



601 Embarcadero, Suite 11 • Morro Bay, California 93442
805-772-3834 • Fax 805-772-4162

Implementation Mini-Grant Information

Applicants are encouraged to discuss their project ideas with MBNEP staff prior to applying. On-the-ground site improvement project site visits with MBNEP staff are also recommended. Please call 772-3834 for an appointment or if you need help with an application.

Categories of Projects

- **Implementation projects.** These projects implement in whole or in part CCMP Action Plans that are not specifically aimed at public education and outreach. These may include “pilot” projects that demonstrate a methodology that, if successful, could be used for larger projects and/or have wider application. Please see the additional guidelines for habitat restoration projects.
- **Research projects including college-level student projects.** These include projects that are intended to answer questions or provide data relevant to the implementation to the CCMP. They include student research activities including but not limited to senior projects, independent study projects, graduate degree theses and other class-related projects. Laboratories or other class projects sponsored by the school, department or an individual faculty member are also eligible. Generally, student projects shall be at the college or graduate level; extraordinary projects at the high school senior level may be considered. Please see the additional guidelines for research projects at the end of this document.

Grant amounts and schedule. Grants may not exceed \$5,000. Using Morro Bay National Estuary Program Mini-Grants to leverage larger projects is encouraged. Mini-Grants are offered on a quarterly basis, except for research projects (please see the additional guidelines for research projects at the end of this document).

Criteria for Ranking Applications Include the Following:

Relevance to CCMP Action Plans and priorities. How does the project implement CCMP Action Plans? Are the plans implemented categorized in the CCMP as high priority?

Urgency and timeliness. Why is this the appropriate time to undertake this project? How long will it take to realize the benefits of the project?

Cost effectiveness. Is the budget reasonable for the work to be done and the benefits to be gained? Does the MBNEP grant leverage other funding? Does the applicant offer a “match” whether in kind or cash? Will the project generate opportunities for additional funding from other sources at a later time?

Likelihood of success. Are the methodology, budget and timeframe adequate? Does the applicant have the experience and qualifications to perform the work?

Short term versus long-term (ongoing) benefits. Will the project’s benefits have a long-term impact? Will the project create an ongoing, self-sustaining program to improve the estuary or watershed?

Public support and impact. Does the project have strong public support? Will the project be a model for other conservation efforts? Will it likely reach a large audience and thereby help promote conservation of estuarine resources?

Regulatory feasibility. Will the project be able to comply with permit requirements of relevant regulatory agencies.

Linkages. How does the project fit with other projects in the watershed and estuary? Does it help complete a larger program? Does it serve as a springboard to implementing other Action Plans?

Additional Information About Research Projects

Research projects usually involve technical methods that require more time to review than most other types of proposals. Therefore, research applications are only accepted twice a year: June 1 for decision in early October and October 1 for decision in early December. Consult with the MBNEP staff about deadlines and details of schedules.

All research projects must directly lead to implementation of the CCMP. Although there are many interesting questions that can be raised about so complex an environment as the estuary, this grant program is specifically intended to implement the CCMP.

Researchers must include a brief statement of qualifications. Experience suggests that many hydrodynamic and biologic parameters are very complex and difficult to assess. Sometimes significant experience or expertise is necessary to successfully effect a research project.

Research applications must include the why this study addresses an unmet need for implementing some aspect of the CCMP, the specific hypothesis to be tested and the test methodology, and a description of the expected study products.

Research proposals should include a bibliography of any articles or reports cited in the application.

Information About Habitat Restoration Projects

Projects that include erosion control, removal of exotic plants and/or the planting of native vegetation must include a "restoration plan" with the grant application. A restoration plan should include the following:

- A description of site conditions (land use, vegetation and soils or other physical properties); photographs are usually helpful
- A site plan showing the work to be performed and where new vegetation will be planted, indicated the types and sizes of plants and/or the source and types of seeds. General plant lists are acceptable if indicating specific plants at specific locations is not practical
- Construction drawings or sketches, if applicable
- A specific implementation strategy including tasks, materials, and who is going to perform the tasks
- An implementation schedule showing approximate sequence and timing of tasks
- A monitoring plan including performance standards for measuring ongoing success and remedial actions if they become necessary

MBNEP staff and the MBNEP Scientific/Technical Working Group are available to assist with the preparation of restoration plans.



601 Embarcadero, Suite 11 • Morro Bay, California 93442
805-772-3834 • Fax 805-772-4162

Mini-Grant Application and Instructions

Four copies of each Mini-Grant Application is due to the MBNEP office by 4 pm on the quarterly due date. Postmarks, emails and faxes cannot be accepted. One copy of oversized or color attachments is sufficient.

Please complete the attached Application Coversheet as well as Narrative Summary Information, as described below. This section is not to exceed 5 pages of text, excluding maps and graphics. Please use the headings listed in bold below.

Narrative Summary Information

Project Title:

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

Project Location:

Attach a map with sufficient detail to show the location of your project, if applicable.

Project Description:

Describe the proposed project, including its purpose, size or scope, and how you intend to accomplish your goals. If the project has different phases, such as planning, design, and construction, list and briefly describe these phases. As appropriate, describe current conditions or problems and how your project will improve them. What are you trying to accomplish through this project and how will it benefit the estuary? To the extent possible, quantify the anticipated benefits of the project.

Project Budget:

Show the estimated total project cost. If applicable, break down your budget into categories such as labor, materials, equipment, subcontractors, and overhead. If the project has different phases such as planning, design and construction, show how much money is needed to complete each. List any other funding sources that will be used to complete the project, including in-kind and volunteer contributions.

Outcome and Deliverables:

What specific outcomes can we expect from this project? If there are specific products such as a new facility, physical improvement to the environment or publication, describe them.

Evaluation:

Describe how we will measure whether or not the project has been successful.

Schedule:

Describe the key milestones, their expected dates, and estimated date of completion.

CCMP Action Plan(s) Implemented:

Describe how specific CCMP Action Plans are implemented, wholly or in part, by the project.

Monitoring:

As applicable, describe how the project will be monitored over time.

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 experience that may be relevant. If other agencies or organizations are participating, list them and describe their roles.

(If you are a 501-c-3 non-profit corporation, please attach one copy of your most recent annual financial statement and a list of your board of directors – if you have previously applied this year and we have this information on file, you do not need to re-submit it.)

Permits & Environmental Compliance:

List the permits required, if any, to implement the project, including CEQA/NEPA requirements. If you are not sure about this, please contact the MBNEP staff.

Property Owner Permission:

If the proposed project is on someone else's land, attach written approval from the property owner with the application.



601 Embarcadero, Suite 11 • Morro Bay, California 93442
805-772-3834 • Fax 805-772-4162

MINI-GRANT APPLICATION COVER SHEET & SUMMARY

Project Title:

CCMP Action Plan(s) Addressed by Project:

Applicant:

Address:

Phone:

FAX:

Email:

Contact Person(s):

Amount Requested from the MBNEP:

Total Project Cost:

Amount & Source of Other Funding (if relevant):

Project Location (if relevant):

Summary Description (*please provide a short description of the project, its benefits, and objectives*):

Scheduled Project Completion Date: