



# Maryland Coastal Bays Program

## 2017-2018 Mini-Grant Program

### Application Package

---

#### **Grant Overview**

Since 1996, the Maryland Coastal Bays Program (MCBP), a non-profit organization, has been dedicated to preserving and restoring the waters and watershed near Assateague Island and Ocean City, Maryland. Part of the National Estuary Program, MCBP is a partnership between the towns of Ocean City and Berlin, Worcester County, the National Park Service, the U.S. Environmental Protection Agency, and the Maryland Department of Natural Resources, Agriculture, Environmental, and Planning. As a NEP, MCBP has developed and implemented a Comprehensive Conservation Management Plan (CCMP). The CCMP is long-term plan that contains specific targeted actions designed to address water quality, fish and wildlife issues, recreation and navigation, and community and economic development in our local watershed.

Within the Mini-Grant Program, MCBP seeks to support watershed-based community and educational initiatives. Potential project objectives should align with one or more of the CCMP's Action Items. MCBP will accept up to five projects at a maximum of \$5,000 each.

#### **Mini-Grant Goals**

Example projects types could address, but are not limited to:

- ❖ Community clean ups or habitat enhancement projects, such as pollinator habitats, rain gardens, and tree plantings
- ❖ Projects that involve underserved groups or organizations, connecting their goals with the goal to improve the health of the coastal bays
- ❖ Environmental education initiatives and schoolyard improvement projects, such as outdoor classrooms, items that support MAEOE's Green Schools certification, and/or professional development workshops
- ❖ Projects that promote education and/or reduction of nutrient loads and toxic contaminant inputs, and/or Total Maximum Daily Load reduction
- ❖ Outreach projects that inform the watershed population so it can make knowledgeable decisions for their communities, enhance the level of community-based sustainability, promote energy conservation and/or reduction airborne pollution
- ❖ Projects that promote and improve recreational opportunities, and/or balance resource protection with recreational use
- ❖ Projects that aim to improve aquatic and terrestrial resources and habitats

Projects **must** align with one or more Challenges addressed in the CCMP. Click [here](#) for the 34 CCMP Challenges.

The strongest applications will show committed partnerships that provide funding, technical assistance, and in-kind services to support implementation.

### Eligible Applications

MCBP welcomes grant requests from the following organizations within Worcester County:

- 501 (c)3 nonprofit organizations;
- Service, youth, and civic groups;
- Community organizations and associations;
- Faith-based organizations;
- Municipal, county, regional, state, and federal public agencies;
- Public and independent k-12 schools, and higher education institutions.

### Restrictions

The Mini-Grant program does not fund the following:

- Projects that occur outside of the Coastal Bays watershed;
- Endowments, individuals, building campaigns, annual giving, fundraising, or venture capital;
- Political lobbying;
- Reimbursement for a project that has been completed or materials that have already been purchased;
- Budget items that are considered secondary to the projects central purpose. These include promotional materials such as pens and key chains, or cash prizes.

MCBP evaluates each proposal on a case by case basis. MCBP reserves the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.

### Grant Proposal Submission

MCBP requests all applicants to submit the following documents:

- A detailed narrative describing the proposed project and goals of the project, not to exceed two pages in length. You may attach maps or tables as an appendix, but no additional text may be added beyond the two-page limit.
- Projected Costs: the total project cost, matching funds provided (if any, and who is providing those funds)
- Timeline of project. **Reminder: the deadline for project receipts is September 30, 2018.**
- Related CCMP Challenges. Click [here](#) to view the CCMP Challenges.
- Deliverables: outputs and outcomes
- Number of individuals reached and type of population (ex. school group, underserved youth)
- Optional: Letters of Support from partnering organizations

### Application Guidelines and Deadlines

**The deadline for submission is at 5 pm on September 30, 2017.** Applicants may request **up to \$5,000** and will be notified of the MCBP's decision by early-November. All selected projects should begin immediately and must be completed by **September 30, 2018.**

Applicants may submit more than one proposal, but each must be submitted separately and must follow the format requirements. Two or more organizations may combine for the purposes of responding to this request for proposals.

**ONLY electronic submissions will be accepted.** This needs to be send as an attachment in Adobe PDF format (.pdf) [mcbp@mdcoastalbays.org](mailto:mcbp@mdcoastalbays.org). An online Mini-Grant Application and a copy of the CCMP are available on our website ([www.mdcoastalbays.org](http://www.mdcoastalbays.org)).

If you have any additional questions, please contact Katherine Phillips at (410) 213-2297 ex. 109, or [kphillips@mdcoastalbays.org](mailto:kphillips@mdcoastalbays.org).