

## Application Procedures

1. Fill out the *Grant Application Form* and all required documents.
2. Complete and sign the *Checklist and Certification* form. Electronic signature accepted.
3. Submit an electronic version (in Microsoft® Word format) of the Grant Application form by email to [coastal@wisconsin.gov](mailto:coastal@wisconsin.gov) by November 3, 2023. If your application is too large to email, please contact WCMP staff for file sharing instructions. Note: Incomplete applications may be rejected at the discretion of the WCMP.

Although it is not required unless the grant request is \$100,000 or more, applicants are encouraged to contact WCMP staff before submittal.

## Important Application Information

**Request for Proposals:** Please read the *Request for Proposals* for project evaluation and eligibility guidance.

**Grant Application Form:** This is a Word format document and must be submitted as a Word document. Please provide all of the requested information in the boxes provided.

### Summary Information: cover page, fields 1-16; Background/context (Section 1); Project Description (Section 2)

Select the type of project. Many projects fit more than one category: choose the one you think fits best and WCMP staff will move it to another category if necessary. Identify the applicant organization and project title. Provide the organization's Unique Entity Identifier. More information is available at <https://sam.gov/>. Identify a contact person and choose an address where documents and reimbursements (if the project is selected) may be sent. The person submitting the application should be the same as the Contact Person listed in the application. Indicate the county where the activities will be focused. Use the "Other Counties" box to enter additional counties for regional projects. Enter the Congressional and Legislative District numbers for the primary project location. The project costs should reflect the totals in the Project Budget (Section 5). The WCMP Percent should be calculated by the amount requested divided by the total project cost. The Applicant Percent should be calculated by the amount in matching funds divided by the total project cost.

Please provide a synopsis of the project on the first page. The summary should be a concise overview of the project. Please list each deliverable and provide a 1-2 sentence description for each deliverable. More detailed information can be provided in the "Background/context" and "Project Description" sections.

### Note that scoring will give greatest weight to Impact on Coastal Resources (Section 3).

Projects that can demonstrate a high degree of impact on Great Lakes coastal resources as described in the *Application Form* will be given a higher priority. Please answer each of the questions in each section.

### Methodology and Timetable (Section 4)

Describe specific tasks and work products/deliverables, including a timetable for accomplishing milestones. If your project is awarded funding, you will be required to report on the progress towards accomplishing tasks and delivering work products. If part of the project will be completed by a 3<sup>rd</sup> party contractor (Contractual budget line) you must identify the contractor if known at time of application or notify WCMP when the contractor is secured.

### Project Budget (Section 5)

Provide details of the project budget using the specific categories provided in Table 1. **Please use the separate Microsoft Excel file, titled "Budget Table," to develop the budget for Table 1.** The Excel file has the formulas and level of detail that will be required for selected projects. WCMP staff are available to answer questions about the Excel file and general budgeting.

Please note that expenses may be subject to Build American, Buy American Act and that funding—including funding used for contractual activities—is subject to federal labor standards.

### Match Budget Description and Leveraged Funds (Section 6)

Describe the source of sufficient *nonfederal* matching funds. WCMP Grant projects with a total budget of \$60,000 or less require a 50% match. Projects with a total budget more than \$60,000 require a 60% match. Federal funds may not be used as match for WCMP Grants. All matching funds, including in-kind expenses, must be spent during the grant period (no prior match is allowed).

In-kind match includes the use of equipment, supplies, land, or other commodity already owned by the applicant or the use of items or staff time donated by a third party. Partnerships that include meaningful private contributions as part of the match are encouraged. Gifts and property donations are acceptable, but only if they are made during the grant period. Financial donations collected before the grant period may be included in the match calculation only if the money is expended after the grant period begins.

Volunteer time used as an in-kind match must be charged at the rate paid for the type of work being done. For example, the time an

attorney spends doing data entry work for a project is charged at the rate paid to data entry operators. If the attorney volunteers to do legal work for the project, the attorney's volunteer time is charged at the rate paid to an attorney.

If match funding is not available at the time of application, please describe what funding resources are being explored and when the funding decisions will be made. Commitment and security of match funding are included in the application evaluation criteria.

Describe how the grants dollars will be leveraged (funds in addition to the grant request and the required match). Include efforts made to find leveraged funds. Include the amount of leveraged fund if they have been identified.

### **Bonus Objectives (Section 7)**

Please provide attention to this section: it will receive significant weight from reviewers.

### **Required Documentation and Attachments:**

#### **Grant Application Form**

#### **Budget Table (Excel file)**

#### **Grant Application Checklist and Certification**

Complete additional checklist for Construction, Habitat Restoration, or Acquisition Projects, if applicable.

#### **Data Sharing Plan**

If a project is creating or collecting any environmental data the applicant must complete this plan to assure the data will be accessible for public use.

#### **306A Questionnaire**

Activities in any grant category involving construction or disturbance of soil, including signpost installation and invasive species control, require additional review by NOAA and documentation of potential environmental impacts. Applicants must complete the 306A Questionnaire and provide appropriate proof of public ownership or easement. Drone imagery collection and other outdoor activities may also require additional documentation. Providing as much documentation as possible will improve a project's chances of funding and ensure timely approval of a project by NOAA. Site details (description, location, legal land description) and existing documentation of environmental and historic resources, such as reviews, surveys, or assessments are especially helpful.

### **Other considerations:**

Some activities associated with a proposal may be ineligible under WCMP funding guidelines or may require additional explanation.

The following activities may require additional explanation and documentation:

- Groundwork of any kind, including installation of signage, sampling, or other fieldwork: *Requires a 306A Questionnaire and other documentation for environmental review.*
- Drone flights: *Will need information including licensed pilot, dates, timing, and exact locations of flights.*
- Collection of environmental data or geographic information, including story maps: *Requires a data management plan.*
- Outdoor activities: *May require additional documentation, such as a commitment to following best practices.*
- Surveys and questionnaires: *May require approval by or waiver from Institutional Review Board.*
- Supplies or equipment costs that exceed \$5,000: *Requires additional documentation that may include a detailed explanation of the need, lease versus purchase analysis, and documentation post-award. May be ineligible.*
- Travel: *Interstate travel may require additional documentation. International travel is generally ineligible.*
- Purchase of iron, steel, manufactured products, and construction materials: *Must follow requirements of Build America, Buy America Act.*
- Subawards/subcontracts: *Must comply with applicable labor standards, including the Davis-Bacon Act. May not be awarded to federal agencies.*

In addition to restrictions noted above, the following activities are ineligible for funding:

- Activities to fulfill requirements of a permit.
- Pass-through/small grants competitions.
- Honoraria/awards.
- Lobbying.