use or apply elements in the final plan.

6. Project Partners (10 points)
 - a. List entities which will contribute to the success of the project and plan. Examples of partners include: municipalities, townships, TU chapters, conservation districts, watershed organizations.
 - b. Include a letter(s) of support
 - c. How will volunteers be involved and what role will they play in project success both short- and long term?

7. Project Budget (10)
 - a. Use attached Proposed Budget Narrative (*Form does not count as part of 5 page limit*)
 - b. And provide details about sources of additional project funding sources in the narrative portion of your application

Attachments

Please attach the following to your narrative:

- Map showing proposed project area. Please attach a clear and easy to photocopy map. Example of acceptable maps can be found on the CHP website under “Grant Applications and Guidelines.”
- Copy of Certificate of Incorporation (IRC Code) *and* 501(c)3 tax-exempt Determination Letter
- Letters of support from partners and their commitment to the project
- A list of the organization’s officers and/or board members and their contact information.
- Any other information you believe is important.

Please contact the Program Director at info@coldwaterheritage.org or 814-359-5233 with any questions regarding the application.

Appendix A
Coldwater Heritage Partnership Coldwater Conservation Plan Criteria

Coldwater Heritage Partnership planning grants provide funding to conservation organizations to create coldwater conservation plans that can be used by municipalities, local businesses, state and local government, conservation organizations and communities for the conservation and protection of Pennsylvania's coldwater resources.

Coldwater Conservation Plan Format

All plans should be submitted in one digital document (including all text, tables, figures and maps). There is no "one size fits all" Coldwater Conservation Plan format since each watershed is unique, and the goals, needs and capacities of each organization creating the plan are different. However, the basic elements of a plan, described below, should be included in the final Coldwater Conservation Plan.

1) Introduction and Background

Provide an overview of the organization and general background information about the project area

2) Watershed/Project Area Description

- a) Location- geographic location within the state including counties, townships, etc. Include latitude and longitude whenever possible.
- b) Size of Watershed, Drainage Area, stream length or order
- c) List of Streams containing naturally reproducing trout and Chapter 93 Stream designation
- d) Land Use (farming, residential, commercial/ industry)
- e) Ownership (%)- public and private (area assessed)
- f) Stream impairment data- 303(d) list status (cause and source of impairment)

3) Detailed Map of Watershed with Streams Segments, etc.

Maps can show many of the above listed elements and should also include sampling and monitoring locations.

4) Previously Existing Information and Current Data Analysis

- a) Characterize and discuss relevant previously existing information, data, and studies (hydrology, geology, biological, historical, etc.)
- b) Current Biological Monitoring and Assessments: Data and discussion related to:
 - i) Habitat assessments: In-stream and Riparian Corridor
 - ii) Aquatic organism passage (stream crossings)
 - iii) Aquatic life (invertebrates and fish)
 - iv) Aquatic and terrestrial invasive species that impact stream or riparian corridor
- c) Water quality
 - i) pH, alkalinity, temperature, DO, etc.

5) Areas of Concern and Opportunity

This section shall address problem areas or unique features within the watershed or specific stream section. Include photos where possible (please use discretion when working with private land owners).

6) Recommendations

Following collection and data analysis develop recommendations to serve as actions for the restoration, maintenance or enhancement of the watershed. Include goals, clearly defined objectives and specific projects which can be undertaken in the future. These recommendations and next steps should be as specific and tangible as possible. A large scale restoration project, for example, should be broken down into logical, attainable smaller steps. Keep in mind that future funding opportunities may depend on the ability of the funder to form direct links between their priorities and requirements and the specific projects recommended in your completed plan. General statements of need or loosely defined recommendations will make future implementation efforts more difficult. Recommendations for efforts that promote, support, and implement coldwater resource conservation awareness initiatives, education and outreach programs, and stewardship opportunities are also strongly encouraged.

Additionally, consider the opportunity for a Chapter 93 designation upgrade and what specific steps would be necessary.

7) Future Funding Opportunities and/or Potential Partners

Consider including known or possible funding opportunities (grants, foundations, donations) and partners who may be available to help implement and carry out the recommendations above. What are the organization's proposed next steps upon approval of the CHP?

8) Summary and Conclusions

A final brief summary of the process, data, lessons learned, partner recognition, recommendations, and next steps.

9) References

10) Appendices

Include maps, figures, tables, and photographs not included in the narrative