



Grant Application

Please refer to the [Application Manual](#) for information and examples to assist in responding to questions. Only one project per application. An applicant may submit multiple individual applications.

I. Cover Page - *(Page 8 of Application Manual)*

Project Information		
1. Project Title:		
2. Watershed Project Database ID Number(s):		
3a. Project Location Town:		
3b. Project Location Watershed:		
4. Project Type:		
5a. Is this proposal the next phase of a previously awarded Ecosystem Restoration Grant?		
5b. If yes, provide grant number:		
Application Information		
6a. Organization Name:		
6b. Organization Mailing Address:		
6c. Town:	6d. State:	6e. Zip Code:
7a. Person as point of contact:		7b. Title:
7c. Phone:	7d. Email:	
8. Type of Organization:		
Project Funding and Cost <i>(The following must match the Budget Worksheet)</i>		
9a. Total project cost: \$	9b. Funding requested: \$	
9c. Match provided: \$		
Project visibility <i>(For Implementation/construction projects only)</i>		
10. Is this project visible to the public? Specifically, is there pedestrian or vehicular traffic that will pass by this location?		



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II. Project Eligibility Checklist *(Page 10 of Application Manual)*

Complete the following project eligibility checklist which screens for project readiness and support. Bolded items are required to be checked 'yes' in order to be eligible for funding. ***If required items are not checked and the required information is not attached, the application will be considered incomplete.***

1. Meets Goal of Grant Program		
a. This project is designed to improve or protect water quality from runoff and erosion in order to reduce nutrient and sediment pollution.	Yes	No
2. Screening for Required Project Support		
a. The project has been discussed with a DEC Basin Planner and has been given a Watershed Projects Database number.	Yes	No
b. This project has the required municipal and/or landowner(s) support.	Yes	No
c. Signed letter of municipal and/or landowner support is attached.	Attach File	
3. Screening for natural resource or permit conflicts		
a. ANR Atlas map is attached with the appropriate layers to indicate potential for conflicts (e.g. wetlands, river corridors, Act 250) using the Ecosystem Restoration Grant Screening theme layer in the ANR Atlas	Yes	No
4. Timeframe of Project Start and Completion		
a. The project's anticipated start date is within three months of the signing of the grant contract.	Yes	No
b. The project will be completed within one to two years of the signing of the grant contract.	Yes	No
c. Anticipated completion date of the project: _____		
5. Operation and Maintenance Commitment		
a. This proposal identifies the party responsible for the operation and maintenance of the project. This is required for implementation/construction (Step 3) projects and recommended for preliminary design (Step 1 projects) and final design projects (Step 2 projects).	Yes	No
b. Attach a signed letter of commitment for the operation and maintenance of this project. This is required for implementation/construction (Step 3) projects. Final operation and maintenance plans must be approved by DEC and may require future reporting requirements.	Yes	No
6. Risk Assessment Questionnaire		
a. My organization has completed a Risk Assessment Questionnaire in the last 12 months.	Yes	No
If no , complete and attach to this application the Risk Assessment Questionnaire here .	Attach file	



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III. Project Summary - *(Page 12 of Application Manual). Maximum – 1000 words*

Provide a detailed description of your project. Include (a) the scope of work being addressed, (b) the water quality improvement project or control action being proposed, (c) why this project is important in terms of magnitude of nutrient and/or sediment reduction, and (d) other requirements as listed in the application manual. Project summary must be complete, thorough and with all information necessary to adequately review the project or the application will be returned.



IV. Grant Milestones *(Page 14 of Application Manual)*

1. Project-specific milestones are detailed in the [Appendix 3 \(Standardized Milestones/Deliverables\)](#). Insert the milestones and deliverables that correspond to the project type selected on the cover page, Section I.4. Applicant must include all required milestones and deliverables in Appendix 3 and may include additional measures.

Project Type	Milestone	Deliverable

V. Grant Performance Measures *- (Page 13 of Application Manual)*

Choose the appropriate performance measures based on your project type and fill in the quantitative value that will be achieved by this project.

Performance Measure 1: _____ Quantitative Value: _____

Performance Measure 2: _____ Quantitative Value: _____

Optional Performance Measure: _____ Quantitative Value: _____

VI. Budget *- (Page 13 of Application Manual)*

Provide the itemized budget of the project including estimated labor and material costs planned to complete the project using the [Budget Template](#). Any work to be contracted to a third party/project partner should be included in the “contractual” line item, while the “construction” line item should be used for contracted construction work.

The Budget template must be used. Full details must be included in each category. Lack of detail or clarity of budget will negatively impact project ranking.

Payments will be made on cost of services provided by the grant. Invoices must indicate costs based on budget categories and can be submitted at any time during the contract for reimbursement.

All costs listed in the budget (including all hourly rates, numbers of hours anticipated, description of supplies, match, etc.) must be fully explained as detailed in the application manual. Please attach any quotes you have received from contractors or consultants or other documents that support your budget. Insufficient narrative will negatively impact scoring.



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VII. Past Performance - *(Page 14 of Application Manual)*

Briefly describe other water quality improvement projects that your organization performed within the last three years. Describe whether the project was successful, resulted in further implementation (if an identification or design project), and how you documented success. Describe your past performance in meeting reporting requirements, grant deliverables and grant timelines.

VIII. Additional Materials

Attach any additional materials that support your application and that have not been addressed in previous sections, **including design plans if the grant application is for project implementation**. Applicants are strongly encouraged to submit letters of support for projects. Attach additional materials as pdfs.