



MAINE COAST PROTECTION INITIATIVE

Implementation Grants

GUIDELINES AND APPLICATION

Grants for 2005 Implementation Projects

Letters of Interest Must Be Postmarked by June 9, 2005

Applications Must Be Postmarked by July 25, 2005

**Maine Coast Protection Initiative
Land Trust Alliance Northeast Program
PO Box 792
Saratoga Springs, NY 12866**

Implementation Grant Guidelines & Application Forms available at:

www.protectcoastmaine.org

INTRODUCTION

The Land Trust Alliance Northeast Program is pleased to announce the *Maine Coast Protection Initiative* Implementation Grants Program. The Maine Coast Protection Initiative is a 3-year program providing support and funding for existing organizations who will work together to increase the pace of proactive coastal land conservation in Maine, especially conservation of habitat, coastal access and scenic and cultural resources. During 2004, a coalition of over 70 organizations participated in a planning process to develop a strategic framework that will guide the work of the program. The Strategic Conservation Framework can be downloaded from the MCPI at website www.protectcoastalmaine.org. All organizations and public agencies with an interest in coastal land conservation that meet the eligibility requirements are invited to apply for these implementation grants.

PROGRAM OVERVIEW

Purpose	<p>This grant program will support projects that will help organizations and agencies implement strategies related to goals 1 & 3 in the Strategic Conservation Framework of the Maine Coast Protection Initiative.</p> <p>Goal 1: A viable network of conserved land that protects habitat, coastal access, and scenic/cultural resources.</p> <p>Goal 3: Strong support and increased funding for coastal land conservation efforts.</p> <p>These projects should lead to the increased conservation of priority coastal resources identified by the Maine Coast Protection Initiative. Desired outcomes include:</p> <ul style="list-style-type: none"> ◆ Increased knowledge, data, and tools available for strategic land conservation, especially where previous gaps existed; ◆ Locally-relevant models available for implementing goals of MCPI Strategic Conservation Framework; ◆ Increased preparedness for ongoing implementation of MCPI Strategic Conservation Framework; and ◆ Project benefits that extend beyond the grant recipient to other organizations and communities along the coast.
Application Deadlines	<p>The first step is to submit a Letter of Interest no longer than two (2) pages which describes the project concept. Letters of Interest must be postmarked by June 9, 2005.</p> <p><u>The review committee will review these letters and invite selected applicants to submit a complete application.</u> Complete applications must be postmarked by July 25, 2005.</p>

Address Please mail Letter of Interest and application materials to:

**Maine Coast Protection Initiative
Land Trust Alliance Northeast Program
PO Box 792
Saratoga Springs, NY 12866**

Applications via fax or email will not be accepted.

Project Selection Letters of Interest and Applications (by invitation only) will be evaluated by a review committee composed of 5 members of the MCPI Executive/Steering Committees or MCPI Coalition. Implementation grant awards will be announced on or about September 31, 2005.

Inquiries Please direct specific inquiries about the Implementation Grants Program to:

Ethan Winter
Northeast Program Coordinator, Land Trust Alliance
Tel. 518-587-0774 Email: ewinter@lta.org

Please direct general inquiries about the MCPI to:

Amy Owsley
Maine Field Representative, Land Trust Alliance
Tel: (207) 729-7366 Email: aowsley@lta.org

ELIGIBILITY REQUIREMENTS

The Implementation Grant Program is open to any non-profit organization or government entity with operations in Maine who is also a Supporting Organization of the Maine Coast Protection Initiative, or who is partnering with a Supporting Organization.

Applicants must clearly demonstrate how the proposed project fits within the Strategic Conservation Framework, related to strategies that support Goal 1 and/or Goal 3.

Example Projects

Examples of projects that might be funded through the Implementation Grant Program include, but are not limited to these examples of equal importance:

- ◆ Address gaps in information related to coastal habitat, coastal access, and scenic/cultural features (*Implementation Strategies 1.1, 1.2, 1.3*);
- ◆ Support for regional initiatives that involve diverse partners, focus on strategic conservation planning designed to increase protection of priority coastal resources identified by MCPI, and that can serve as a model for other groups to follow (*1.4*);
- ◆ Community and regional visioning that brings together towns, selectmen, land trusts, resource users, fishermen, tourism and industry representatives to develop common conservation priorities (*3.2*);
- ◆ Development of statewide messaging about the value of coastal conservation for key decision-makers (*3.1*);
- ◆ Strategic land conservation planning that links organizational development and regional land protection efforts (*1.4*);
- ◆ Projects that advance the understanding of how terrestrial conservation can positively affect marine resources (*1.6*).

Ineligible Projects

Implementation Grants will not be awarded for the following:

- Projects related to land trust capacity-building;
- General operating support;
- Fee/easement acquisition and associated costs;
- Cost of incorporation or obtaining 501(c) (3) non-profit status.
- Endowment funds.

APPLICATION MATERIALS

Letter of Interest Letters of Interest shall include:

- 1) Description of project concept and outcomes (no more than 2 pages), stating how project helps implement Goal 1 and/or Goal 3 of the Strategic Conservation Framework and how it benefits regional and/or coast-wide conservation efforts by other organizations and agencies.
- 2) Description of primary/lead organization(s) and role(s)
- 3) Preliminary list of partner organizations and role(s)
- 4) Preliminary project budget.

IMPORTANT: Letters of Interest must be postmarked by June 9, 2005. The review committee will respond to Letters of Interest and invite selected applicants to submit a full application.

Application Instructions Each applicant (invited applicants only) must submit **8 copies** of the application materials (**collated into 8 distinct sets**) Please use the outline provided to organize it and use recycled paper and double-sided copies when feasible.

****Use paper clips or staples only. Do not use binders of any kind.****

- 1) **Cover Page:** Application Form (use the attached form)
- 2) **Project Budget:** (use the attached form)
- 3) **Project Description:** A narrative of no more than 3 pages. Please use the topical headings listed under Evaluation Criteria (below) to organize your proposal. Not all criteria will apply to all projects.
- 4) **Project schedule:** Provide a realistic timeline for project activities.
- 5) **List of key project personnel** including: a) staff/volunteers; b) consultant (include résumé as attachment), c) Board of Directors or other oversight committee. Identify who will be responsible for overall supervision of the project.
- 6) **Financial information:** (use the attached form)
- 7) **Matching funds:** Documentation of matching funds received or pledged, if applicable (not required)

Supporting Materials In addition, prepare **1 copy** of the following **supporting materials**:

- 1) **List of lead organization's Board of Directors**, with contact information (if applicable)
- 2) **Digital photos** of project area (with permission for use)
- 3) **Recent annual report** of primary/lead organization(s)

Evaluation Criteria

This grant program will accept a wide variety of project proposals, encourages innovative projects that have not been tried before, and prefers a diversity of implementation projects that will support the goals of the MCPI. Preferred projects will fill a gap in the implementation of the overall strategic framework.

The following criteria will be used to evaluate grant applications:

- a) **Project Description:** Project goals and outcomes are clear; project has clear measures of success; proposal describes how project relates to specific goals and strategies of Strategic Conservation Framework with particular focus on strategies that: 1) help achieve the goal of creating a viable network of conserved land that protects habitat, coastal access, and scenic and cultural resources (Goal 1); 2) and/or creates strong support and increased funding for coastal conservation in Maine (Goal 3).
- b) **Timetable and Likelihood of Success:** Project can be accomplished within the stated schedule; project has a high likelihood of success based on organizational capacity; proposal includes description of expected measurable accomplishments.
- c) **Coastwide or Regional Benefit:** Project benefits organizations and communities beyond grant recipient (may be result of new data or services, or may be example of how work related to goals and objectives of MCPI can be implemented). Projects that include partnership with multiple organizations are encouraged.
- d) **Matching Funds:** Preference will be given to those organizations able to demonstrate a match for this grant with cash and/or in-kind services.

GRANT REQUIREMENTS

Grant Agreement

Grant recipients will be sent a Grant Agreement along with the notification of award. **No grant funds will be disbursed until the signed grant agreement is received by LTA.** When preparing a proposal, carefully assess the organization's commitment to the project's scope, objectives and products. Significant changes in projects are strongly discouraged and generally will not be approved. Grantees will work with LTA to plan publicity and outreach for completed projects.

Reporting Requirements

Grant recipients are required to file a progress report **6 months** after the beginning of the grant period and a final report **30 days** after completion of the project (and in any event no later than **24 months** after funds are awarded). Report forms will be provided by LTA.

Grant recipients are also encouraged to create a poster highlighting their project for the 2006 or 2007 MLTN conference.

If a grant recipient fails to comply with the terms of the grant agreement or to file a final report, it will be deemed ineligible for future grants and may be required to repay the entire grant award to LTA.

GRANT APPLICATION AND REVIEW PROCESS (2005)

#	Description of Process	Timeframe
1	Announcement of grant program and launch MCPI website	May 9, 2005
2	Letter of Interest from applicants (due one month after framework is publicly announced and distributed).	June 9, 2005
3	Workgroup reviews Letters of Interest and conducts pre-work to help applicants meet goals of Initiative.	June 23, 2005
4	Workgroup communicates with selected applicants, who submit complete applications.	July 25, 2005
5	Workgroup reviews applications and produces an executive summary for steering committee.	August 25, 2005
6	Workgroup presents summary to steering committee and gathers steering committee input	
7	Based on steering committee input, workgroup makes recommendation on grant awards to LTA.	
8	LTA reviews recommendations and does final screening and approval.	
9	LTA announces grant awards and administers grant contracts and funds.	On or about September 31, 2005

REQUIRED CERTIFICATION OF COMPLIANCE WITH THE USA PATRIOT ACT

The Land Trust Alliance (“LTA”) is in compliance with the USA Patriot Act and Executive Order 13224 Blocking Property and Prohibiting Transactions with Persons who Commit, Threaten to Commit, or Support Terrorism. As recommended by the U.S. Department of the Treasury Anti-Terrorist Financing Guidelines, LTA certifies that it does not employ or associate with any entities or individuals named to the terrorist watch lists maintained by the Office of Foreign Assets Control, the U.S. Department of Justice, the European Union, or the United Nations. LTA does not make grants to foreign organizations nor to any organization that has ties to terrorism or money laundering.

LTA employs appropriate due diligence procedures for each potential grant recipient and monitors the grant-related expenditures of its grantees in order to remain in compliance with the aforementioned laws.

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APPLICATION FORM

Please write or type directly on this form

Please submit **8 copies** of the application materials, including this form and all attachments (**collated into 8 separate sets of applications**), and one set of supporting materials (see Application Requirements).

Applications must be postmarked by July 25, 2005.

1. Project Title:

2. Name of Organization/Division:

Address:

Telephone:

Fax:

E-mail:

Contact Person:

Title:

When was your organization founded?

How many staff do you have?

Full-time:

Part-time:

2. Amount requested: \$

3. Project Summary (1-2 sentences):

APPLICATION CHECKLIST

8 sets (collated) of:

- Application Form
- Project Budget Form
- Project Description
- Project Schedule
- List of Key Personnel
- Financial Information
- Documentation of Matching Funds

1 set (collated) of:

- List of Board of Directors (if applicable)
- Digital photograph(s) of project area (if applicable)
- Recent Annual Report of lead/primary organization

Please confirm that:

- Project Title is listed at bottom of each page in application

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BUDGET FORM

Please write or type directly on this form

Primary/Lead Organization/Division Name:

Primary/Lead Organization/Division's current annual operating budget: \$

Project Budget Categories	Project Total	Funds Requested from LTA	Matching Funds***	Who/What is Source of the Match***	Status of Matching Funds*** (received/pending)
Consultants/Contractors*					
Travel					
Printing					
Phone					
Postage					
Meetings (facilities/refreshments)					
Training					
Equipment					
Project-related staff					
Other, please specify					
Total					

* Consultant name(s) (if known):

Number of consultant hours: and hourly rate \$, OR contract amount \$

Major project deliverables:

*** Note who/where match is from (foundation, donor, or applicant funds), whether it is cash or in-kind, and if the match has been received or if a request is pending. In-kind donations must be verified by a bill of service and may include:

- Donation of professional services (legal, facilitation, mapping , etc.).
- Meeting room costs, equipment rental, staff time on the project, travel costs, printing, food or refreshments

Proposal prepared by: _____ **Title/Position:** _____

Signature: _____ **Date:** _____
(Executive Director, Department Head, or Board President)

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PROJECT DESCRIPTION

Include a narrative of no more than 3 pages. Please use the topical headings listed under Evaluation Criteria to organize your proposal. Not all criteria will apply to all projects.

Project Name:

Project Description:

How does this Project relate to Goal 1 or to Goal 3? How does it support a specific implementation Strategy?

Timetable and Likelihood of Success:

Collaboration and Coastwide Benefit:

Matching Funds (if applicable):

PROJECT TIME FRAME AND SCHEDULE

Please provide a realistic timeframe and schedule for project activities:

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KEY PERSONNEL

List key project personnel, including a) staff/volunteers; b) consultant(s); c) Board of Directors or other oversight committee. Please specify who will be responsible for overall supervision of the project.

Staff/Volunteers:

Consultant(s) (include resume as attachment):

Board of Directors or other oversight committee: