



Release Date: June 23, 2026

**Patrick Leahy Lake Champlain Basin Program Announcement**  
**Request for Proposals**

## 2027 Implementing the CVNHP Conservation & Community Interpretive Theme Grants

The Patrick Leahy Lake Champlain Basin Program (“LCBP”), in coordination with the New England Interstate Water Pollution Control Commission (“NEIW PCC”), is pleased to announce a Request for Proposals (RFP) for projects and programs that highlight the *Conservation & Community Interpretive Theme* as described in the Champlain Valley National Heritage Partnership (“CVNHP”) [Management Plan](#) (pages 41-42) and supports 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.

Approximately \$80,000 in funding is available to support awarded projects. Grants of up to \$15,000 will be awarded. One proposal may be submitted per eligible organization or entity. LCBP anticipates granting multiple awards from this RFP.

This grant opportunity is supported by funds awarded to NEIW PCC by the U.S. National Park Service on behalf of the Lake Champlain Basin Program. Proposals should offer a scope that supports work in the U.S. portion of the Lake Champlain Basin and the Adirondack Park of New York. Partial funding of total application requests may be awarded if agreeable to the applicant. All awards are subject to funding availability.

This RFP is available on the Champlain Valley National Heritage Partnership website ([champlainvalleynhp.org/resources/grants/](http://champlainvalleynhp.org/resources/grants/)).

## Anticipated Project Timeline

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

Proposals due to LCBP	September 4, 2026, at 5:00 PM via <a href="#">Foundant</a>
Award Amounts	Up to \$15,000
Applicants notified of funding decisions	October 2026
Detailed project workplan due	November 2026
Anticipated Project start*	February 2027
Project deliverables and final report due on or before	March 2028

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

### LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

#### I. Inquiries and Grant Writing Resources

Please direct all inquiries to:

Jim Brangan

Lake Champlain Basin Program

Champlain Valley National Heritage Partnership

Email: [jbrangan@lcbp.org](mailto:jbrangan@lcbp.org)

Phone: 802-372-0213

Grant writing resources can be found on the [CVNHP Grantee Toolkit](#)

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

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 NEIWPC 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.

NEIWPC was established by an act of the United States Congress which ratified the New England Interstate Water Pollution Control Compact in 1947. NEIWPC is a regional commission that helps the states of the Northeast preserve and advance water quality. NEIWPC 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. NEIWPC 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 NEIWPC 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**

The purpose of this funding opportunity is to prioritize projects that interpret, highlight, and showcase the human interaction with the natural world as described in the CVNHP [Management Plan](#) (pages 41-42), and supports 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.

Proposals that focus on building partnerships for the Biosphere in Your Backyard campaign, educational outreach and exchanges, and examining ecological and social connections are encouraged.

**The CVNHP is also interested in supporting projects that focus on any of the following topics:**

- **Natural Heritage and a Sense of Place:** Natural Communities of Plants and Animals, Soils; Perceptions of Wild and Settled Lands
- **People on the Land:** Towns, Villages, Hamlets, and Rural Settlement: Agriculture and Farm Life

- **A Changing Landscape:** Forests and Forestry, Industrial Growth, Sheep Farming Boom, Dairy Industry, Post-War Development, Skiing
- **Conservation Lands Movement:** State Parks, Adirondack Park, Green Mountain National Forest, Farm Bureaus, Watershed Associations, Land Trusts
- **Modern Markets:** Contemporary Agriculture and Forestry, Farmer's Markets, Local Foods Movement
- **Sustainability:** From Subsistence to Specialization, Energy Conservation, Greening of the Economy, Habitat Conservation, Sustainable Agriculture and Forestry

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

#### IV. Who may apply

Eligible organizations must work within the U.S. portion of the Lake Champlain basin and Adirondack Park, and include:

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

Ineligible entities include:

- Federal and state agencies
- Organizations based outside the United States
- 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 up to \$15,000 will be considered. LCBP anticipates a total of approximately \$80,000 will be awarded. 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 or conservation easements,
- 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**

This request is issued for proposals that address the priorities listed above for *Conservation & Community* Interpretive Theme grants. Pre-proposals will be evaluated through a competitive process; a subset of pre-proposal applicants will be asked to submit a full proposal with a developed budget and anticipated project outputs and

outcomes. Grant award recipients will be selected from the pool of proposals and **successful projects can begin after February 1, 2027**. The aim of this process is to invite a wide range of innovative and effective projects and further the goals, actions and tasks described in the CVNHP [Management Plan](#) (pages 43-68).

Successful applicants should be aware of the additional requirements as described in Appendix A of this RFP.

All proposals will be evaluated by confidential peer reviewers according to the following criteria. The Lake Champlain Steering Committee will make decisions on awards and distribution of available funds among categories.

1. **Focus (20 points)** Extent to which the project will address the *Conservation & Community* Interpretive Theme to interpret and highlight human interaction with the natural world.;
2. **Impact (20 points)** 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.
3. **Partnerships (20 points)** 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.
4. **Feasibility (20 points)** Extent to which the project can be executed and the likelihood of success.
5. **Budget (20 points)** 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.

## 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 pursuant to an agreement with NEIWPCC.

- a. **Workplan:** Successful applicants must submit a detailed project workplan to NEIWPCC staff working on the Lake Champlain Program (NEIWPCC/LCBP) to advance work for the CVNHP. This workplan will be subject to the NEIWPCC/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, NEIWPCC/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 CVNHP website for more information on the CVNHP grant process and reporting templates:  
<https://champlainvalleynhp.org/resources/grants/#granttoolkit>

- 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

- 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 \$15,000 and less than \$350,000. 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 grant 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 \$15,000 may be made without soliciting competitive quotes if the price is considered reasonable.
  - Procurement of supplies, equipment and services that are greater than \$15,000 and do not cost more than \$350,000 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 grant funds, or after notice of award.

- Procurement of supplies, equipment, and services that cost more than \$350,000 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 NEIWPC/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, NEIWPC, and EPA in a suitable file format. LCBP, NEIWPC, 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 NEIWPC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, NEIWPC, 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](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:** NEIWPCCC 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. NEIWPCCC 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 NEIWPCCC
  - Important Notice
    - There is no guarantee that a contract will be awarded if the submitted insurance coverage does not meet NEIWPCCC'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 CVNHP 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 NEIWPC 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 NEIWPC Contractors as part of the agreement process. Existing NEIWPC 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=NEIWPC>. 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](mailto:kcrowningshield@lcbp.org) or call 802-372-3213.**

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

# 2027 CABN Conservation & Community Interpretive Theme

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## *Lake Champlain Basin Program*

### *Before You Begin*

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#### **Please Read and Confirm\***

Grant details for this opportunity and the full RFP are available at the [CVNHP's RFP 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

#### **Please Read and Confirm\***

I certify that I have read and understand the NEIWPC contractual terms and conditions ([National Park Service](#)) that will be included as part of my award package, should my proposal be awarded for funding. I understand that NEIWPC generally does not negotiate the agreement or contract templates, except for the work plan and task-based budget.

#### Choices

Yes

## *Section 1: General Information*

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#### **Name of Organization\***

*Character Limit: 250*

#### **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.

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 Title\*

*Character Limit: 50*

### Point of Contact Email Address\*

Email address for the point of contact.

*Character Limit: 254*

### Point of Contact Telephone Number\*

Phone number for the point of contact.

*Character Limit: 20*

### Authorized Representative Name\*

Individual who is authorized to sign the contract.

*Character Limit: 100*

### Authorized Representative Title\*

*Character Limit: 50*

### Authorized Representative Email Address\*

*Character Limit: 254*

### Authorized Representative Phone Number\*

*Character Limit: 20*

### Federal Tax Identification Number

Also known as FID. Example: 00-0000000

*Character Limit: 20*

### Unique Entity ID

UEI Number, available on SAM.gov

*Character Limit: 20*

### Organization Mission Statement\*

*Character Limit: 1500*

### Total Request Amount\*

Please be sure to double check that your budget table **matches your total request amount**, and that amount **doesn't exceed \$15,000** before submitting your application.

*Character Limit: 20*

## Non-Federal Match Amount

Total proposed non-federal match amount. No in-kind or non-federal match is required, however non-federal match will be considered favorably during budget review and may make proposals more competitive.

*Character Limit: 20*

## Total Project Cost\*

Total CVNHP request + non-federal match amount + funds you intend to leverage from other sources, (i.e., additional federal funds, matching funds obligated to another source)

*Character Limit: 20*

## Section 2: Project Location(s)

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### Address of Organization\*

*Character Limit: 250*

### Specify the town(s) of the CVNHP\* region where the project will occur\*

\*Champlain Valley National Heritage Partnership

*Character Limit: 750*

### Specify the county(-ies) of the CVNHP\* region where the project will occur\*

\*Champlain Valley National Heritage Partnership

### Choices

Addison County, VT  
 Bennington County, VT  
 Chittenden County, VT  
 Clinton County, NY  
 Essex County, NY  
 Franklin County, NY  
 Franklin County, VT  
 Grand Isle County, VT  
 Rutland County, VT  
 Saratoga County, NY  
 Warren County, NY  
 Washington County, NY

## Section 3: Project Description

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### Project Summary\*

Please describe your project in **3-5 sentences**. (Maximum character limit is 3000)

*Character Limit: 3000*

## Project Partnerships

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

Up to three signed letters of support confirming any major partner's involvement with your project can be submitted as PDF documents in **Proposal Section 6**.

*Character Limit: 1000*

## Outreach\*

Describe how the project justification and benefits will be communicated to local community members and stakeholders.

*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.

*Character Limit: 1000*

## Anticipated Outcomes\*

List all anticipated outcomes for the project. Outcomes are the results or effects of all activities, e.g. a better informed public.

*Character Limit: 1000*

## Project Task Outline and Table\*

Please download and complete the [CVNHP Project task table template](#) and upload the completed file below. Please use this to outline your project objectives, tasks to fulfill these objectives, deliverables/outputs produced by each task, and timeline for task completion. An example is provided in the linked document.

Note that Project Deliverables are required and include:

1. All deliverables/outputs listed in your task table.
2. Quarterly reports due on January 1, April 1, July 1, and October 1 during the period of the grant.
3. Digital copies of (or electronic links to) any media coverage the project.
4. Three digital photos (highest resolution and size possible) of people participating in activities relating to the grant.
5. LCBP Project Metrics Report
6. Approved Final Report
7. A signed NEIWPC Match Certification Form if match was provided for the project.

*File Size Limit: 3 MB*

## Project Task Descriptions\*

Please describe each project task in detail, including measurable outputs, task deliverables, task timelines, and associate each task with the correct task number from your Project Task Outline and Timetable above. Provide justification for project locations and methodologies whenever possible.

- If applicable, include a description of community education and outreach components of the project, and any public-facing informational signage that includes CVNHP, NEIWPCC and U.S. EPA/GLFC/NPS logos.
- If possible and applicable, estimate of the measurable impact of the project (e.g., number of people reached, involvement in watershed related projects, number of trees planted).

*Character Limit: 7000*

## Section 4: Budget and Justification

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### Budget and Non-Federal Match Tables\*

Please download the [Grants Budget Calculator Spreadsheet](#), use it to develop your budget and non-federal match tables, and upload them below. In your budget, include complete details for all costs by major budget categories (e.g., personnel, travel, supplies, professional services), linking costs to the specific tasks in the project task table. Include any non-federal matching funds that will be utilized for this project in the non-federal match table in the same spreadsheet.

*File Size Limit: 4 MB*

### Budget Justification: Personnel

For all tasks, please describe in detail how the estimate of personnel cost was determined. E.g., if personnel estimates are based on hourly rates, please include the rates and number of hours estimated for each task with justification details.

*Character Limit: 1000*

### Budget Justification: Fringe

Fringe refers to benefits and is calculated as an appropriate percentage of personnel costs for each Tasks. For all tasks, please describe in detail how the estimate of fringe cost was determined, if applicable.

*Character Limit: 1000*

### Budget Justification: Travel

For all tasks, please indicate anticipated travel. Please reference the current federal mileage rate here: <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

*Character Limit: 500*

### Budget Justification: Supplies

For all tasks, please describe in detail how the estimate of supplies cost was determined. E.g., include the estimated cost and number of each item.

*Character Limit: 1000*

### Budget justification: Professional services

Professional services line is to be used if you are hiring a subcontractor to complete workplan tasks. For all tasks, if applicable, please describe in detail how the estimate of professional services cost was determined.

*Character Limit: 1000*

### Budget Justification: Indirect

For all tasks, please describe in detail how the estimate of indirect cost was determined. The maximum indirect rate is 15% of direct costs unless you have a Negotiated Indirect Rate Cost Agreement (NICRA). **DO NOT** round up on any indirect costs. Please **see details here**.

*Character Limit: 1000*

### Budget Justification: Non-Federal Match

If your proposal includes non-federal matching funds, describe the source(s) of these funds below. While matching funds are not required, they make projects more competitive. Federal funds may not be used as match. If matching funds are from a Vermont or New York State agency, provide a letter certifying those funds are eligible for match against LCBP funding. Please double check that any State matching funds are not already dedicated to EPA Section 120 LCBP program match.

*Character Limit: 1000*

### Budget Justification: Additional Information

Use this space to add any additional budget justification information not covered above, if needed.

*Character Limit: 1000*

## *Section 5: CVNHP Management Plan Selection*

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### **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  
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## *Section 6: Letters of Support & Supporting Documentation*

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### **Letter of Support #1**

You may attach partner and stakeholder letters of support for your proposal. Landowner letters of support are especially encouraged if your project would take place on privately owned land. Letters may be uploaded separately or together in one document.

*File Size Limit: 3 MB*

### **Letter of Support #2**

*File Size Limit: 3 MB*

### **Letter of Support #3**

*File Size Limit: 3 MB*

### **Supporting Documentation**

Attach additional supporting documentation for this grant application, such as cost estimates, planning documents, photographs, etc.

Please combine multiple documents into one file upload. If you are combining documents into one file, please ensure all documents are clearly identifiable. List each document in the file by title/type below.

*Character Limit: 1000 | File Size Limit: 5 MB*

## *Before you submit your application*

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

