

Coldwater Heritage Partnership



2017 **Coldwater Conservation Implementation** **Grant Application**

**All proposals must be received or 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 Conservation Partnerships Program.

Coldwater Conservation Implementation Grants

Purpose

Grants will be awarded to implement projects recommended in a Coldwater Conservation Plan or similar document in order to protect Pennsylvania's coldwater streams. Grants of up to \$7000 will be awarded toward implementation projects.

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 districts are eligible to apply. Counties, municipalities, and municipal authorities 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 project implementation, and
- Proposed project demonstrates benefits to coldwater fish species as well as to the local community's economic, recreational, and aesthetic characteristics or objectives.

Project Requirements

Only projects proposed within watersheds that have one of the following completed documents will be considered for funding:

- A Coldwater Heritage Partnership Coldwater Conservation Plan*
- A River Conservation Plan
- OR
- A document that contains the following information:
 - A general description of the watershed including relevant geographical, geological, historical, and other information;
 - Recent analysis of scientific data for the coldwater ecosystems*
 - 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.

*The Coldwater Heritage Partnership may request updated stream data if documents, data, or analysis seem to be out of date or inconsistent with current stream conditions.

The grant applicant may use any completed plan to apply for funding and does not need to be the original author of or contributor to the plan.

Examples of eligible projects are listed below, although other projects may be eligible. **Please contact the CHP program director to discuss your project before applying.**

- Natural stream channel and bank restoration projects that maintain or improve water quality;
- In-stream aquatic wildlife/fish improvement structures;
- Riparian buffer installation or improvement;
- Stormwater best management practices;
- Agricultural best management practices, like stream bank fencing;
- Acid deposition abatement and alkaline addition;
- Education and/or outreach; and
- Programs that increase public awareness of watershed issues and provide hands-on learning experiences.

Eligible Use of Funds & Required Match

CHP implementation grants may be used to pay for labor costs, equipment, materials, meetings, engineering, construction activities and other services. Maximum amount of funding per grant request is \$7,000. Generally, the proposed project should be completed 18 months after contract is executed.

Preference will be given to applications that show a match of either cash or in-kind contributions such as volunteer time, donated services, or other donated items. Successful applicants will be awarded 90% of the grant when a contract has been fully executed. The remaining 10% will be awarded upon completion of the project and the approval of the final report and budgetary information by the CHP representative.

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 non-profit 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).
- Your project must be identified in a completed plan or report.

To apply for a grant, please follow these steps:

1. Contact the Coldwater Heritage Partnership to discuss your organization's needs and project ideas.
2. Complete the grant application including cover sheet, narrative with attachments, and proposed budget and submit one copy to the Coldwater Heritage Partnership. Applications may be mailed or emailed as **one** PDF document (multiple attachments will not be accepted with the exception of project area map). 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 ATTACHMENTS CHECK LIST

Please assemble one copy of grant application as follows.

Check Box	Item No.	Item	Description
	1	Grant Application Cover Page	Provides organizational information.
	2	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.
	3	Project Narrative	Answer each question using the criteria provided.
	4	Project Map	Map showing proposed project area. Please provide a clear and easy to photocopy map (example of maps can be found on the CHP website under "Grant Applications and Guidelines").
	5	Photos	Please include photos of the project site and any design work that has been completed.
	6	Proof of eligibility for funding *	Documentation that your group is a legal entity, for example, a copy of your Certificate of Incorporation, issued by the Secretary of State's Office or your 501(c)3 certificate. If your group is not a legal entity, you must use a pass through organization.
	7	Letters of Support / Landowner Commitment	Substantiates need for the project and shows collaboration with other organizations. If the project is on private property, please include a landowner agreement letter.
	8	Supporting Documents	Any literature or narrative describing the proposed project. Please include the section of the plan or document that list your project as a recommendation.

* Note: If the applicant will be 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 COVER PAGE

PROJECT TITLE:	
ORGANIZATION NAME:	
NAME OF THE TAX-EXEMPT ORGANIZATION TO WHICH FUNDS WILL BE DISTRIBUTED IF DIFFERENT FROM THE ORGANIZATION ABOVE (PASS-THROUGH AGENT):	
ORGANIZATION OR PASS-THROUGH AGENT'S FEDERAL EMPLOYEE ID NUMBER OR TAX ID NUMBER:	
GEOGRAPHIC AREA (PLEASE ATTACH MAP):	
WATERSHED:	COUNTY:
MUNICIPALITY(IES):	PROJECT LATITUDE / LONGITUDE:
STREAM NAME:	CHAPTER 93 STREAM DESIGNATION: (CWF, HQ, EV) SEE LINK ABOVE
DOES THE STREAM CONTAIN A NATURALLY REPRODUCING TROUT POPULATION? SEE LINK ABOVE <input type="checkbox"/> Yes <input type="checkbox"/> No CLASS A? (HTTP://FISHANDBOAT.COM/CLASSA.PDF) <input type="checkbox"/> Yes <input type="checkbox"/> No	APPROXIMATE % OF STREAM OPEN FOR PUBLIC USE:
IS THIS PROJECT INCLUDED AS A POTENTIAL IMPLEMENTATION PROJECT IN A COLDWATER CONSERVATION PLAN (IF YES, PLEASE LIST PLAN) IF NOT, PLEASE PROVIDE THE TITLE OF THE DOCUMENT WHERE PROJECT CAN BE FOUND.	
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:	PHONE:
EMAIL:	EMAIL:
SIGNATURE:	SIGNATURE:

Project Proposal Narrative

Please provide the following information using the Headings and criteria below. The project proposal 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. Project Description (20 points)
 - a. Describe the project and explain how it aligns with both the CHP goal of enhancing, conserving, or protecting coldwater streams and with your organization's mission. Photos can be included.
 - b. Define the specific goals and objectives of the project.
 - c. Explain why this project is a priority for funding.
 - d. Is the project new or a continuation of another project? Describe any design work that has been completed.
 - e. How will this project be sustained in future years? Provide details on any maintenance, monitoring, or additional costs after proposed project is complete. *(Note: CHP Project funding must be used within 18 months of project approval and cannot, therefore, be used for long term monitoring, operation, or maintenance. Projects that are likely to have long term success without extensive monitoring will be given priority. If the proposed project will need expensive long-term monitoring and maintenance, you must provide information regarding available funding for those activities.)*

3. Projected Outcomes (15 points)
 - a. Please include appropriate metrics for measuring project success. For example, linear feet of streambank restored or protected, number of acres of trees planted or number of trees planted, number of volunteer hours, number of people reached by outreach or training, miles of stream opened due to fish passage improvement, etc. Contact CHP for additional suggestions if these do not fit your proposed project.
 - b. Describe how you will measure project outcomes.

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: Project should have a high likelihood of being completed 18 months after contract is fully executed.

5. Project Partners (20 points)

- a. List entities which will contribute to the implantation and success of the project such as municipalities, townships, TU chapters, conservation organizations, watershed groups and conservation districts
- b. Describe how will volunteers be involved and what role will they play in project success both short- and long term?
- c. Provide letters of support and/or landowner agreements if necessary.

6. Project Budget (10)

- a. Use attached Proposed Budget
- b. And provide details about sources of additional project funding sources in the narrative portion of your application

Application Attachments

Please attach the following to your narrative:

- Map showing proposed project area. Please provide a clear or easy to photocopy map.
- Proof of eligibility for funding (e.g. Copy of Certificate of Incorporation)
- Letters of support for the project. If project is on private property, please include letter from landowner showing commitment for the project.
- Any other information describing your organization or proposed project that you believe is important.

If the proposed project was recommended in a document other than a CHP Coldwater Conservation plan, please provide a copy or link to the document.

NOTE: If you are emailing your application, the Project Map can be included as a separate document. However, all other attachments must be included in a single pdf document with the grant application cover page, project narrative, and proposed budget.

PROPOSED BUDGET

LINE ITEM	DESCRIPTIONS/DETAILS/ EXPLANATIONS	CHP GRANT FUNDS REQUESTED	LOCAL CONTRIBUTIONS	
			CASH	IN-KIND
SALARY AND BENEFITS (PLEASE BE SPECIFIC)				
TRAVEL (PLEASE BE SPECIFIC)				
EQUIPMENT & SUPPLIES (PLEASE LIST EACH ITEM. ATTACH A SEPARATE SHEET IF NECESSARY.)				
CONSTRUCTION (PLEASE BE SPECIFIC)				
OTHER				
TOTAL				

PLEASE SUBMIT ONE COPY POSTMARKED BY DECEMBER 16TH TO:

COLDWATER HERITAGE PARTNERSHIP

450 ROBINSON LANE

BELLEFONTE, PA 16823

Attn: Tali MacArthur

or

Email application to info@coldwaterheritage.org by 5:00 PM December 16, 2016

Appendix A

Grant Reporting Guidelines

All grantees are required to complete a final report and final expense form upon completion of the project. CHP Implementation projects are unique as are their outcomes, outputs, and measures of success. However, the following information will be expected as part of the final project report:

- Before and after photos of the project site(s)
- Project summary
- Project outcomes
 - a. Were all project objectives met?
 - b. If not, which ones and why not?
 - c. Is project considered complete? If not, what remains to be accomplished?
- Project sustainability
 - a. Discuss the long term sustainability of the project as implemented. What are potential threats to sustainability?
 - b. Monitoring, operation and maintenance plans.
- Next phase or future projects
 - a. Would this project benefit from an additional “phase?” Describe any future efforts that would increase the benefits of current project.
- List partners and volunteers and describe their involvement in the project including number of people, number of donated or in-kind hours, etc.
- Accomplishments and Outputs
 - a. Observed or measured improvement to overall condition of the stream or watershed.
 - b. Riparian buffer projects and natural stream channel projects:
 - i. Number of linear feet/acres improved? _____ (for buffers remember to account for both stream banks if applicable)
 - ii. Number of trees planted, if applicable
 - iii. Number of structures placed, if applicable
 - c. Preservation Projects:
 - i. Number of linear feet of stream and/or acres preserved