



Release Date: September 9, 2025

Patrick Leahy Lake Champlain Basin Program Announcement

Request for Pre-Proposals

Request for Pre-proposals to Implement the CVNHP Management Plan

The Patrick Leahy Lake Champlain Basin Program (“LCBP”), in coordination with the New England Interstate Water Pollution Control Commission (“NEIWPCC”), is pleased to announce a Request for Pre-proposals (RFPP) for projects and programs that highlight the Interpretive Themes and further the goals, actions, and tasks described in the Champlain Valley National Heritage Partnership (“CVNHP”) [Management Plan](#) (pages 39-68).

Grants ranging from \$5,000 to \$40,000 will be awarded in the appropriate grant category. Up to three proposal(s) may be submitted per eligible organization or entity.

The pre-proposal is a short, online form meant to introduce your proposed concept to a team of reviewers. After a review of the submitted pre-proposals, a subset of applicants will be asked to submit a full proposal for funding consideration for projects to begin on or after December 1, 2026. Pre-proposals not invited for full proposal consideration in this cycle may be revised and submitted for future funding opportunities.

This grant opportunity is supported by funds awarded to NEIWPCC by the U.S. National Park Service on behalf of the Lake Champlain Basin Program, and in partnership with the Great Lakes Fishery Commission. Proposals should offer a scope that supports work in the CVNHP region in the U.S. and Québec. **Note:** Communities within the Adirondack Park are eligible to apply for

the *Conservation & Community* Interpretive Theme Grants. All awards are subject to funding availability.

This RFP is available on the [CVNHP Grant Toolkit web page](#).

Anticipated Project Timeline

The Pre-proposal to project initiation process will require approximately 14 months from the Pre-proposal deadline to implementation.

Successful applicants will complete projects according to the following schedule (subject to change)

16 th annual CVNHP International Summit in Plattsburgh, NY. While attendance is not required, the summit hosts a Foundant primer and offers outstanding networking opportunities to develop competitive projects for this funding opportunity.	September 22, 2025 Register HERE
Pre-proposals due to LCBP	October 20, 2025 at 5:00 PM via Foundant
Award Amounts	CVNHP Special Program: \$10,000 - \$40,000 <u>Making of Nations</u> : up to \$10,000 <u>Conservation & Community</u> : Up to \$10,000 <u>Collections Grants</u> : up to \$10,000 <u>Internship Grants</u> : up to \$10,000 <u>Local Heritage</u> : Up to \$5,000 for local projects, or up to \$10,000 for regional, multi-jurisdictional projects
Subset of applicants invited to submit full proposals	November 2025
Applicants notified of funding decisions	May 2026
Detailed project workplan due	June 2026
Anticipated Project start*	December 1, 2026
Project deliverables and final report due on or before	March 31, 2028

*Work may not begin on the funded tasks of the project until a signed, fully executed agreement is in place with NEIWPCC.

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

I. Inquiries and Grant Writing Resources

Please direct all inquiries to:

Jim Brangan, Assistant Director of the CVNHP

Email: jbrangan@lcbp.org

Phone: (802) 372-0213

Grant writing resources can be found on the [LCBP Grantee Toolkit web page](#).

II. Overview of the Champlain Valley National Heritage Partnership, Patrick Leahy Lake Champlain Basin Program and NEIWPCC

The CVNHP includes any heritage resource or community along the linked navigable waterways of Lake Champlain, Lake George, the Champlain Canal, and the Upper Hudson River that contains a physical, cultural, or historical resource representing any of the CVNHP's approved interpretive themes: *Making of Nations*, *Corridor of Commerce*, and *Conservation & Community*.

The CVNHP was established by the U.S. Congress in 2006 to recognize the importance of the historical, cultural, and recreational resources of the region and to assist efforts to preserve, protect, and interpret those resources. The National Heritage Area also works to enhance the quality of the tourism economy and to encourage working partnerships among state, provincial, and local governments and non-profit organizations in New York, Québec, and Vermont.

The Lake Champlain Special Designation Act of 1990 designated the Lake Champlain Basin as a special project area under the Agricultural Conservation Program and established the Lake Champlain Management Conference to publish a pollution prevention, control, and restoration plan for Lake Champlain. Following EPA's approval of the LCBP plan entitled, [Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin](#), the Daniel Patrick Moynihan Lake Champlain Basin Program Act of 2002 established the Lake Champlain Basin Program and authorized EPA to provide support to New York, Vermont, and NEIWPCC for implementation of the Plan. The Act was reauthorized in 2022, formally renaming the LCBP to the Patrick Leahy Lake Champlain Basin Program and authorizing the Program through 2027.

NEIWPCC was established by an act of the United States Congress which ratified the New England Interstate Water Pollution Control Compact in 1947. NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. NEIWPCC engages and convenes water quality professionals and other interested parties from New England and New York to collaborate on drinking water, wastewater, and environmental science challenges across shared regions and ecosystems. NEIWPCC has served as the primary program administrator of LCBP and administers the program's personnel, finances, quality management program, and contracts.

In accordance with the Act, LCBP and NEIWPCC work in partnership with EPA, government agencies from New York, Vermont, and Québec, private organizations, local communities, and individuals to coordinate and fund efforts that benefit the Lake Champlain Basin's water quality, fisheries, wetlands, wildlife, recreation, and cultural resources.

III. Grant Category Details and Suggested Activities

LCBP seeks pre-proposals for special programs that address the themes, goals, actions and tasks described in the CVNHP [Management Plan](#) (pages 43-68). Priorities for this funding cycle are

provided below. Projects that address these priorities will likely be more competitive in the review process.

CVNHP Special Program projects (\$10,000-\$40,000) will prioritize multi-jurisdictional or regional projects that interpret, highlight, and support marking the 250th anniversary of the American Revolution in 2027. Projects that focus on other concepts, innovations, or movements that have had lasting regional, national and global effects are also encouraged. Projects smaller in scope and scale are welcome to submit pre-proposals in the *Making of Nations* Interpretive Theme Core Grant Program (below).

CVNHP Core Grant Program:

- ***Making of Nations* Interpretive Theme Grants** (up to \$10,000) that interpret, highlight, and support the 250th anniversary of the American Revolution in 2027. Projects that focus on other concepts, innovations, or movements that have had lasting regional, national and global effects are also encouraged.
- ***Conservation & Community* Interpretive Theme Grants** (up to \$10,000) that interpret, highlight, and support the “Biosphere in Your Backyard” campaign developed by the Champlain-Adirondack Biosphere Network that focuses on natural heritage and the human interaction with the landscape in the Lake Champlain Basin and Adirondack Park.
- **Local Heritage Grants** (up to \$5,000 for local projects; up to \$10,000 for regional, multi-jurisdictional projects) for educational endeavors that involve active participation from youth and students in the research and discovery of the cultural or natural heritage associated with their community, and the creation of new artistic expressions, or interpretation of those topics utilizing fresh perspectives or new technology.
- **Collections Grants** (up to \$10,000) for the inventory, conservation, and interpretation of museum and library collections. Projects retrofitting historic museum or library buildings with ultraviolet light protection, climate control technology, or other facility improvements are also eligible for funding.
- **Internship Grants** (up to \$10,000) for CVNHP-sponsored internships focused on professional internships that provide experience in historical/natural interpretation or artifact curation, cataloging, and display, with exposure to general museum or historic site management during a portion of the tourism season (i.e. spring to fall 2027).

Please reach out to the contact listed above for guidance regarding eligible activities.

IV. Who may apply

Eligible organizations must be situated and work within the U.S. and Québec portions of the CVNHP, including the counties of Grand Isle, Franklin, Chittenden, Addison, Rutland, and Bennington in Vermont and Clinton, Essex, Warren, Saratoga, and Washington counties in New

York, and region municipal counties (RMCs) of Québec, including the Brome-Missisquoi, La Vallée-du-Richelieu, Rouville, Pierre-de-Saurel, and Le Haut-Richelieu. Eligible organizations include:

- Colleges and universities
- Nonprofit organizations
- NY Soil and Water and VT Natural Resource Conservation Districts
- Non-federal/non-state government agencies, including municipalities

Communities within the Adirondack Park and the Lake Champlain Basin but beyond the core counties of the CVNHP are also encouraged to apply for Conservation & Community Interpretive Theme grants.

Ineligible entities include:

- Federal and state agencies
- For-profit companies
- Individuals and representatives from organizations that participated in the development or review of this RFP and its contents

Partnerships and collaborations

Applicants may submit proposals as part of a collaborative team comprising multiple organizations. However, each application must designate a single organization as the primary applicant. The primary applicant will be responsible for holding and managing the contract and ensuring project compliance.

Important guidelines for current NEIWPCC/LCBP contract holders

To ensure eligibility for additional funding opportunities, applicants currently holding NEIWPCC/LCBP contracts must be in good standing. All outstanding deliverables associated with existing contracts must have been received and accepted by NEIWPCC/LCBP.

Please reach out to the contact listed above for guidance regarding eligible activities.

V. Available funds and match requirements

Funding requests ranging from \$5,000 to \$40,000 will be considered in the appropriate grant category. The Lake Champlain Steering Committee will ultimately decide the final distribution of available funds. Partial funding of total application requests may be awarded.

Applicants may budget costs that are associated with the project as direct expenses, including equipment and infrastructure purchases, personnel costs, travel, project supplies, meeting expenses, and subcontracts. Receipts are required for reimbursement for supplies and professional services totaling \$1,000 or more for each task. Some allocation of project funds for indirect costs also is acceptable (see section VIII). No in-kind or cash match is required, though

match will be considered favorably during budget review and may make proposals more competitive.

VI. Appropriate use of funds

LCBP grant funds cannot be used to produce for-profit products or to cover costs associated with regulatory compliance or direct fundraising efforts. Funds awarded from this RFP may not be used for:

- land purchases,
- endowment funds,
- remediation of hazardous waste sites,
- marketing,
- fundraising,
- lobbying, or legislative advocacy of any kind,
- the purchase of food or beverages.

Matching funds applied to an awarded grant also must meet the “Appropriate Use of Funds” criteria described above.

VII. Proposal Evaluation and Selection Criteria

Proposals received in response to this RFP will undergo a confidential external peer review, and will be awarded by the Lake Champlain Steering Committee according to the following criteria listed for each grant category:

CVNHP Special Program (\$10,000 - \$40,000)

- a. **Focus:** Extent to which the project is multi-jurisdictional, or regional in nature and will address the *Making of Nations* Interpretive Theme to interpret, highlight, and support marking the 250th anniversary of the American Revolution in 2026. Projects that focus on other “revolutionary” concepts or initiatives in cultural and natural heritage are also encouraged. (20 points)
- b. **Impact:** Extent to which the project will result in tangible outputs and benefits that address the tasks identified on pages 43-68 of the [CVNHP Management Plan](#). (20 Points)
- c. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)

- d. **Feasibility:** Extent to which the project can be executed and the likelihood of success. (20 points).
- e. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) may increase score in this criterion (20 points)

Making of Nations Interpretive Theme (Up to \$10,000)

- a. **Focus:** Extent to which the project will address the *Making of Nations* Interpretive Theme to interpret, highlight, and support marking the 250th anniversary of the American Revolution in 2026. Projects that focus on other innovative concepts, innovations, or movements that have had lasting regional, national, or global effects are also encouraged. (20 points)
- b. **Impact:** Extent to which the project will result in tangible outputs and benefits that address the tasks identified on pages 43-68 of the [CVNHP Management Plan](#). (20 Points)
- c. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)
- d. **Feasibility:** Extent to which the project can be executed and the likelihood of success. (20 points).
- e. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) may increase score in this criterion (20 points)

Conservation & Community Interpretive Theme (Up to \$10,000)

- a. **Focus:** Extent to which the project will address the *Conservation & Community* Interpretive Theme of the CVNHP and the “[Biosphere in Your Backyard](#)” campaign. (20 points)
- b. **Impact:** Extent to which the project will result in tangible outputs and benefits that address the tasks identified on pages 43-68 of the [CVNHP Management Plan](#) and addresses the key messages on pages 11-16 of the [Biosphere in Your Backyard](#) campaign. (20 Points)
- c. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)
- d. **Feasibility:** Extent to which the project can be executed and the likelihood of success. (20 points).
- e. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) may increase score in this criterion (20 points)

Local Heritage (Up to \$5,000 for local projects; up to \$10,000 for regional, multi-jurisdictional projects)

- a. **Focus:** Extent to which the proposed project involves active participation from youth and students in the research and discovery of their community's unique cultural or natural heritage. (20 Points)
- b. **Impact:** The extent to which new artistic expressions through fresh perspectives, interpretive media, or new technology are created. (20 Points)
- c. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)
- d. **Feasibility:** Extent to which the project can be executed and the likelihood of success. (20 points).
- e. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) may increase score in this criterion (20 points)

Collections Grants (Up to \$10,000)

- a. **Focus:** Extent to which project serves the intent of the grant: 1) the inventory, conservation and interpretation of museum or library collections; or 2) retrofitting historic museum or library facilities with ultraviolet light (UV) or climate control technology. (20 Points)
- b. **Need:** Extent to which the collection or facility requires assistance. (20 points)
- c. **Capacity:** Extent of the professional knowledge and background of the project lead(s) or the capacity of partners involved. (20 points)
- d. **Feasibility:** Extent to which the project can be executed and the likelihood of success. (20 points).
- e. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) may increase score in this criterion (20 points)

Internship Grants (Up to \$10,000)

- a. **Focus:** Overview of the historic site or museum, including its history, mission, annual visitation numbers and how it serves the interpretive themes of the CVNHP: *Making of Nations, Conservation & Community* or *Conservation & Community*. (20 points)
- b. **Internship Description:** The proposed internship position description and the tangible outcomes, outputs and deliverables associated with the internship. (20 points)
- c. **Capacity:** Knowledge and experience of the supervisor for the intern position and how that knowledge and experience will be shared with the intern. (20 points)
- d. **Feasibility:** Extent to which the project can be executed and the likelihood of success. (20 points).

- e. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) will increase score in this criterion (20 points).
Note: Interns funded through a CVNHP grant will be paid a minimum of \$20 per hour.

VIII. Summary of Requirements for Selected Applicants

All projects solicited under this RFP shall be financed through funds provided by the U.S. National Park Service (NPS) pursuant to an agreement with NEIWPCC or using funds from the Great Lakes Fishery Commission (GLFC) for projects based in Québec or other eligible projects. Any projects financed exclusively with funds from the Great Lakes Fishery Commission shall be directly contracted with the GLFC.

- a. **Workplan:** Successful applicants must submit a detailed project workplan to LCBP. This workplan will be subject to the LCBP approval process before a contract is issued. The workplan describes the project methods, tasks, timeline, outputs, and task-based budget. If a project is selected for funding, LCBP will provide grant recipients with workplan guidance. The approved workplan must be certified by the Authorized Representative of the organization receiving the award before a contract is issued. Payments will only be made for fully completed tasks. Invoices for partially completed tasks will not be accepted.

We strongly encourage all applicants to visit the LCBP website for more information on the LCBP grant process and reporting templates:

<http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>

- b. **Quality Assurance Project Plans (QAPPs)** are required for all activities involving the:

- collection,
- generation,
- compilation,
- management,
- analysis,
- evaluation,
- or use of environmental data.

When necessary, the successful applicant will prepare a QAPP as part of the project workplan. It is possible that some grants might not require a QAPP. Please reach out to the contact listed above if you are unsure about the QAPP requirement. The QAPP must be fully approved before any environmental data collection or analysis activities can begin on a project. For projects requiring a QAPP, NEIWPCC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully approved QAPP. The QAPP development and approval process can be quite lengthy (up to 90 days, depending on the size of the project), so please make sure that an appropriate amount of time has been allocated to this step in the project budget and timeline. More

information about the LCBP QAPP process can be found at this link:
<http://www.lcbp.org/aboutus/grants-rfps/grant-toolkit/qapp/>.

- c. **Reporting:** Successful applicants will prepare and submit brief quarterly reports documenting progress on each objective and task in the project. A final report fully documenting the project results will be required at project completion. When approved, the final report will be edited for content and style in consultation with the successful respondent and may be published as part of the Lake Champlain Basin Program's Technical Report Series, located here:
<http://www.lcbp.org/media-center/publications-library/technical-reports/>. Some content of this report may also be used for future LCBP public outreach materials.
- d. **Reporting Metrics:** Effective after the release of the [*2022 Opportunities for Action Lake Champlain Watershed Management Plan \(OFA\)*](#), all LCBP-funded grants must provide standardized reporting metrics within the project workplan and final report. Reporting metrics will be considered preliminary at the application and workplan stages and final at the final report stage of your grant. Reporting metrics will be based on the applicable OFA strategy(ies), grant category, and project type. Personnel time used for reporting metrics is an eligible grant expense. The most up-to-date version of this guidance can be found on the [LCBP Grantee Toolkit web page](#).
- e. **Direct and indirect costs:** Applicants should include budget costs that are associated with the project as direct expenses, such as personnel costs, travel, project supplies (mailings, phone costs, office supplies) etc. Necessary indirect costs that are not directly attributable to funded activities are subject to the following policy:
 - Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) may charge a maximum indirect rate of 15% of direct costs (*de minimis* rate)
 - Applicants (including academic institutions) with a valid NICRA with their cognizant federal agency can charge indirect costs to projects based on their negotiated indirect cost rate and must enclose a current NICRA with the proposed work plan.
 - A valid NICRA is one in which the effective period has not expired. Applicants must provide a copy of their valid NICRA with their application for indirect cost reimbursement to be considered. If the effective period of the NICRA has expired but the grantee has documented evidence (via an indirect cost rate proposal) that they have reapplied for a new rate, the expired rate may be accepted.
- f. **Procurement of supplies, equipment, and services:** Award recipients are required to follow the small purchase method which is a relatively simple and

informal method (procurement procedure) for purchasing supplies, equipment, and services that cost more than \$10,000 and less than \$250,000. This procurement procedure is applicable to proposals submitted in response to this RFP if the primary applicant is not a for-profit organization. The purpose is to ensure fair and open competition for purchases supported with federal funding. If the applicant plans to use LCBP funding to obtain supplies, equipment, or contractual services to complete its proposed workplan, then federal procurement requirements must be followed:

- Procurement of supplies, equipment, and services that do not exceed \$10,000 may be made without soliciting competitive quotes if the price is considered reasonable.
 - Procurement of supplies, equipment and services that are greater than \$10,000 and do not cost more than \$250,000 require that the recipient obtain multiple price quotes through a documented competitive process. Good faith efforts to obtain services from disadvantaged business enterprises should also be made, including contacting the small business administration and minority business development agency to inform them about the opportunity for businesses to submit price quotes as part of the competitive process. At least three price quotes for professional services or subcontracted work must be secured. The selected item or service does not need to be the lowest cost if it does not meet your requirements, or you can otherwise demonstrate that the higher price offers the “best value.” Justification must be provided for the outcome of the bid process. This process may take place prior to the submission of a proposal for LCBP funds, or after notice of award.
 - Procurement of supplies, equipment, and services that cost more than \$250,000 are required to follow formal procurement methods described in the US Code of Federal 10 Regulations 2 CFR 200.320 Methods of procurement to be followed, available at this link: <https://www.ecfr.gov/current/title-2/section-200.320>
 - “Equipment” is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit. Equipment purchases may require additional information at the time of purchase, an LCBP staff person taking inventory on an annual basis, and disposition instructions from funding source following the completion of the project. For further information, see 2 CFR 200.1 “Equipment”.
- g. **Work product accessibility:** All materials and work products, regardless of physical form or characteristics, produced as a result of this project shall be made available to LCBP, NEIWPCC, and EPA in a suitable file format. LCBP, NEIWPCC, and EPA shall have an unrestricted right to use any materials,

software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, or work products without the expressed, written consent of LCBP and NEIWPCC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, NEIWPCC, and EPA as funding partners for any work completed under the project contract.

- h. **Geospatial data:** GIS data produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see https://www.epa.gov/sites/default/files/2014-08/documents/national_geospatial_data_policy_0.pdf). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from <https://edg.epa.gov/EME/>. Specific technical guidance on geospatial deliverables and acceptable formats can be found at <https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance>. GIS data produced under this project will be submitted to LCBP as a deliverable.
- i. **Insurance Requirements:** NEIWPCC requires contractors to maintain all necessary policies to cover valid and adequate workers compensation and liability insurance coverage, at their sole expense, for the duration of the awarded project. Contractors must demonstrate compliance with the specified coverage type and amounts.
- Obligations of the Contractor
 - Proof of insurance coverage must be submitted and maintained for the duration of the project. Requests for policy renewals must be provided in a timely manner. NEIWPCC must be named as the certificate holder.
 - Obtain and maintain, at their sole expense, all necessary insurance policies to cover workers' compensation, general liability, and any other relevant coverage required by NEIWPCC
 - Important Notice
 - There is no guarantee that a contract will be awarded if the submitted insurance coverage does not meet NEIWPCC's requirements.

- Workers' Compensation Insurance. The policy shall cover the obligations of the Contractor in accordance with the Workers' Compensations Law and Disability Benefits Law covering all operations under the Contract, whether performed by it, or by its subcontractor.
 - Liability and Property Damage Insurance. Unless otherwise specified, each policy shall have limits not less than: \$2,000,000 combined (Bodily Injury & Property Damage); \$3,000,000 aggregate, single limit per occurrence. These limits may be achieved through the combined use of an umbrella policy.
- j. **Subaward requirements:** Subawardees must comply with all requirements and responsibilities of this subaward and with all U.S. EPA General Terms and Conditions under the prime agreement as outlined [at this link](#). Subawardees are required to submit a Subrecipient Risk Assessment Form with their proposal ([see LCBP Grantee Toolkit](#)). This form includes a requirement to attach an audit in some cases. If a Subawardee fails to submit or complete this form their proposal may be eliminated from consideration.
- k. **UEI Number:** The official entity identifier for doing business with the U.S. Government and NEIWPCC has changed from a DUNS number to a SAM.gov created Unique Entity Identifier (“UEI”) number. The DUNS number is no longer valid. Contractors must register for a UEI through the System for Award Management (SAM) at <https://sam.gov/content/home>. This SAM-generated number is required for all NEIWPCC Contractors as part of the agreement process. Existing NEIWPCC Contractors that have already registered in SAM.gov will be automatically assigned a UEI which will be displayed in SAM.gov. No further action is required.
- l. **Build America, Buy America requirements:** Subawards or contracts awarded more than \$250,000 in funding are subject to the [Build America Buy America Act](#) (BABA) requirements. Under the BABA Act, “none of the funds made available for a Federal financial assistance program for infrastructure... may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.” (Build America, Buy America (BABA) Act, P.L. 117-58, Secs 70911 – 70917).

IX. PROPOSAL SUBMISSION PLATFORM

The Lake Champlain Basin Program uses [Foundant](#), a web-based grant management software platform, to accept responses to Requests for Proposals, to manage the proposal review and award decision process, and to manage awarded projects to conclusion with award recipients.

All Requests for Proposals that are actively accepting proposals can be viewed here: <https://www.grantinterface.com/Process/Apply?urlkey=NEIWPCC>. New applicants must create an account to log in to the Foundant system. Each user will create their own account; the system allows for multiple user accounts per organization. When creating an account, Foundant will also ask for information about the organization. Once the user account is created, the applicant's account will automatically be connected to other accounts with a shared Federal Tax ID (EIN) number. Once the account is created, the user may identify the applicable grant category and begin the proposal submission process. They may also invite partners to assist with the application within Foundant.

Proposals must be submitted in Foundant; email submissions will not be accepted. Please visit Foundant's [Applicant Tutorial webpage](#) for assistance in creating your individual account, or contact Kerry Crowningshield, LCBP Office Manager, at kcrowningshield@lcbp.org or call 802-372-3213.

A list of the application questions for this grant opportunity can be viewed below.

2026 CVNHP RFPP

Lake Champlain Basin Program

Before you begin

Please read and confirm*

Grant details for this opportunity and the full RFPP are available at the [CVNHP Grants webpage](#).

I certify that I have read all of the grant details for this opportunity, including the timeframe for successful projects, additional information, and requirements for applicants, and proposal evaluation and selection criteria.

Choices

Yes

Pre-proposal application questions

Grant Category*

Select which category you are applying to:

- Special Program Funding Projects (\$10,000 to \$40,000)
- Making of Nations Interpretive Theme Grants (up to \$10,000)
- Conservation & Community Interpretive Theme Grants (up to \$10,000)
- Local Heritage Grants (up to \$5,000 for local projects; up to \$10,000 for regional, multi-jurisdictional projects)
- Collections Grants (up to \$10,000)
- Internship Grants (up to \$10,000)

Choices

Special Program Funding Project Grants

Making of Nations Interpretive Theme Grants

Conservation & Community Interpretive Theme Grants

Local Heritage Grants

Collections Grants

Internship Grants

Project Title*

Provide a concise and descriptive title for your project, no more than 10 words. Avoid using your organization's name. Your project should be identifiable using the first three words.

Character Limit: 100

One-Sentence Abstract*

This very brief description of your project should be understandable to a general audience and is how the project will be described during the review process. Limit to 150 words

Character Limit: 1000

Point of Contact Name*

Individual who will be implementing the grant and be the main point of contact.

Character Limit: 100

Point of Contact Email Address*

Email address for the point of contact.

Character Limit: 254

Point of Contact Telephone Number*

List the phone number for the Point of Contact.

Character Limit: 20

Organization Mission Statement*

Character Limit: 1500

Total Request Amount*

List the Amount of Your Request.

Note:

- Special Program Funding Projects (\$10,000 to \$40,000)
- Making of Nations Interpretive Theme Grants (up to \$10,000)
- Conservation & Community Interpretive Theme Grants (up to \$10,000)
- Local Heritage Grants (up to \$5,000 for local projects; up to \$10,000 for regional, multi-jurisdictional projects)
- Collections Grants (up to \$10,000)
- Internship Grants (up to \$10,000)

Character Limit: 20

Project Summary*

Please describe your project in 3-5 sentences. Please limit to 500 words.

Character Limit: 3000

Brief Budget Explanation*

Briefly explain the major components of the budget. List the percentage of the budget that may be spent on the following elements: personnel and fringe, travel, supplies, professional services, indirect costs, and any other major category (specify).

More details and full budget explanation will be required at the full proposal stage. Relative percentages of budget components may change in the full proposal as necessary. Anticipated match may be included here.

Character Limit: 3000

Project Partnerships

If applicable, provide list of potential project partners and the nature of the partnership.

Note: Letters of support and/or partner commitment will be required with full proposals.

Character Limit: 1000

Project Outcomes*

List all anticipated outcomes for the project.

Outcomes are results or effects of all activities associated with the proposed project (e.g. increased public awareness of the Champlain-Adirondack Biosphere, students who better understand the historical significance of their community, etc.).

Character Limit: 1000

Project Output*

List all anticipated outputs for the project.

An output is an activity or product (i.e. deliverable) generated as a result of a task, (e.g. number of school visits, new interpretive displays developed, etc.).

Character Limit: 1000

CVNHP Management Plan - selection of tasks

CVNHP Management Plan Tasks Addressed*

Please check any of the tasks your proposed project will address. Descriptions for each task can be found on pages 43-68 of the [CVNHP Management Plan](#).

Note:

Project tasks are tied to specific deliverables. If your project is selected for funding, you will have to provide all deliverables with your final report. Please ensure you select tasks that you can successfully report out on.

Choices

Task 9.1.1

Task 9.1.2

Task 9.1.3
Task 9.2.1
Task 9.2.2
Task 9.2.3
Task 9.2.4
Task 9.3.1
Task 9.3.2
Task 9.3.3
Task 9.4.1
Task 9.4.2
Task 9.4.3
Task 9.4.4
Task 9.5.1
Task 9.5.2
Task 9.5.3
Task 9.5.4
Task 9.5.5
Task 9.5.6
Task 9.5.7
Task 9.6.1
Task 9.6.2
Task 9.6.3
Task 9.6.4
Task 9.6.5
Task 9.6.6
Task 9.6.7
Task 9.7.1
Task 9.7.2
Task 9.7.3
Task 9.8.1
Task 9.8.2
Task 9.8.3
Task 9.9.1
Task 9.9.2
Task 9.9.3
Task 9.9.4
Task 9.9.5
Task 9.9.6
Task 9.10.1
Task 9.10.2
Task 9.10.3
Task 9.10.4
Task 9.11.1
Task 9.11.2
Task 9.12.1
Task 9.12.2
Task 9.12.3
Task 9.12.4
Task 9.12.5

Task 9.12.6
Task 9.12.7
Task 9.12.8
Task 9.12.9
Task 9.13.1
Task 9.13.2
Task 9.13.3
Task 9.14.1
Task 9.14.2
Task 9.14.3
Task 9.14.4
Task 9.14.5
Task 9.15.1
Task 9.15.2
Task 9.15.3
Task 9.15.4
Task 9.16.1
Task 9.16.2
Task 9.16.3
Task 9.16.4
Task 9.17.1
Task 9.17.2
Task 9.17.3
Task 9.18.1
Task 9.18.2
Task 9.19.1
Task 9.19.2
Task 9.19.3
Task 9.19.4
Task 9.19.5
Task 9.20.1
Task 9.20.2
Task 9.20.3
Task 9.20.4
Task 9.20.5
Task 9.20.6
Task 9.21.1
Task 9.21.2
Task 9.21.3
Task 9.21.4
Task 9.22.1
Task 9.22.2
Task 9.23.1
Task 9.23.2
Task 9.23.3
Task 9.23.4

Before you submit

Please ensure that your application is complete before submitting. Once you hit submit, you will not be able to edit your application.