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| ***1. Project Title*** |  |

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| ***2a. Primary Contact or Project Manager1*** | | | | | |
| Name |  | | | | |
| Title |  | | | | |
| Organization Name |  | | | | |
| Organization Tax ID Number |  | | | | |
| E-mail address |  | | | | |
| Mailing Address |  | | | | |
| City |  | State |  | Zip |  |
| Telephone |  | Fax Number | |  | |

**1****A paragraph Statement of Qualifications must be provided in Section 4 of the application form to confirm that anyone designing, installing, or monitoring the proposed project is qualified to do so.**

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| 2b. Execution Address (where contract will be mailed for signature) | | | | | |
| Name |  | | | | |
| Title |  | | | | |
| Organization Name |  | | | | |
| E-mail Address |  | | | | |
| Mailing Address |  | | | | |
| City |  | State |  | Zip |  |
| Telephone |  | Fax Number | |  | |
| Federal Tax ID Number |  | | | | |

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| 2c. Payment Address (where invoice payments will be mailed) | | | | | |
| Name |  | | | | |
| Title |  | | | | |
| Organization Name |  | | | | |
| E-mail Address |  | | | | |
| Mailing Address |  | | | | |
| City |  | State |  | Zip |  |
| Telephone |  | Fax Number | |  | |

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| ***3. Project Description (short summary of the project. goals and deliverables). Please include and justify target audience, spatial scope, and explain how the project will assist in addressing gaps or needs in the region.*** |
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| ***4. Statement of qualifications (provide a brief explanation of your organizations qualifications in completing the project)*** |
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| ***5. Project Start Date*** |  | ***Project End Date*** |  |

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| **6. Project Location: Important to submit as completely as possible, especially the Lat/Long coordinates. Only projects which take place within or primarily impact areas in APNEP’s management boundary will be considered for funding.** | |
| Project Location |  |
| River Basin(s) |  |
| Position coordinates of project location | Latitude                  Longitude |

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| **7. List which CCMP Actions will be addressed and how the proposed activity will address them:** |
| **Action D1.1:**  Communicate the importance of stewardship and offer opportunities for volunteerism to further APNEP’s mission. Advocating environmental stewardship and providing citizens with meaningful volunteer options improves the environment while educating the public about the Albemarle-Pamlico estuarine system**.**   * **Output:** Workshops and engagement materials on stewardship and volunteer opportunities * **Results:**Increase in voluntary citizen action to protect and restore the Albemarle-Pamlico estuarine system   **Action D1.5:**  Increase opportunities for public access to waterways, public lands, and trails. Greenways, parks, piers, and other projects can help protect water quality and provide opportunities for experiencing and learning about the environment. As people seek out these areas for relaxation and recreation, they also support an increasingly valuable ecotourism industry.   * **Outputs:** Activities for the public to become engaged in experiencing the Albemarle-Pamlico ecosystem * **Results:**Increased awareness and engagement in implementation of the CCMP   **Action D2.1:**  Provide and promote opportunities for outdoor experiences that connect individuals with the Albemarle-Pamlico ecosystem. A meaningful and educational outdoor experience can change the lens through which a person views the natural world. A person who is connected to the estuarine system is more likely to take the steps necessary to ensure that it thrives. APNEP will continue to work with its partners to provide and promote opportunities for meaningful outdoor experiences.   * **Outputs:** Workshops and materials for educators * **Results:** Increased awareness and engagement in implementation of the CCMP   **Action D2.3:**  Increase public understanding of the relationship between ecosystem health and human health advisories relating to water, fish, and game. Few citizens fully understand the relationships between human activity and health advisories. APNEP will work to help people make these connections, allowing citizens to take concrete steps to address pollution sources.   * **Outputs:**Outreach and educational materials * **Results:**Improved water quality. |

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| ***15.* Describe activities that will be used to monitor or indicate the success of the proposed activity/project by listing project outputs and/or outcomes. Please see the proposal guidelines and output/outcome example document for details.**  **List one or more output and/or outcome metrics that will be measured, documented, and reported after project completion, as we as the expected target for each metric. Please also include a short explanation for how each listed metric assists in measurement of a CCMP Action being implemented by the project.** |
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| 1. Description of funds (Combined APNEP and leveraged funds). Requests cannot exceed $2500. | | | | |
| Description of Service | APNEP | Contract Applicant  (Cash, In-Kind, Other)  (e.g. In-kind - staff assistance 5hrs/wk\*$13/hr\*10wks=$650) | Other Contributions  (Organization, Cash, In-Kind, Other)  (e.g. NC DMF - In-kind – staff assistance 5hrs/wk\*$13/hr\*10wks=$650) | Total |
| Personnel/Salary  (e.g. Field Technician 20hrs/wk\*$22/hr\*64wks =$28,160) |  |  |  |  |
| Fringe Benefits  (e.g. 9.15% of $10,000 for FICA and $1,631 for required health insurance = $2,546) |  |  |  |  |
| Project Supplies (Expendable)  (e.g. Plastic netting 1/8" (800 X 3 ft. = $472) |  |  |  |  |
| Equipment (Non-Expendable)  (e.g. HOBO Conductivity Logger = $750) |  |  |  |  |
| Transportation/Travel  (e.g. .535 cents/mile\*50 miles/3 site visits = $80.25) |  |  |  |  |
| Sub-contract Services  (Dr. John Smith will provide technical assistance $40/hr\*2hrs/wk\*10wks = $800) |  |  |  |  |
| Other Direct Costs  Boat Use Fees @ ECU (28 days @ $160/d = $4,480) |  |  |  |  |
| Total Direct Cost |  |  |  |  |
| \*Indirect Cost (F&A) (not to exceed 10%)  (e.g. 10% of the total direct costs $10,000 = $1,000) |  |  |  |  |
| Total Cost  \*Check with Heather Jennings for more information at 919-707-8632 |  |  |  |  |

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| ***12. Describe leveraging of funds from project partners (Optional):*** |
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| 13. Project Partners (may add more, if needed) | | | |
| Agency Name |  | | |
| Agency Address |  | | |
| Role/contribution to Project |  | | |
| Contact Person |  | Phone No. |  |
| E-mail address |  | | |
| Agency Name |  | | |
| Agency Address |  | | |
| Role/contribution to Project |  | | |
| Contact Person |  | Phone No. |  |
| E-mail address |  | | |
| Agency Name |  | | |
| Agency Address |  | | |
| Role/contribution to Project |  | | |
| Contact Person |  | Phone No. |  |
| E-mail address |  | | |
| Agency Name |  | | |
| Agency Address |  | | |
| Role/contribution to Project |  | | |
| Contact Person |  | Phone No. |  |
| E-mail address |  | | |

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| ***14. Project Milestone Schedule*** | | |
| Time Period/Date | Activities (List specific quantifiable outputs or activities that will be achieved during each quarter) | Anticipated % of Requested Funding Spent1 |
| First Quarter  Jan-Mar 2019 |  |  |
| Second Quarter  Apr-June 2019 |  |  |
| Third Quarter  July-Sept 2019 |  |  |
| Fourth Quarter  Oct-Dec 2019 |  |  |
| Fifth Quarter  Jan-Mar 2020 |  |  |
| Sixth Quarter  Apr-Jun 2020 |  |  |
| Seventh Quarter  July-Sept 2020 |  |  |
| Eighth Quarter  Oct-Dec 2020 |  |  |
| Ninth Quarter  Jan-Mar 2021 |  |  |
| Tenth Quarter  Apr-June 2021 |  |  |
| Eleventh Quarter  July-Sept 2021 |  |  |
| Twelfth Quarter  Oct-Dec 2021 |  |  |

**1 Please show anticipated cumulative percent of grant spent for project. Unused funds will carry forward to next quarter.**

**Note: All projects must submit a detailed Final Project Report that is due by the end of the contract for APNEP review and approval. Supplemental information should include (when relevant) a file containing data collected during the project, GIS Data, brochures, outreach tools, photographs or videos taken during the project, and a summary of survey results.**

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| ***16. References and Literature Cited (if applicable)*** |
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