



2009 GATEWAYS GRANT APPLICATION FORM

A complete Gateways Grant Proposal consists of the following:

- Cover Letter (required)
- Gateways Grant Application Form** -- Proposal Narrative (required)
- Proposal Budget – see sample at www.baygateways.net/grants.cfm (required)
- Proposal Scope of Work – Task and Schedule List – see sample at www.baygateways.net/grants.cfm (required)
- Proposal Scope of Work – Project Deliverables – see sample at www.baygateways.net/grants.cfm (required)
- Project Location map (required) – Other Supplementary Information (optional)
- Supporting Information (required)
- Environmental/Cultural Analysis - Completed checklist and copy of cover letter sent to SHPO (required)
- Intergovernmental Review – Copy of letter submitted to your state Point of Contact (required, if applicable)

* See 2009 Gateways Grant Guidelines & Application Instructions for more information.

This electronic form has pre-set and sized fields for making entries. Simply type in the shaded areas

Gateway Name:

Project Title:

Project Location (City/County/State/Zip Code/Congressional District):

Amount of Gateways Funding Requested:

Non-federal Match:

Grant Applicant (organization name):

Applicant DUNS#:

Applicant Mailing Address:

CCR Registration Expiration Date:

Contact for Questions Regarding Application:

Phone Number:

Email Address:

Signature of Applicant's Chief Executive:

Printed Name:

Date Signed:

Signature of Gateway's Chief Executive (if different):

Printed Name:

Date Signed:

1. Project Summary: In one concise paragraph, describe the project you are proposing. This brief summary should sell the project and the results it will achieve in support of Gateways Network goals. If your project is selected for funding, this paragraph will be used in press releases to market the project.

2. Project Detail: In no more than two pages, describe in detail all elements of your project. The description must clearly include:

- the eligible category (or categories) into which the project fits:
 - Projects that promote a broadly applicable stewardship ethic and actively foster citizen stewardship of the Chesapeake.
 - Projects that clearly aid in telling your Gateway's part of the Chesapeake Bay story.
 - Projects to further the development and sustainability of water trails throughout the Chesapeake Bay watershed.
 - Projects to improve access, interpretation and education at Gateways along the Captain John Smith Chesapeake National Historical Trail (CAJO) or the Star-Spangled Banner National Historic Trail (STSP).
- what the project is and what it will produce or achieve (e.g. interpretation, access and/or conservation/restoration).
- each final product you intend to result from your grant proposal (e.g. if you are proposing several interpretive exhibits, clearly state the number of exhibits and concisely describe *each* exhibit)
- specifically how the project incorporates "Required Approaches for all Proposals" described in the guidelines (p.6) which are relevant to the project (e.g. if there is an interpretive aspect to your project, how will it address Network themes and which ones?). [NOTE: The "CBGN Goals, Outcomes & Measures" requirement (p.7) should be addressed in section 3 below, rather than here.]
- the expected location of any physical aspects of your proposal (e.g. if you are proposing a series of wayside exhibits, where will they go? If you are proposing to enhance access points along a water trail, where are they?)
- an effective distribution strategy for ensuring any distributable products resulting from your project are easily accessed by intended users (this is a critical element; see an example at www.baygateways.net/granttips.cfm).

You may incorporate or attach any supporting maps, drawings, photographs, or other graphic information that you feel are essential to illustrate your proposal on separate 8 ½" x 11" pages, suitable for reproduction on a black and white copier.

3. Measurable Results: In no more than one page, describe the measurable results you expect to result from your project. Description must include clear statements of:

- current condition or status of the aspects of your Gateway that the project will enhance
- specifically, which CBGN goals, outcomes and measures the project will help achieve (see guidelines p.7)
- specific measurable results you expect from the project (e.g. how many volunteers and what number of volunteer person-hours will be involved in the project or on an annual basis because of the project?)
- why and how these results enhance your Gateway's ability to function effectively, including a statement of why this project is a high priority for your Gateway at this time.

4. Sustainability: In a few short paragraphs, describe the specific plans you have made for sustaining the products resulting from this project over time. How will the products/programs be maintained, repaired, re-printed, updated, etc? What is the strategy for ensuring you have the resources necessary to sustain the proposed product? (See an example at www.baygateways.net/granttips.cfm)

5. Partnerships: Describe how your project develops or enhances partnership in the Gateways Network:

- among other Gateways in the Network, such as through physical or programmatic linkages or involving multiple Gateways in project development and implementation
- by directly involving citizen volunteers in project development and implementation and/or by establishing on-going

- volunteer involvement in Bay stewardship
- by developing projects that have clear demonstration value for other Gateways
- by developing products that are transferable or easily customized for use by other Gateways

6. Support for the Project: Briefly describe the level of local or regional support for the project, including specific stakeholders (local officials, partner organizations, other key interests, etc.) with whom you have consulted in developing the project. Letters of support may be highly recommended. Also, letters of support and commitment from co-funders and key project implementation partners are essential.

7. Matching Fund Sources: On a separate sheet attached to your project budget, list each specific matching fund source, the amount being contributed, whether the contribution is cash or in-kind service and whether the commitment is firm. For contributions of in-kind services, also list the type of services to be provided. Letters of commitment from co-funders and project implementation partners are essential.

8. Project Implementation: This section has two parts:

(a) Describe below (in concise bullets or paragraphs) the degree of planning for the project undertaken to date (e.g. is this project in the early conceptual stages of planning, or are you in the process of developing your more detailed plans, or have you completed detailed planning and design and are ready to go into final production?); also indicate what, if any, permits or required environmental or cultural analysis actions, if applicable, are required for the project and whether they have been received.

(b) On one or more separate sheets, following the sample available at www.baygateways.net/grants.cfm provide complete and detailed proposed scopes of work—both task & schedule list and project deliverables. **This is a vitally important part of the grant application.**