



Educating for Sustainable and Resilient Communities Sub-grant Request for Proposals

Educating for Sustainable and Resilient Communities uses Chincoteague Bay Field Station's (CBFS) Greenbackville campus, the site of Accomack County's first living shoreline project, as an outdoor classroom and public model for enhancing coastal resiliency on the Eastern Shore through development, demonstration, and implementation of best practices. Funds from the Environmental Protection Agency's Local Environmental Education grant allows CBFS to enhance environmental education aimed at creating a climate-literate and climate-adaptable community. The project engages learners from a variety of backgrounds and ages to advance collaborative, practical educational experiences that will then underpin community stewardship projects.

As part of the larger EPA grant, Chincoteague Bay Field Station will award sub-grants to non-profit community groups so they may implement smaller coastal resiliency projects across the Eastern Shore.

1. General Purpose

CBFS will award a sub-grant to four (4) non-profit community organizations to implement smaller coastal resiliency projects in various sites on the Eastern Shore. These projects will be based on CBFS's Greenbackville site and will be reported on directly to CBFS. Sub-grantees will report back at Community Collaborative meetings on the progress of implementation at least one time during the year-long grant period.

1.1 Amount of Sub-grant

Four sub-grants are available: Three \$5,000 grants and one \$2,750 grant.

2. Project Criteria

2.1 Eligible Applicants

Applicants must be 501(c)(3) non-profits, or must partner with a 501(c)(3) non-profit, and must operate on the Eastern Shore of Virginia or Maryland.

2.2 Eligible Counties

Accomack, Northampton, Wicomico, Worcester, and Somerset

2.3 Eligible Activities

Implement coastal resiliency projects that may include; installation of living shoreline (terrestrial), installation of artificial oyster reef materials (aquatic), restoration of wetland habitat, and/or a combination of all or part of the above.

2.4 Funding Match Requirement

None

2.5 Additional Funding Parameters

Funds will be dispersed upon acceptance of award. Two \$5,000 grants will be awarded in November 2016 (applications due September 30, 2016), and one \$5,000 and \$2,750 grants will be awarded in March 2017 (applications due February 1, 2017).

Any required permits must be obtained before disbursement of funds. CBFS requires copies of said permits.

Awardees must complete a mid-term and final report during the grant period (1 year). Organizations will submit a detailed budget report including receipts.

3. Proposal Requirements

3.1 Formatting and Content of Application

The application should include:

- a) Description of your Organization
- b) Project Summary
- c) Goals and Objectives
- d) Detailed Description (implementation, partnerships, required assistance from CBFS).
- e) Audience
- f) Project Outcomes
- g) Detailed Budget

3.2 Required Registrations and Certifications

Please provide your Tax ID number, if applicable.

4. Details of the Budget

4.1 Expenses Eligible for Reimbursement

- a) Field Supplies (plants, soil, oyster castles, etc.)
- b) Educational Materials (informational handouts, field guides, etc.)

4.2 Ineligible Expenses/Matching Funds (not required)

- a) Personnel (staff salaries, fringe, etc.)
- b) Overhead costs

5. Inquiries for Potential Applicants

Inquiries about this RFP should be directed to Parker McMullen-Bushman:

Telephone: 757-824-5636 ext. 107

Email: parker@cbfieldstation.org

6. Submission of Proposals

Proposals for the first round should be submitted electronically, in pdf form, prior to 5:00 p.m. EST on September 30, 2016 at the following email address:

Email: parker@cbfieldstation.org

Second round of proposals should be submitted electronically, in pdf form, prior to 5:00 p.m. EST on February 1, 2017 at the same address.

7. Evaluation of Proposals

After the deadline for submission of applications, Chincoteague Bay Field Station will provide copies of all eligible applications to members of a review committee. None of the members of this committee will have any direct financial connection to any eligible entity or to any entity that might derive revenue from implementation of a proposed project.

The members of the review committee will review the proposals based on the projected implementation costs and project outcomes, and select projects that will receive awards.

8. Award Information, Notification, and Sub-grant Agreements

8.1 Information and Notification

Chincoteague Bay Field Station (CBFS) anticipates issuing award contracts for the first round of proposals prior to November 31, 2016, based on recommendations submitted by the review committee, and March 31, 2016 for the second round. CBFS reserves the right to accept or reject any or all proposals submitted. CBFS also reserves the right to propose modifications to the work plan or the grant amount in any proposal, in which case a final Approved Application will be used as the basis for sub-grant agreements. CBFS is under no legal or other obligation to execute a grant on the basis of a response submitted to this RFP. CBFS will not pay for any costs incurred by any entity in responding to this RFP. The public announcement and written notification of all award decisions will be made to all applicants. Favorable decisions will include the amount of award.

8.2 Sub-grant Agreements

Entities chosen to be offered sub-grants will be asked to sign a Sub-grant Agreement, for which the draft template is offered as Appendix B to this RFP. The template will be modified in each case to include a copy of the Approved Application, which will serve as the work plan for the project being funded, and in any other way necessary and appropriate for the particular grantee. Prospective applicants are asked to review the draft Sub-grant Agreement template prior to submitting an application, so that final negotiations on the agreements can be carried out expeditiously.

9. Grant Administration

9.2 Notice to Proceed

An executed contract between Chincoteague Bay Field Station and the entity receiving a grant will constitute the Notice to Proceed.

9.2 Monitoring Progress

Entities awarded grants under this program will submit a mid-term report six months after award begins (June 1, 2017 for first round proposals, September 15, 2017 for second round

proposals) and final reports one year after the beginning of the award (December 1, 2017 and March 1, 2018, respectively). Reports should be submitted electronically, in pdf form to the following email address:

E-mail: parker@cbfieldstation.org

This final report will summarize the entire project and include information on what outcome is expected as a result of the project's completion. Entities awarded grants can also expect telephone calls, e-mail inquiries, and possibly field visits from Chincoteague Bay Field Station (CBFS) staff. CBFS will provide at least five days notice of any visit and try to arrange for a mutually convenient visit. Grantees are expected to make reasonable efforts to accommodate these visits.