



Gulf of Mexico Community-based Restoration Partnership Year X

Proposal Guidelines (Submittal Due Date: September 1, 2010)

The **Gulf of Mexico Community-based Restoration Partnership** (GCRP) invites proposals for its tenth round of citizen-driven habitat restoration projects. The partnership is seeking to fund **on-the-ground projects** to restore marine, estuarine, and riparian habitats to benefit living marine resources and to provide educational and social benefits by significantly involving the community.

The GCRP is a multi-year, regional partnership between the Gulf of Mexico Foundation, the National Oceanic and Atmospheric Administration (NOAA) Community-based Restoration Program (CRP), the United States Environmental Protection Agency (USEPA) Gulf of Mexico Program (GoMP), and the Gulf States and Caribbean Territories. The purpose of this partnership is to strengthen the conservation efforts of the NOAA CRP and EPA GoMP by supporting on-the-ground restoration activities and fostering local stewardship of ecologically significant areas.

Project Specifications:

Proposals will be accepted for projects that involve restoration, creation, or enhancement of coastal habitats. Caribbean and Gulf of Mexico proposals will be evaluated separately, and for Gulf of Mexico projects, priority will be given to projects which are located within GEMS sites (**Appendix A**). For Caribbean projects, priority will be given to projects which are located within Special Planning Areas (Puerto Rico) or Areas of Particular Concern (Virgin Islands) (**Appendix B**).

All projects must:

- Result in **on-the-ground** habitat restoration;
- Provide significant, long-term **benefit to "NOAA Trust Resources"** (please see the following section);
- **Involve the local community** through an educational or volunteer component tied to the restoration activities;
- Provide a **1:1 nonfederal match** to the partnership cash contribution (please see the "Funding" section); and
- Include a mechanism to **monitor and evaluate** the success/failure of the project (please see the "Minimum Monitoring/Evaluating Requirements" Section).

The preferred project duration is one year, with projects beginning January 1, 2011; however, projects of shorter duration and projects taking up to 18 months for completion will also be considered.

On-the-ground restoration projects will be given priority. Recognizing that restoration is a multi-faceted effort, funding for on-the-ground projects that include other related activities will also be considered. These related activities could include limited pre-implementation activities, such as engineering and design and short-term baseline studies, or elements such as studies or workshops that directly support the restoration activities and/or public education about the project. Deliverables for engineering and design work are to include, but are not limited to, engineering designs/plans, reports summarizing the biological and hydrologic data collected in the construction area, a draft of completed permit applications, and synthesized comments from those who review the engineering design.

Proposals emphasizing a single component, such as only outreach or program coordination are discouraged, as are applications that propose to expand an organization's day-to-day activities, or that primarily seek support for administration, salaries, overhead, and/or travel.

NOAA Trust Resources:

NOAA Trust Resources and the habitats that support them serve as the focus of this partnership. **Applicants must clearly demonstrate that habitat restoration will result in a benefit to NOAA trust resources.** These include living marine resources such as:

- Commercial and recreational fishery resources (marine fish and shellfish and their habitats);
- Anadromous species (fish, such as Gulf sturgeon, Alabama shad, and striped bass, that spawn in freshwater and then migrate to the sea);
- Endangered and threatened marine species and their habitats;
- Marine mammals, turtles, and their habitats;
- Marshes, mangroves, seagrass beds, coral reefs, and other coastal habitats; and
- Resources associated with National Marine Sanctuaries and National Estuarine Research Reserves.

Funding:

Proposals will be evaluated and selected by the GCRP steering committee, which consists of Gulf of Mexico Foundation staff, NOAA Restoration Center, US EPA Gulf of Mexico Program, US Fish and Wildlife Service, and natural resource agency technical staff from each of the Gulf States and US Territories in the Caribbean. Subject to available funding, approximately **\$660,000** is available for Year 2011 projects. Project funding levels will typically fall within the range of \$25,000 - \$100,000.

All projects **must** provide a 1:1 match of the grant amount. Matching funds **cannot be federal dollars**. Matching funds can be cash and/or in-kind, including one or more of the following (for a more detailed list of accepted match please reference **Appendix C**):

- In-kind donations, such as materials and earthmoving equipment;
- Technical assistance for restoration site selection, design, and evaluation;
- Land (must be purchased or put under easement during the award period);
- Workforce support or other in-kind services, especially those that promote citizens' hands-on involvement;
- Local stewardship and monitoring to sustain and evaluate the success of the restoration over time.

Additional federal funding or other contributions may be included in the project description to demonstrate that the project is part of a larger restoration effort. However, such federal contributions may not serve as matching contribution to the GCRP funds. All matching contributions must be documented and verified.

Minimum Monitoring/Evaluating Requirements:

Projects funded by the GCRP are required to evaluate the success of the habitat restoration efforts. The purpose of the monitoring is to detect early signs that the restoration is or is not on track, to gauge how well a restoration site is functioning, and to evaluate the ecological health of specific coastal habitats both before and after completion.

NOAA has established standard monitoring protocols to guide the evaluation of habitat restoration projects. **Appendix D, "NOAA Restoration Center Project Monitoring,"** outlines the framework for preparing an effective monitoring plan.

In addition, a manual, entitled **"Science-Based Restoration Monitoring of Coastal Habitats,"** was developed in accordance with the Estuary Restoration Act of 2000, Title I of the Estuaries and Clean Waters Act of 2000. This guidance manual provides technical assistance, outlines necessary steps, and provides tools for the development and implementation of sound scientific monitoring of coastal restoration projects. It is available on-line at http://coastalscience.noaa.gov/ecosystems/estuaries/restoration_monitoring.html

***Please note that a monitoring plan is required for all GCRP projects. Applicants may describe the monitoring plan within the text of the proposal, or include a separate plan as an attachment.**

Applicants may also consult with the Gulf of Mexico Foundation and the NOAA Restoration Center POC in their area (see table below) for assistance in preparing a monitoring plan:

GCRP FEDERAL POINTS OF CONTACT			
Region	POC	Phone	Email
TX	Kristopher Benson	(409) 766-3699	Kris.Benson@noaa.gov
LA	Cheryl Brodnax	(225) 578-7923	Cheryl.Brodnax@noaa.gov
MS & AL	Meg Goecker	(251) 243-2200	Meg.Goecker@noaa.gov
FL (Panhandle to Tampa Bay)	Leslie Craig	(727) 551-5786	Leslie.Craig@noaa.gov
FL (South of Tampa Bay to Everglades)	Marti McGuire	(727) 551-5785	Marti.McGuire@noaa.gov
FL (Tampa Bay & Keys)	Sean Meehan	(727) 824-5330	Sean.Meehan@noaa.gov
Caribbean	Daphne Macfarlan	(727) 824-5384	Daphne.Macfarlan@noaa.gov

Proposal Requirements:

Proposals should be no more than five (5) pages in length, **not including Attachments**. Proposals must include all of the information requested in, and be formatted as shown in, **Attachment A**.

It is recommended that a draft proposal be submitted to the resource manager in the project area (see table below) for review and comment prior to submission of a final proposal to the Gulf of Mexico Foundation. Applicants may include a letter of support from an appropriate state or territory agency as an attachment to their proposal.

These managers may also direct applicants to additional natural resource experts to assist in project development, if necessary. If appropriate, please include with the application, letters showing support from any collaborating entities, such as refuge managers, preserve managers, county governments, etc. to ensure that a viable working relationship exists. Projects will be selected for funding following review by the GCRP Steering Committee.

GCRP STATE/TERRITORY RESOURCE MANAGERS			
Region	POC	Phone	Email
Texas	Ms. Cherie O'Brien	(281) 534-0132	cherie.obrien@tpwd.state.tx.us
Louisiana	Mr. Greg DuCote	(225) 342-5052	gregory.ducote@la.gov
Mississippi	Ms. Rhonda Price	(228) 523-4150	rhonda.price@dmr.ms.gov
Alabama	Mr. Carl Ferraro	(251) 621-1216	carl.ferraro@dcnr.alabama.gov
Florida	Mr. Larry Nall	(850) 245-2094	larry.nall@dep.state.fl.us
Puerto Rico	Dr. Craig Lilyestrom	(787) 999-2200 ext. 2689	craig.lilyestrom@drna.gobierno.pr
U.S. Virgin Islands	Ms. Paige Rothenberger	(340) 773-3367	paige.rothenberger@viczmp.com

Proposal Submission:

Proposals must be received by the Gulf of Mexico Foundation office **no later than 11:59 p.m. CDT September 1, 2010.**

The GCRP Steering Committee extends throughout several US states and the US territories in the Caribbean, and all information sharing occurs via electronic means; therefore, applicants must submit application materials in an electronic format. Electronic versions of applications and all accompanying information must be received in the Gulf of Mexico Foundation office before the submission deadline.

Applications must be sent as **one** Adobe PDF or Microsoft Word compatible file. Low resolution photos/maps should be included in the proposal document, as well as cover pages and letters of support. Adherence to these standards makes electronic file sharing much more efficient and we appreciate your cooperation.

Send the completed application package to: info@gulfmex.org

An e-mail acknowledging receipt of your package will be sent via return e-mail.

For questions about the application process, or if you do not receive a return e-mail within 24 hours after submitting your proposal, please contact:

Ryan Fikes
Deputy Director
Gulf of Mexico Foundation
PMB 51 5403 Everhart Rd.
Corpus Christi, TX 78411
(361) 882-3939 office
(361) 882-1262 fax
ryan@gulfmex.org

For additional technical assistance, please contact the Gulf of Mexico Foundation or the NOAA Restoration Center Employee and/or Resource Manager in your state.

ADDITIONAL INFORMATION CAN BE FOUND ONLINE AT:

USEPA Gulf of Mexico Program/Gulf Ecological Management Sites Program:
<http://www.epa.gov/gmpo/gem2.html>

NOAA Restoration Center Community-based Restoration Program:
http://www.nmfs.noaa.gov/habitat/restoration/projects_programs/crp/index.html

Gulf of Mexico Foundation:
<http://www.gulfmex.org/>

Appendix A
Gulf Ecological Management Sites (GEMS)

Alabama – 11 GEMS Sites

Bon Secour National Wildlife Refuge	Orange Beach Maritime Forest
Cat Island	Perdido River Corridor
Grand Bay National Wildlife Refuge	Robinson Island
Grand Bay Swamp Bioreserve	South Mon Louis Island Salt Marsh
Lillian Swamp	Weeks Bay National Estuarine Research Reserve
Mobile-Tensaw River Delta	

Florida – 46 GEMS Sites

Alligator Harbor Aquatic Preserve	Lemon Bay
Apalachicola Aquatic Preserve	Lignumvitae Key
Apalachicola National Estuarine Research Reserve	Lower Suwannee National Wildlife Refuge
Big Bend Seagrasses Aquatic Preserve	Matlacha Pass
Boca Ceiga Bay Aquatic Preserve	Matlacha Pass National Wildlife Refuge
Caloosahatchee National Wildlife Refuge	National Key Deer National Wildlife Refuge
Cape Haze	Passage Key National Wildlife Refuge
Cape Romano-Ten Thousand Islands	Pine Island National Wildlife Refuge
Cedar Keys National Wildlife Refuge	Pine Island Sound
Charlotte Harbor Buffer Preserve	Pinellas County Aquatic Preserve
Chassahowitzka National Wildlife Refuge	Pinellas National Wildlife Refuge
Cockroach Bay Aquatic Preserve	Rocky Bayou Aquatic Preserve
Coupon Bight	Rookery Bay Aquatic Preserve
Crystal River Buffer	Rookery Bay National Estuarine Research Reserve
Crystal River National Wildlife Refuge	St. Andrews Bay Aquatic Preserve
Egmont Key National Wildlife Refuge	St. Joseph Bay Aquatic Preserve & Buffer
Esterro Bay Aquatic Preserve & Buffer	St. Marks National Wildlife Refuge
Ft. Pickens Aquatic Preserve	St. Martins Marsh Aquatic Preserve
Gasparilla Sound-Charlotte Harbor	St. Vincent National Wildlife Refuge
Great White Heron National Wildlife Refuge	Ten Thousand Islands National Wildlife Refuge
Island Bay National Wildlife Refuge	Terra Ceia Aquatic Preserve
J.N. "Ding" Darling National Wildlife Refuge	Yellow River Marsh Aquatic Preserve
Key West National Wildlife Refuge	

Louisiana – 37 GEMS Sites

Atchafalaya Delta & Swamp Basin	Hackberry Beach
Atchafalaya Delta Wildlife Management Area	Honey Island Swamp
Baptiste Collette Marsh	Isles Dernieres
Barataria Bay	Jean Lafitte National Historic Park
Bayou Bois Piquant Crevasse Swamp	Johnsons Bayou
Bayou Mauvais Bois	Lacassine National Wildlife Refuge
Bayou Sauvage National Wildlife Refuge	Little Pecan Island
Big Branch Marsh National Wildlife Refuge	Mandalay National Wildlife Refuge
Big Oak Island	Marsh Island
Cameron Prairie National Wildlife Refuge	Petit Bois
Chandeleur Islands (Breton National Wildlife Refuge)	Peveto Beach
	Queen Bess Island

Cheniere Au Tigre
Cote Blanche Salt Dome
Dahoon Savannah
Delta National Wildlife Refuge
East Jetty Woods
Fearman Lake Marsh (LA Wildlife Refuge)
Grande Terre Island

River Pines Plantation
Rockefeller Wildlife Refuge and Game
Preserve
Sabine National Wildlife Refuge
Shell Keys National Wildlife Refuge
Timbalier Island and East Timbalier Island
Weeks Island
White's Kitchen

Mississippi – 21 GEMS Sites

Bayou LaCroix
Bayou Portage
Bellevue Marshes
Biloxi River Marshes
Cat Island
Davis Bayou
Deer Island
Escatawpa River Marshes
Grand Bay (incl. National Wildlife Refuge)
Grand Bayou
Graveline Bay
Hancock County Marshes

Horn Island (Gulf Islands National Seashore)
Jourdan River
Mississippi Sand Hill Crane National Wildlife
Refuge
Old Fort Bayou
Pascagoula River Marshes
Petit Bois Island (Gulf Islands National
Seashore)
Round Island
Ship Island (Gulf Islands National Seashore)
Wolf River Marshes

Texas – 24 GEMS Sites

Anahuac National Wildlife Refuge
Aransas National Wildlife Refuge
Armand Bayou Coastal Preserve and Nature
Center
Candy Abshier Wildlife Management Area
Christmas Bay Coastal Preserve
Clive Runnels Family Mad Island Marsh
Preserve
Flower Garden Banks National Marine
Sanctuary
Freeport Liberty Ship Reef Complex
Guadalupe Delta Wildlife Management Area
Laguna Atascosa National Wildlife Refuge
Laguna Madre
Lower Rio Grande Valley National Wildlife
Refuge

Matagorda Island Wildlife Management Area
McFaddin National Wildlife Refuge
Murphree Wildlife Management Area
Mustang Island State Park
North Deer Island Sanctuary
Padre Island National Seashore
Scenic Galveston Inc. Nature Preserve
Sea Rim State Park
Shamrock Island Management Complex
South Bay Coastal Preserve
Texas Point National Wildlife Refuge
Welder Flats Coastal Preserve

Appendix B
Special Planning Areas & Areas of Particular Concern

Puerto Rico – 26 Special Planning Areas

Arrecifes de Cordillera	Laguna Tortugero
Bahia Biolumincente de Vieques	Mar Negro y Bahía de Jobos
Bosque <i>Pterocarpus</i> Dorado	Mona y Monito
Cabezas de San Juan	Pantano Cibuco
Caño la Boquilla	Piñones
Caño Martín Peña	Reserva Nacional de Investigación Estuarina
Caño Tiburones	Bahía de Jobos
Cueva de Indio	Río Espíritu Santo
Finca Seven Seas	Reserva Tres Palmas
Isla Caja de Muerto	Suroeste Sec. Boquerón
La Parguera	Sur-Oeste-Sec La Parguera
Laguna Cartagena	Torrecilla Alta
Laguna Joyuda	Vieques

St. Thomas, USVI – 6 Areas of Particular Concern

Benner Bay – Mangrove Lagoon	Mandahl Bay
Botany Bay	St. Thomas Harbor and Waterfront
Magens Bay and Watershed	Vessup Bay – East End

St. John, USVI – 3 Areas of Particular Concern

Chocolate Hole – Great Cruz Bay	Enighed Pond – Cruz Bay
Coral Bay	

St. Croix, USVI – 9 Areas of Particular Concern

Christiansted Watershed	Sandy Point
East End	Southgate Pond – Cheney Bay
Frederiksted Waterfront	Southshore Industrial Area
Great Pond and Great Pond Bay	St. Croix Coral Reef System
Salt River Bay and Watershed	

Appendix C
Allowable Matching Funds for Federally Funded Projects

Gulf of Mexico Community-based Restoration Partnership

**Allowable Matching Funds
for Federally Funded Projects**



All contributions, including cash and third party in-kind, shall be accepted as part of an applicant's cost sharing or matching when such contributions meet **all** of the following criteria:

- 1) Are verifiable from the applicant's records.
- 2) Are not included as contributions for any other federally-assisted project or program.
- 3) Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
- 4) Are allowable under applicable cost principles
- 5) Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
- 6) Conform to the provisions of the above-referenced regulations as applicable.

Examples of allowable match include, but are **not** limited to the following sources:

- 1) Personnel/salary (can be in-kind for an employee or volunteer time. Keep in mind that there is an accepted hourly rate for volunteer time [http://www.independentsector.org/volunteer_time] , but there are also professional volunteers that have a higher hourly value, such as commercial divers, scientists, engineers, etc.)
- 2) Fringe Benefits
- 3) Travel (related to the project, i.e. travel to and from project site in company vehicle)
- 4) Equipment (unless those costs are already included in the indirect costs, i.e. kayak usage)
- 5) Supplies (may include donated plants, items required for report preparation, etc.)
- 6) Contractual (contractual fees associated with a project may be used as grant funds as long as they are not paid with other federal funding or being utilized as match on another project)
- 7) Construction (the GCRP is a non-construction program, and therefore cannot be used as match)
- 8) Other (**Be creative!** Topographic surveys, design fees, engineering, permitting, lodging, fuel, office rent, stipends, disposal fees, refreshments/food for volunteers, per diem, dive platforms, publication fees, conference registration, AND MORE!)
- 9) Indirect Costs (must be able to provide documentation for approved/negotiated IDC rate)

**For more information about the GCRP and the Gulf of Mexico
Foundation visit us at:**

www.gulfmex.org



Sound Research for Successful Restoration

Why Monitor?

The Estuary Restoration Act (ERA) of 2000 directed NOAA to develop restoration monitoring protocols for all ERA-funded projects. NOAA's Restoration Center (RC) has embraced this mandate and will expand it to cover all NOAA-funded restoration projects. By requiring quantitative monitoring of hundreds of NOAA projects, and collectively analyzing results, we have the potential to improve restoration success nation-wide. Without this evaluation process we cannot learn from our successes or correct our failures.

Getting Started

To grow the Restoration Center's research efforts, quantitative monitoring is required on 25 percent of the 2005-funded projects, 50 percent of 2006 projects, and 75 percent of 2007 projects. NOAA's RC relies on local partners to monitor their restoration projects. Many of these groups are well versed in research techniques and have been monitoring for years – others are relatively new to the monitoring process. To assist both these groups, RC technical staff are available to work directly with partners to help them develop and implement sound monitoring plans.

Shared Knowledge, Shared Success

NOAA's Restoration Center strives to share research results with the larger restoration community through seminars, publications, our website (<http://www.nmfs.noaa.gov/habitat/restoration/>), and direct relationships with hundreds of grantees. Knowledge gained through the RC's applied research approach is based on hundreds of real world examples from around the country. Applying this knowledge leads to superior restoration techniques and healthier habitats and ecosystems. Together, we can use the results of these evaluation efforts to close the loop between today's monitoring information and tomorrow's restoration actions.

Monitoring Helps Us:

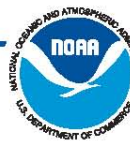
- *Determine* which restoration techniques produce the best results and why.
- *Maximize* restoration efficiency and cost effectiveness
- *Define* which factors are the best indicators of success.
- *Suggest* appropriate timeframes for determining success.



Volunteers conduct a transect survey of a restored oyster reef to evaluate project success.



Dr. Perry Gayaldo, NOAA Restoration Center • perry.gayaldo@noaa.gov
www.nmfs.noaa.gov/habitat/restoration



Appendix C
NOAA Restoration Center Project Monitoring
Information Sheet – Page 1 of 2

DEVELOPING A MONITORING PLAN

Four main steps are required to develop an effective monitoring plan – a plan that meets NOAA’s minimum monitoring requirements.

Step 1. Develop at least one broad **goal** for the project. This goal identifies the project's general intent.

Step 2. Develop at least two quantifiable **objective statements** related to the goal. These statements specify what you hope to achieve during the project period. One objective should relate to structure, which is how the habitat looks. The other objective should relate to function, which is how the habitat works.

Step 3. For each objective, identify a **parameter** to monitor. These parameters are measured before and after the restoration to determine if the objectives were achieved.

Step 4. Define a **target** value for each parameter. These targets represent the expected outcomes at the end of the project period (short-term goals). Falling short of a target does not mean that a project has failed, rather, that we need to further examine this type of project to improve the applied techniques.

How to define a target? To determine a target, first identify the ideal condition for each selected parameter (the **reference** value). Reference values may be obtained either directly from a reference site or from literature. Using the reference value, the current understanding of the restoration site, and the effectiveness of other similar restorations, estimate a realistic improvement to be achieved at the end of the project period (the **target**). Habitats can take decades to become fully restored; therefore, it is not expected that the restoration project will achieve the reference value during the short project period.

What if the project “fails”?

The goal of monitoring and evaluation is to learn from project results. If a project misses its targets, it demonstrates a need to improve restoration techniques and helps prioritize research efforts.

Monitoring Plan Example

Goal

-Restore a degraded salt marsh to a healthy state.

Objectives

- Increase the abundance of native salt marsh vegetation (structure).
- Improve the marsh’s ability to provide habitat for desired fish species (function).

Parameters

- Percent cover of native species (structure).
- Population size of the desired fish species (function).

Targets

- Greater than 40% cover of native plant species (structure).
- 10% increase in the desired fish population utilizing the salt marsh (function).

Working Together

NOAA Restoration Center staff can provide assistance to individuals interested in developing a monitoring and evaluation plan for their restoration project. More information on regional staff can be found at www.nmfs.noaa.gov/habitat/restoration/contact.html. The Restoration Center also offers an online monitoring planner, which can be found at www.habitat.noaa.gov/restoration/rmp/PUBLICSITE/index.cfm.



Attachment A
Proposal Outline – Page 1 of 2

Please submit the following information using this format and these headings. Add the required information after each heading.

I. Applicant Information

1. Organization:
2. Address of Organization:
3. Organization Web Page Address:

II. Project Contact

1. Project Manager(s):
2. Title(s):
3. Address of Contact (if different from above):
4. Phone number:
5. Fax number:
6. E-mail address:
7. Contact web page address:
8. Congressional District(s) in which project is located:

III. Project Information

1. Project name:
2. Project site location (City-if applicable, County, State):
3. Latitude/Longitude coordinates (decimal degrees) of the project site :
4. Land Ownership (public/private):
5. Is project located within a Gulf Ecological Management Site (Gulf), Area of Particular Concern (VI), or Special Planning Area (PR)? (See Appendix A & Appendix B):
If so, name of GEMS:
6. Number of acres to be directly restored:
7. Number of acres benefitted/protected by restoration:
8. Type(s) of habitat (marsh, reef, seagrass bed, etc.):
9. Anticipated NOAA Trust Resource(s) to benefit from restoration (Common and scientific name):
10. Identification of required federal, state, or local permits, and status of permits (whether permits have been applied for or received):
11. Project start date:
12. Project end date:
13. Include, **as an attachment**, a map showing the project location.

IV. Project Description

1. Concise project summary/abstract:
2. Describe the need for the project:
3. Is this project part of a larger effort? If so, please explain:
4. Describe the project objective(s) and specific measures of success for this project, including acreage of habitat restored/created and the type(s) of habitat to be restored/created:
5. Describe specific on-the-ground activities (methodology/scientific techniques) to be undertaken to achieve project objectives:
6. Provide details of the monitoring plan and provisions for long-term management of the project (may be included as an attachment):
7. Describe community involvement through an educational and/or volunteer component:

**Attachment A
Proposal Outline – Page 2 of 2**

8. Describe project partners and each of their contributions:
9. Provide a project activity schedule:

V. Budget

1. Amount of Gulf of Mexico Community-based Restoration Partnership funds requested:
2. Amount of Matching Contributions (specify sources and types of contributions, both in-kind and cash; federal funds **CANNOT** be used for match; calculate volunteer hours at \$20.85/hr.):
3. Total Project Cost:
4. Budget narrative describing proposed use of Partnership and Match funds. Please describe expenditures in detail. For example, if you are including costs under Staff time, identify all individuals who will be working on the project, their title and role in the project, and how the cost for their time was calculated. Explanation of how fringe benefits and travel costs were calculated should also be provided. Each piece of equipment, type of supply, and contract should be listed separately:
5. Budgeted line item expenditures (please use the following budget format):

Budget		
	Partnership Request	Amount and Source of Matching Funds*
Personnel		
Staff		
Volunteers		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other (specify)		
Total Direct Charges		
Total Indirect Charges **		
TOTAL BUDGET		

* Indicate whether or not Matching Funds are confirmed or pending

** Indirect charges are limited to 15% of the Partnership Request.

VI. Supplemental Information (to be included as an attachments)

1. If available, include diagram(s) or photo(s) of project site depicting scale, position in landscape, and other details of project.
2. If available, include letter(s) of review from the appropriate manager and any letters of support from other sources.
3. Include documentation verifying that any required permits are being sought.