



## Education and Outreach Mini-Grant Information

The Morro Bay National Estuary Program is currently accepting Education and Outreach Mini-Grant proposals. **Applicants are encouraged to discuss their project ideas with MBNEP staff prior to applying.** Please call Shari Sullivan at 772-3834 for an appointment.

### Project Guidelines

Proposed projects should seek to:

- increase public awareness of the estuary as an important natural resource;
- show the public how they can help improve the health of the estuary;
- motivate people to participate in efforts to improve the estuary.

A few project ideas include:

- A neighborhood association project to replace non-native landscaping plants with local natives to reduce fertilizer and water needs;
- A youth group monitoring the water quality of neighborhood run-off and educating the community on their findings;
- Funding for a community group to recruit volunteers that will assist in a open space restoration project that improves habitat and reduces erosion; and
- A local boat rental business producing a video that educates tourists about the estuary and how to view wildlife without causing disturbances.

A wide variety of project possibilities exist, but all should assist with implementation of the Morro Bay CCMP, or Conservation Plan. For more information about the CCMP call 772-3834 or visit [www.mbnep.org](http://www.mbnep.org). A list of education related Action Plans from the Conservation Plan are included in this application packet. All projects must improve conditions in the Morro Bay watershed and/or estuary. A map of the watershed is available on our website at [www.mbnep.org/explore/watershed.php](http://www.mbnep.org/explore/watershed.php).

### Grant Request Amounts

Grant awards will not exceed \$5,000. Using Morro Bay National Estuary Program Mini-Grants to leverage larger projects is encouraged.

### Grant Cycle Deadlines and Schedules

Quarterly deadlines for proposal submittals are as follows: the first Friday in March, June, September, and December. The review process for applications includes several committees. Applicants that are awarded funds will be notified in approximately 10 weeks, and funds usually available 12 weeks from the submittal deadline.

### Funded Project Requirements

*All projects awarded funds are expected to spend funds within one year of contract execution.* If a longer timeframe is needed, it should be indicated on the application. In addition to a final report, project coordinators provide brief verbal or written updates quarterly, as necessary or requested by MBNEP staff.



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### **Education and Outreach Mini-Grant Application**

Two copies of each application are due to the MBNEP office by 4 pm on the quarterly due date. One copy of oversize or color attachments is sufficient. Postmarks, emails and faxes cannot be accepted. **Please be sure to include the summary coversheet below, the Action Plan check list and the narrative section.**

**Project Title:**

**Applicant:**

**Address:**

**Phone:**

**FAX:**

**Email:**

**Contact Person(s):**

**Grant Amount Requested** (*can not be more than \$5,000*):

**Total Estimated Project Cost:**

**Amount & Source of Other Funding (if relevant):**

**Project Description Summary:**

**Check off the CCMP Action Plan(s) addressed by the proposed project:**

- Conduct general public outreach and education focused on the value of a healthy environment and the role of individuals in protecting the natural resources of the Morro Bay watershed.
- Develop educational materials and programs regarding marine pollution and habitat issues geared toward the commercial and recreational boating community of Morro Bay.
- Develop educational materials regarding erosion, sedimentation, sensitive resources, fertilizers, and habitats within the watershed geared toward agricultural and ranch landowners and various public agencies to improve partnering, lessen impacts and educate all parties of pressing issues.
- Conduct cross-educational workshops and individual orientations on the positive and negative uses of pesticides for the general public or the agricultural community.
- Support Central Coast Natural History Association education projects.
- Increase communication to the public through media to spotlight collaborative efforts, forums, ongoing status, and informational messages.
- Youth outreach through schools, youth organizations, after-school programs, etc. that focuses on the estuary as a valuable natural resource.

*Your proposed project must implement, at a minimum, one of the above Action Plans. If other non-education related Action Plans are also addressed by the project, indicate them below. A full list of Action Plans is available from MBNEP staff or at [www.mbnep.org](http://www.mbnep.org).*

- Other non-education specific Action Plans, please list:

## **Narrative Information Section**

*Please answer the following questions on a separate sheet of paper using the provided categories. This section should not exceed five pages.*

### **Project Title:**

Give your project a name we can use to easily reference it.

### **Full Project Description:**

Describe in some detail what you will accomplish with this project. What steps are involved, who will accomplish which tasks, what partnering organizations will be involved, what vendors will be used, etc? Provide sufficient detail for grant reviewers to fully understand how you will accomplish your goals and create a successful project.

### **Audience:**

Describe your project audience, how you will reach them (who will be educated, participate in an event, etc) and how many people will be reached.

### **Benefits:**

Tell us specifically how this project will improve the health of the estuary.

### **Project Budget:**

Show the estimated total project cost. If applicable, break down your budget into categories such as personnel costs, materials, printing, subcontractors, and travel. Attach quotes/bids from subcontractors including those from printers, graphic artists, etc. List any other funding sources that will be used to complete the project, including in-kind and volunteer contributions.

### **Evaluation:**

Describe how you will determine whether or not the project has been successful. For example, the number of students that will participate in the program, the number of publications distributed, etc.

### **Schedule:**

Describe the project schedule assuming funds are awarded in this grant cycle. Include and describe the key milestones, their expected dates, and estimated date of completion.

### **Qualifications:**

Describe your ability to perform the work, including the staff or other resources that will be used for implementation of the project. List past experiences that may be relevant. If other agencies or organizations are participating, list them and describe their roles.

### **Special Note to Applicants:**

If grant funding is awarded, documentation of formal approval to enter into an agreement with the Estuary Program and carry out the funded project must be submitted. This specific documentation will vary based on the applicant (i.e. for a non-profit organization it would be a resolution of the Board of Directors). Applicants who are not associated with an agency or organization will most likely not need to submit such documentation.