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| **CHNEP Conservation Grant Application FY2024** |

**Instructions:** The CHNEP provides Conservation Grants (up to $9,999) to community organizations for projects that address clean water, wildlife habitat protection and restoration, and outreach priorities in the CHNEP area, as outlined in our Strategic Plan, the [Comprehensive Conservation and Management Plan (CCMP).](https://www.chnep.org/our-plan) Before applying, please read through specifications outlined in this cover sheet.

Match is not required, but proposals showing matching fund commitment through in-kind services (such as volunteer hours), or direct funding from other sources will receive special consideration. Preference will also be given to projects in communities that have been historically underserved by CHNEP grants as well as new applicant and projects.

Please read the following restrictions regarding eligibility carefully. The CHNEP does **NOT** fund:

* Events or services for which there is an admission fee or charge; CHNEP will consider providing support for scholarships to allow participation by those who would not otherwise be able to attend;
* Restoration or improvements on private property;
* Projects that personally benefit the applicant;
* Political action or legislative advocacy;
* Fundraising activities;
* Projects completed prior to the award of the grant;
* Items that will be sold by the grant recipient;
* Reprinting of existing material unless part of a larger educational program;
* Capital improvement or endowment funds, or usual operating costs;
* Conference registrations and travel;
* Gift cards or certificates, and;
* Any activities related to permitting.

**We encourage requests for funding in the $500 to $9,999 range. All funding is reimbursement based; no funding will be fronted for the project.** The timeline for or Fiscal Year 2024 is October 1, 2023 through September 30, 2024. There are application dates in the Summer (8/1/23), Winter (12/1/23), and Spring (4/1/24), please see remaining dates for this grant cycle below. Projects should conclude by or before Sept. 1, 2024.

Reimbursement for Conservation Grants are based on ‘Deliverables’ or ‘Outcomes’ provided through the project, rather than cost receipts. Deliverables will include a final report that includes photos, metrics for measuring success, etc. which will be reviewed and approved by CHNEP staff to ensure they meet the specifications provided through the initial application.

Once your application is received, it will be evaluated based on the information provided. CHNEP staff will notify you via e-mail once the application is received and will contact you again regarding the status of your application and/or award notification in May 2024.

* **Spring Deadline is April 1, 2024 for a May 2024 award notice**

Applications should be submitted via email to [Grants@chnep.org](mailto:Grants@chnep.org), by 5:00 pm on the due date for that cycle. Questions can be submitted via email to: [Grants@chnep.org](mailto:Grants@chnep.org) or by calling the CHNEP main line (941) 833-6580.

The application on the following pages allows you to tell us about your project. Please complete all fields for the application to be evaluated for funding. If a field does not apply to you or your organization, please type in “NA”.

## Contact Information

|  |  |
| --- | --- |
| Project Title | Click or tap here to enter project title. |
| Short Description of Project (2-3 sentences) | Click or tap here to enter description. |
| Contact Name and Title | Click or tap here to enter name and title. |
| Street Address | Click or tap here to enter address. |
| City, State, ZIP Code | Click or tap here to enter city, state and zip. |
| Phone | Click or tap here to enter phone. |
| E-Mail Address | Click or tap here to enter e-mail. |
| Organization Name | Click or tap here to enter organization name. |
| Web address | Click or tap here to enter web address. |
| Amount requested | Click or tap here to enter amount. |
| Total Cost of Project | Click or tap here to enter total cost of project. |
| Name of Entity that will accept Conservation Grant reimbursement (W-9 form is required) | Click or tap here to enter name of entity. |

## Critical questions

### I agree to complete the project and submit the final report before September 30, 2024: Yes No

Has the CHNEP provided financial support to you or your organization in the past 5 years?Click or tap here to enter text.

Yes (please describe below)  No

|  |  |  |
| --- | --- | --- |
| Date  Click or tap to enter a date. | Project Description  Click or tap here to enter description. | Award Amount  Click or tap here to enter amount. |
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## Link to CHNEP Comprehensive Conservation and Management Plan (CCMP)

### Check **ALL** the appropriate descriptions of how the project benefits the CHNEP in efforts to further the CCMP. You are welcome to mention other project benefits here. Visit <https://www.chnep.org/conservation-grants> to learn more.

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| Maintain or improve water quality |
| Protect, enhance, or restore native habitat |
| Increase conservation, preservation, or stewardship of lands or waters |
| Support public involvement in watershed management |
| Provide opportunities for citizen participation in research, monitoring, or restoration |
| Produce watershed and estuary communication tools |
| Implement conservation landscaping or home best management practices |
| Educate children and adults about estuary stewardship |
| Target community(ies) historically underserved by CHNEP Grants |
| Other (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Geographic Area (check all that apply)

Map of CHNEP area can be found here: <https://www.chnep.org/conservation-grants>

Dona & Roberts Bays  Charlotte Harbor

Myakka River  Pine Island Sound

Lemon Bay  Caloosahatchee River

Peace River  Estero Bay

## Attachments included in submission email with application

* Please attach a one-page resume for the project lead or organization.
* Please attach a Project Timeline

## Project description

### Describe the project. If it is an event, include location and date. Provide information on the: **who, what**, **how**, **where** and **when** of the project. Is this project part of an ongoing project? Who will be participating and/or partnering in the project? What is the timeline of the project? Feel free to attach pages, if necessary.

**Click or tap here to enter text .**

## Project results (outcome)

## Briefly describe the project expected result(s), and how you will measure success. Why is there a need for the project? What are the goals of the project? such as: “500 students will understand how stormwater ponds work, more than 3,000 people each year will visit the site and learn how to garden with native plants”, etc. Feel free to attach pages, if necessary.

Other examples of measurable restoration outcomes, benefits, or metrics:

● Number of plants installed/acres restored

● Tons of bagged oyster shell or Vertical Oyster Gardens installed

● Number of volunteer events completed/Number of volunteers involved in project implementation

● Total weight of trash collected

**Click or tap here to enter text.**

## Project products (outputs/deliverables)

### A Final Report will be included in the ‘Deliverables’ for the project and is required for reimbursement. It will include a written summary of project and results, as well as any other documentation of outcomes proposed below. Please include a description of what outcomes will be documented in this report and any other deliverables that will be provided at the close of the project. These could be any of the following: a summary of data collected or analyses conducted during a research project, photos from event or products created/areas restored, maps, event attendee lists, pamphlets, interpretative signs, etc. Describe why your organization will be successful at implementing your project. Feel free to attach pages, if necessary. An example Final Report can be found here: <https://www.chnep.org/conservation-grants>. In certain instances, Conservation Grant applicants have made presentations on their projects at CHNEP meetings, please let us know if your group would be interested or available to do so.

**Click or tap here to enter text.**

## Requested Amount by Deliverable and Budget Justification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task Description | Deliverable | Requested Amount & Justification | Cash Match or  In-Kind\* | Total |
| *LaMotte Water Quality (WQ) Testing Kits Purchased and Volunteer WQ Sampling Conducted* | *WQ Testing Results Report* | *$600 ($60 per test kit X 10 kits)* | *$300 ($29.95/hr.\*\* x 10 Hours of Volunteer Time)* | *$900* |
| Deliverable #1 – XXX | Click or tap here to enter text. | $Click or tap here to enter text. | $Click or tap here to enter text. | $ |
| Deliverable #2 – Final Report | Click or tap here to enter text. | $Click or tap here to enter text. | $Click or tap here to enter text. | $ |
| TOTAL | | $Click or tap here to enter text. | $Click or tap here to enter text. | $ |

\*Match is not required, but proposals showing matching fund commitment through in-kind services (such as volunteer hours), or direct funding (such as donations) will receive special consideration.

\*\*Volunteer Hours rate: [As of 2023, volunteer hours are valued at $29.95](https://independentsector.org/resource/value-of-volunteer-time/).

## Agreement and Signature

* By submitting this application, I affirm that the facts set forth in it are true and complete. If a Conservation Grant is awarded, you will be asked to agree to acknowledge CHNEP in any media related to your project, and include CHNEP logo on any signage, publications, social media posts etc. Additionally, you will be asked to provide image/photo files upon request (high resolution preferred) and allow CHNEP to use those images and photos in its communications.
* Awardees will be asked to agree to complete the project and submit the Final Deliverable(s)/Report and Invoice on your organization letterhead (see example attached) requesting reimbursement by September 1, 2024.

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| --- | --- |
| Name (printed) | Click or tap here to enter name. |
| Signature | Click or tap here to enter signature. |
| Date | Click or tap to enter a date. |

Thank you for completing the CHNEP Conservation Grant application!

**Applications should be submitted via email to** [**Grants@chnep.org**](mailto:Grants@chnep.org)**, by 5:00 pm on April 1, 2024.**

Once your application is received, it will be evaluated based on the information provided. CHNEP staff will notify you via e-mail once the application is received and will contact you again regarding the status of your application and/or award notification in May 2024.Questions can be submitted via email to: [Grants@chnep.org](mailto:Grants@chnep.org) or by calling the CHNEP main line (941) 833-6580.

Please include a copy of W-9 and 501c3 if applicable, with submission.