### CVNHP Logo-082310

### 2020 CVNHP [e.g. Local Heritage, Making of Nations, Internship, Collections, Special Program] Grant

### Project Workplan (Template)

**(Note: *Please remove all explanation text in green prior to submittal*.)**

***Project Title****:* (No more than 10 words)

***Project Abstract****:* (No more than 50 words)

***Point of Contact*** (if different from Authorized Representative)

(Name)

(Title)

(Organization)

(Mailing Address)

(Telephone Number)

(E-mail Address)

***Authorized Representative***

(Name)

(Title)

(Organization)

(Mailing Address)

(Telephone Number)

(E-mail Address)

***Organization Mission Statement:*** [INSERT MISSION STATEMENT HERE]

* ***Organization Tax Identification Number:***
* ***UEI Number:***
* ***Project Location (County):*** (county, or counties where project takes place)
* ***Project Location (Lake Champlain Watershed):*** (if applicable)
* ***GPS Coordinates:*** (project site or organization’s headquarters GPS location—available on <http://www.gps-coordinates.net/> **Example**: **Latitude:** 44.688766; **Longitude:** -73.347229)

***Project Summary:*** (No more than 300 words)

***Project Output:*** (No more than 50 words. An **output** is an activity or product (i.e. deliverable) generated as a result of a task (e.g. developing an interpretive display, training an intern, installing a new HVAC system in a museum, etc.))

***Project Outcome:* (**No more than 50 words. An **outcome** is a result or effect of all activities or products developed (e.g. increased public awareness of the Suffrage Movement, students who better understand the historical significance of their community, etc.)

***Project Partners:* (**Please list all partners, including the extent of the professional knowledge and background of the project’s principal (or supervisor) and/or the capacity of partners involved. Up to tree signed letters of support confirming any major partner’s involvement with your project should be attached to your Full Proposal. Letters of support can be submitted as PDF documents.)

***CVNHP Management Plan Action ID***

The project supports the following action(s) and task(s) of the [CVNHP Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf)*:* (examples below: use actions/tasks identified in preproposal. Please list them in this format.)

[**Action 9.6:**](http://plan.lcbp.org/ofa-database/chapters/cultural-heritage-and-recreation-resources) Support initiatives that promote sustainable recreational activities that feature the natural, cultural, and historical resources in the CVNHP.

[**Task 9.6.1:**](http://plan.lcbp.org/ofa-database/chapters/cultural-heritage-and-recreation-resources) Develop and/or improve natural and cultural heritage interpretative trails using wayside exhibits and other informative media.

[**Task 9.6.2:**](http://plan.lcbp.org/ofa-database/chapters/cultural-heritage-and-recreation-resources) Continue to support regional, multi-jurisdictional programs that promote accessible and sustainable use of resources.

[**Task 9.6.5:**](http://plan.lcbp.org/ofa-database/chapters/cultural-heritage-and-recreation-resources) Support efforts to link communities through transportation routes that feature interpretation of heritage resources.

[**Action 9.10:**](http://plan.lcbp.org/ofa-database/chapters/cultural-heritage-and-recreation-resources) Support the use of interpretive themes to link resources within the CVNHP.

[**Task 9.10.4:**](http://plan.lcbp.org/ofa-database/chapters/cultural-heritage-and-recreation-resources) Support initiatives that highlight the relationships among stakeholder sites and programs through interpretation, while maintaining the individual character of those sites.

***Project Outline:*** Use the **example format below** to outline your project objectives, tasks to fulfill these objectives, deliverables/outcomes produced by each task, and timeline for task completion.

* Please include Quality Assurance Project Plan (QAPP) development and approval as your first task (**only required if you are doing data collection**) and an “approved final report” as your last task in the table.
* **Note:** if your project includes data collection and requires the development of a QAPP, you cannot begin data collection or analysis work until the QAPP is approved. This process often takes between 45 and 60 days to complete; your timeline will need to reflect this schedule. You may choose to begin QAPP development prior to workplan approval, but the LCBP cannot compensate your organization for this time.  The LCBP can only compensate contractors for time worked after the contract has been signed by both your organization and NEIWPCC.
* Quarterly progress reports must be filed with the LCBP project officer **on the first day of April, July, October and January,** but they do not need to be included in the table. A template for these reports will be sent to you via email. The report must reflect progress (or lack thereof) based on your task schedule.
* All products intended for public distribution must clearly display the CVNHP logo (included in workplan email, or via jbrangan@lcbp.org) and indicate that the project was funded by the Champlain Valley National Heritage Partnership. In addition, the workplan must clearly state how data and products developed during the project will be delivered to the LCBP in an understandable and useable format.
* Please try to keep number of tasks to a minimum with tangible deliverables in each task.

***Project Task Outline and Timetable* (Example)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Task*** | ***Task Description*** | ***Objective*** | ***Deliverable*** | ***Deadline*** |
| 0 | Develop a QAPP. | Describe quality assurance procedures that will maintain project performance. | QAPP approval by LCBP | 12/31/20 |
| 1 | Press release announcing grant award and describing project. | To inform the public on the award and project.  | Electronic copy of the press release.  | 1/31/21 |
| 2 | Research and compile relevant historic information.  | Draft of materials for the exhibits and the brochure; purchase three alum. frames. | Provide LCBP designer with complete set of graphics and 250 words text for three interpretive signs. | 5/31/21 |
| 3 | Design exhibits and draft outline for the brochure with input of the committee and LCBP. | Finalize wayside content; fabricate panels; develop draft brochure. | Revised draft of three wayside exhibits and draft of brochure. 2ndquarterly report due. | 6/30/21 |
| 4 | Install the exhibits and print the brochure. | Final installation of the signs and copies of the brochure. | Approved final report, including number of volunteers and total volunteer hours, pictures of installed signs and 30 copies of the final brochure. | 8/31/21 |

***Project Deliverables:***

All deliverables listed in the table above and an approved final report containing the following:

1. Press release announcing grant award and describing project. **(Required by January 31, 2020** —see press release requirements below)
2. Quarterly reports due on January 1, April 1, July 1, and October1 during the period of the grant.
3. Digital copies of (or electronic links to) any media coverage the project. **(Required)**
4. Three digital photos (highest resolution and size possible) of people participating in activities relating to the grant. **(Required)**
5. Total number of volunteers involved in project and total volunteer hours (Required, if applicable)
6. An estimate of the number of people who participated in educational programs associated with the grant. (Required, if applicable)
7. An estimate of the number of people who participated in events (opening ceremonies, races, etc.) associated with the grant. (Required, if applicable)
8. Thirty (30) copies of brochure.\*
9. Digital photos of three installed wayside exhibits, including GPS coordinates.\*
10. A signed NEIWPCC Match Certification Form for at least: [match proposed for project.]

**\*Note:** These are just examples—please include deliverables as described in your application.

**Detailed Budget table and Justification:** Provide a budget breakdown by major budget categories (i.e. personnel, equipment), linking costs to specific tasks/deliverables wherever possible. The breakdown should clearly show costs covered by this CVNHP award, costs covered by partner organizations (if applicable), any matching funds, and totals. Your budget should be similar to the one submitted with your grant application.

Please use the format below for your budget table:

* If the LCBP request is part of a larger project, please indicate the estimated total project value and the funding source.
* All expenses should be placed into one of the following major categories:
	+ Direct Costs - subcategories include: Personnel, Fringe Benefits, Travel, Supplies, and Professional Services.
	+ Indirect Costs – The maximum indirect rate is 10% of direct costs unless you have a Negotiated Indirect Rate Cost Agreement (NICRA).  Please see details here: <http://www.lcbp.org/wp-content/uploads/2018/12/Indirect-Cost-Policy-2018.pdf>
* List additional specific expense categories where appropriate.
* Budget items should be divided into tasks, reflecting the project timeline above, and clearly indicate which work components will be paid for with CVNHP funding from this grant and which will be from other sources, if applicable, as shown in the budget table below. At minimum, show which items will be covered by the CVNHP grant and which items will be part of your matching contribution (if matching contributions will be used).

**Project Budget Table** (Dollar values for illustration purposes only. **Note**: **DO NOT** include matching funds in the task columns—please list them in “Proposed Match” column.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  ***Line Item*** | **Task 1** | **Task 2** | **Task 3** | **Task 4** (add or remove columns as needed) | **Line Item Totals for all Tasks**  | **Proposed Match (if any)** | ***Line Item* *Totals* + Proposed Match** |
| Personnel | $200  | $200  | $100  | $0  | **$500**  | $500  | $1,000  |
| Fringe | $0  | $0  | $0  | $0  | **$0**  | $0  | $0  |
| Travel | $0  | $0  | $0  | $0  | **$0**  | $0  | $0  |
| Supplies | $0  | $2,000  | $1,500  | $500  | **$4,000**  | $250  | $4,250  |
| Professional Services | $0  | $0  | $0  | $500  | **$500**  | $250  | $750  |
| **Total Direct** | **$200**  | **$2,200**  | **$1,600**  | **$1,000**  | **$5,000**  | **$1,000**  | **$6,000**  |
| Indirect Costs  | $0  | $0  | $0  | $0  | $0  | $0  | $0  |
| **TOTAL BUDGET** | **$200**  | **$2,200**  | **$1,600**  | **$1,000**  | **$5,000**  | **$1,000**  | **$6,000**  |

**Note:** Final Task should be at least 10% of total award.

**Budget Justification**

In addition to the budget table, please include a brief justification for each line in each task in your budget, as in the following example:

* **Personnel:** Project Coordinator 25 hours at $20 per hour to coordinate meetings, tasks, research, exhibit and brochure content. Proposed match includes staff time and volunteer time for all tasks.
* **Fringe:** Fringe refers to benefits and is calculated as an appropriate percentage of personnel costs for each Task. Proposed Match can include unrecovered costs to applicant not included in this grant request.
* **Supplies:** Example include aluminum frames (Task 2), graphic panels (Task 3), and brochure printing costs (Task 4). Match includes the value of donated materials and non-federal funds.
* **Professional Services:** Example includes hiring a subcontractor for brochure design in Task 4. Match includes non-federal funds from a different grant source.
* **Indirect:** Indirect includes real expenses that are part of the cost of doing this business, but not directly expended on tasks. Examples include paying an auditor at the end of the year, insuring the office, or other expenses that are not directly supporting these tasks, but are necessary expenses in order to handle this work. Indirect is calculated at an appropriate percent of direct costs for all tasks.

***Note:*** The LCBP requires acknowledgement that "Funding for this project came from a 2021 [Local Heritage OR Making of Nations OR Collections OR Internship OR Special Programs] Grant from the Champlain Valley National Heritage Partnership" on new printed and visual materials generated by this project.  ***Prior to publication, all printed and electronic promotional or interpretive materials should be reviewed by the LCBP/CVNHP contract officer***. This requirement reflects the LCBP’s obligations to federal funding agencies that restrict advocacy, fundraising and require accuracy in interpretive materials produced. Contractors should provide at least 21 days for contract officer review of draft material.

***Proper Submittal of Deliverables:***

* All invoices, quarterly reports, and final report materials must be submitted digitally. If size of final reports prohibits electronic submittal via email, these documents must be submitted on a USB “flash drive,” or via a file hosting service (e.g. Dropbox).
* Reporting materials should be submitted in Microsoft (Word, Publisher, Excel, etc.), or in a comparable format. Original reports formatted as a PDF will not be accepted; however scanned images of news clippings, brochures, and other project materials may be submitted as PDF documents.
* Submission of these materials implies unrestricted use by the CVNHP, the National Park Service and the Lake Champlain Basin Program.