

PROPOSALS FOR RIVERWAYS SMALL GRANTS ARE INVITED FOR FY2003

The Riverways Programs, Mass. Department of Fisheries, Wildlife and Environmental Law Enforcement, are now soliciting project proposals for Riverways Small Grants for projects to be implemented by June 30, 2003. In response to the present economic constraints, it is anticipated that Riverways can only award up to \$50,000 in Riverways Small Grants for the upcoming state fiscal year.

HOW MUCH? Riverways Small Grants average between \$500 and \$5,000 provided on a reimbursement for services basis.

DEADLINES? The **deadline** for proposals to be received in the Riverways Programs office is 12:00 PM on **Thursday, October 31st, 2002.**

FOR WHAT PURPOSE? Projects selected for Riverways Small Grants should substantively advance some aspect of river, stream and/or adjacent land protection and/or restoration.

WHO IS ELIGIBLE? Municipal governments (e.g., conservation commissions, planning boards) and non-profit organizations (e.g., watershed or community groups, Stream Teams, land trusts). **Note that preference is given to new applicants and new ideas; grants will not be awarded to the same organization three years in a row, or for the same project two years in a row.**

Priority is given to projects that encourage cooperation among organizations, businesses, Stream Teams, watershed associations, EOEA watershed teams, governmental entities, educational and citizen groups. **When appropriate, applicants will also be evaluated based on past performance on Riverways grant projects.** Preference will also be given to those who leverage funds and/or in-kind contributions from other sources and for projects that clearly show a new venture for the proposing group and clearly benefit the riverine resources. Riverways encourages groups that wish to conduct water quality monitoring to contact John Clarkeson of the Massachusetts Watershed Initiative for grant information at 617-626-1175 or email john.clarkeson@state.ma.us.

WHAT TYPES OF PROJECTS QUALIFY? Riverways Small Grants are given for projects that further watershed, river and stream protection. They can be used, for example:

To organize Stream Teams as local stewards

To collect and map land use and landowner information

To do follow-up contact and work with riverfront landowners

To implement greenway plans, open space plans, and Stream Team Action Plans, Watershed Team priorities, or actions identified by ongoing volunteer programs to improve stream conditions

To develop local bylaws and/or regulations for river corridor protection and strategies for implementation

To provide public information and education about the importance of rivers and citizen involvement in their protection

To identify and map natural communities and critical habitats for protection

To enhance public access to and/or along river and stream corridors consistent with resource protection

To plan and implement dam removal as a river restoration tool

SOME HELPFUL HINTS: Riverways Small Grants **cannot be used to purchase food or cover indirect or overhead costs.** In addition, Riverways encourages the following things:

Support letters for individual projects

Documented permission from property owners/managers for work proposed on public or private land

Double "side" proposals – use both sides of the paper

Please do not use three ring binders or report covers (help conserve our resources)

Riverways is not inclined to pay the total printing costs for maps, brochures, booklets, etc. – local businesses or other sponsors can cover these costs in whole or in part

If professional staff or especially qualified volunteers are working on the project, include resumes

*Submit all paperwork as required by the **PROPOSAL CHECKLIST** on the Proposal Cover Sheet*

PROPOSALS FOR RIVERWAYS SMALL GRANTS ARE INVITED FOR FY2003

**R
I
V
E
R
W
A
Y
S

P
R
O
G
R
A
M
S

S
M
A
L
L
G
R
A
N
T

P
R
O
P
O
S
A
L
S

2
0
0
3**

I. Proposal Cover Sheet

Project Title: _____

Applicant (organization or town): _____

Federal Tax ID#: _____

Amount Requested: _____

Project Location: _____

Watershed: _____ River: _____

Have you previously applied for a Riverways Small Grant? _____

If so, when? _____ Year(s) grant awarded: _____

Contact Person and Title: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Web Page: _____

Please attach this sheet to the front of your proposal and mail to:

**Eileen Goldberg
Grants Administrator
Riverways Programs
MA Dept. Fisheries, Wildlife & Env. Law Enforcement
251 Causeway Street, Suite 400
Boston, MA 02114.**

ALL PROPOSALS MUST BE RECEIVED BY 12:00 PM ON 10/31/2002.

*****Please submit DOUBLE SIDED original and eight DOUBLE SIDED copies*****

PROPOSAL CHECKLIST:

- Group description
- Project description
- Time table
- Explanation of how work supports past, current, and future protection efforts
- Detailed Budget (no more than one page)
- Financial Forms W-9 and Commonwealth Terms and Conditions
- Standard Contract Form
- 8 copies of original proposal, including support letters and
- Copy of USGS topographical map (7.5 minute series) of site when applicable
- Parcel map, preliminary design sketches and supporting materials if available

PROPOSALS FOR RIVERWAYS SMALL GRANTS ARE INVITED FOR FY2003

II. Organizational Qualifications

A description of your group, its purpose and its past work. Please include a contact person, address, phone number, fax number and e-mail address.

II. Project Description (Please limit proposals to 2-5 pages)

A description of your proposed project, including:

- goals and specific objectives, and how proposed project fits into your organization's goals
- products from the project,
- a time table,
- a method or criteria for evaluation
- the need for this work in your river basin and evidence of community support for the project
- an explanation of how this work supports, completes or prepares for past, current, and future efforts to protect your river

III. Budget

1. Attach a detailed budget page (please limit to one page).

The budget must include the following:

- The amount of funding requested from Riverways and an indication of other potential or committed funds and in-kind services (although not required, matches are encouraged)
- Personnel time, hourly rate and approximate number of hours
- Travel mileage (not to exceed \$0.28/mile)
- Other program costs (please describe)

Please note:

- Grant awards **cannot** be used *to purchase food or cover indirect or overhead costs*
- All costs and funding associated with the project should be included in the budget.

SAMPLE BUDGET FORMAT TO BE SUBMITTED:

	Funding Requested from Riverways	Other funding (please indicate source, in-kind, etc.)	Sub-Total
Salary - One Planner at \$14.00/hr for 85 hours	\$ 1,190.00	\$ 1,000.00	\$ 2,190.00
Travel - \$0.28/mile not to exceed 185 miles	\$ 50.00	\$ 50.00	\$ 100.00
Equipment - (specify)	\$ 300.00	\$ 300.00	\$ 600.00
Other Program Costs -3 Trail Signs at \$48 each	\$ 144.00	-	\$ 144.00
Total Project Costs	\$ 1,684.00	\$ 1,350.00	\$ 3034.00

PROPOSALS FOR RIVERWAYS SMALL GRANTS ARE INVITED FOR FY2003

2. Financial Forms: Please fill out and include with your proposal the Commonwealth's "**Standard Contract Form**", "**Request for Verification of Taxation Reporting Information W-9**" form, and the "**Commonwealth Terms and Conditions**" form, all of which are available on comm-pass.com. Your organization's fiscal officer or Executive Director must sign the forms.
3. Your application should also include (if applicable) a list of the organization's Board of Directors and the organization's tax exempt determination letter under Section 501(c)(3) of the Internal Revenue Code.
4. Please note that that any deliverables resulting from the grant award must accompany the final invoice in order for the grantee to be reimbursed. **All grants must be completed no later than June 30, 2003.**
5. Riverways Programs reserves the right to rescind any award that (1) does not support the mission of the Riverways Programs or the Department of Fisheries, Wildlife and Environmental Law Enforcement, or (2) if the work does not fulfill the purposes of the grant as agreed upon in the contract and scope of services.
6. Under this RFR, the Riverways Programs will enter into contracts with qualified organizations to provide, as independent contractors, services leading to river protection and/or restoration. Respondents must be capable of coordinating with Riverways on these projects. Please note that Riverways does not guarantee that any contracts may result from this RFR or that any particular funding level will be awarded. Contract funding, if any, may consist of either appropriated funds or bond funds or both, as appropriate or allowable.

If you have any general questions or comments please contact Eileen Goldberg (617) 626-1546 or e-mail at eileen.goldberg@state.ma.us. Riverways Programs staff is not free to comment on specific proposal ideas once this Request for Proposals is made available.

The Massachusetts Department of Fisheries, Wildlife and Environmental Law Enforcement is an Equal Opportunity/Affirmative Action Employer.