



FY 2009  
Application

# Lake Erie Protection Fund

The Ohio Lake Erie Commission administers the Lake Erie Protection Fund grant program. This packet contains the forms and instructions necessary to complete a LEPF application. If you have questions or need assistance with your application, please contact our grants manager. The Lake Erie Protection Fund receives \$15 from each sale of the Lake Erie License Plate, featuring the Marblehead Lighthouse, designed by Ohio artist Ben Richmond. Protect the Lake, Buy the Plate!



## FY 2009 LEPF Due Dates

<u>Proposal Due Date*</u>	<u>Meeting Date*</u>
August 1, 2008	September 30, 2008
October 30, 2008	December 17, 2008
February 5, 2009	March 18, 2009
April 23, 2009	June 3, 2009

### Ohio Lake Erie Commission

One Maritime Plaza, 4th Floor  
Toledo, Ohio 43604

Phone: 419-245-2514  
Fax: 419-245-2519

[lakeeriecommission@ameritech.net](mailto:lakeeriecommission@ameritech.net) ~ [www.epa.state.oh.us/oleo](http://www.epa.state.oh.us/oleo)

\* Dates subject to change.

# General Proposal Guidelines

## The Lake Erie Protection Fund

Small Grants are available to fund a wide variety of projects which will provide a direct benefit to Lake Erie or its tributary watersheds in Ohio. The LEPF focuses on projects which lead to better management decisions, both for environmental protection and economic development. Ideally, LEPF projects would serve to answer a management question, supplement a larger implementation project, or complete final evaluations of a process or concept prior to seeking larger funding awards. All projects should address at least one of the LEPR 2008 Strategic Objectives. If you have a project that you are considering submitting to the LEPF, it is recommended that you contact the Lake Erie Commission office to discuss your project.

## Small Grants

Small Grants are available for projects up to \$15,000.00 and require at least 25% match. Projects must assist with the implementation of the 2008 Lake Erie Protection and Restoration Plan (2008 LEPR). Small Grant projects are meant to provide pilot funding to test the feasibility of larger projects, for small demonstration implementation projects, for public participation projects, and to address small needs on a time sensitive basis. Small grants are funded for one year.

## Eligibility

Government and non-profit entities are eligible to apply for funding through the LEPF. Applicants must have a federal tax identification number to apply. Funding may not be used to fund staff salaries for state employees. Applicants must be based in Ohio, although work may be contracted with outside entities as necessary. Questions about your eligibility should be submitted to the grants manager prior to completing an application.

## Basic Criteria

The attached form should not be altered in any way. The form is intended to be fair by limiting all applicants to the same amount of space. The current FY 2009 application must be used, applications submitted on FY 2008 or earlier forms will not be eligible for funding. The addition of pages, changing font type or size, or recreating the form in any way will result in disqualification of your application. A one-page map may be attached to the end of your application. For projects which include a conference or workshop, a tentative agenda or list of speakers may be provided in lieu of a map. The LEPF does not fund projects that are strictly conferences or workshops, but these activities may be included as a part of a larger project. Applications will not be accepted by fax or email. One unbound original and twelve (12) double-sided, stapled copies must be received at the Commission's office by 4:30pm on the publicized due date to be considered for funding.

## Use of Funds

Purchase of equipment must be essential to the project for funding to be approved. Any request for permanent equipment must include an explanation of custody usage for the life of the equipment beyond the scope of the project. Permanent equipment purchased through a grant will normally revert back to the Ohio Lake Erie Commission upon completion of the grant project unless grantee can demonstrate the need for the permanent equipment and ensure its continued safe custody and maintenance over its useful life. A maximum of 10% of the total grant award may be used for administrative overhead (\$1,500 for a \$15,000 project). Grant recipients who are serving solely in an administrative capacity and are transferring project funds to third parties, will not be allowed any overhead cost. The purchase of food with grant funds is prohibited. The Commission is not seeking applications for purely educational projects. Contact the Ohio Environmental Education Fund about such projects.

# General Proposal Guidelines (cont.)

## Recognition

Grantee shall credit the Ohio Lake Erie Commission and the Lake Erie Protection Fund for its support of the project in all products produced under the agreement including: reports, public documents, publications, press releases, and any signage.

## Match

A minimum match of 25% of the LEPF award is required for small grants (\$3,750 for a \$15,000 project). The match may be cash or in-kind contributions. In-kind rates must be customary and reasonable for the work performed or services provided.

## Review Process

All applications are reviewed by the Grants Committee, which consists of designated employees from the Commission Agencies and Ohio Sea Grant. The recommendations are reviewed by the Executive Committee of the Commission before a final funding decision is made by the Commission. Applications are reviewed based on; technical merits of the proposal, qualifications of the applicants and organizations to accomplish their stated objectives, degree to which the project addresses the 2008 LEPR or specific priority as established by the Commission, degree to which the project can leverage funding support (match) from other sources, degree to which the project may stimulate environmental and economic benefits to Ohio's North Coast, degree of coordination and collaboration between project director and State of Ohio agencies, cost effectiveness of proposed budget, degree to which the results of the project will be disseminated to multiple audiences, degree to which the proposed activity reflects an innovative or creative approach to addressing the actions, and timeliness of the project in addressing Lake Erie issues.

## Agency Advisor

Each grant applicant must identify an "agency advisor" that is willing to assist with the completion of the project. An agency advisor may be employed by of any Ohio's 23 cabinet level agencies. The advisor must be willing to complete and submit the Agency Advisor Form with approval from Agency management. Applications submitted without an Agency Advisor will not be considered for funding. If you need help identifying an agency advisor for your project, please contact the Commission Office for assistance.

## Outreach

Each project is required to contain an outreach and dissemination component. The priority for outreach within LEPF projects is to ensure that the appropriate state agency staff are aware of the project and its outcomes, especially as they may benefit management or promotional activities within the watershed. The agency advisor will likely be an instrumental part of this component.

## Project Evaluation

Each project must include a brief quantitative or qualitative evaluation component. This activity is meant to demonstrate the impact the project has on Lake Erie and/or the implementation of the 2008 LEPR.

## To Request a Copy of the Application

The current LEPF application form can be found online at [www.epa.state.oh.us/oleo](http://www.epa.state.oh.us/oleo). If you do not have internet access, the Commission can send a paper copy of the current form to you via postal mail. To request a paper copy, contact the Commission Office at 419-245-2514. The Commission Office can also be reached at [lakeeriecommission@ameritech.net](mailto:lakeeriecommission@ameritech.net).

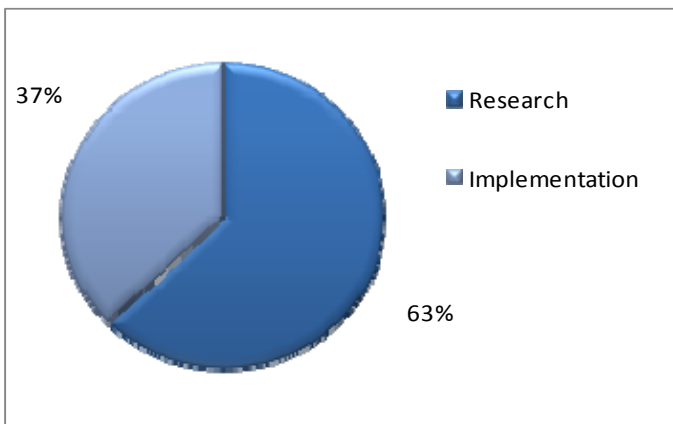
# FY 2008 Funding Report

## Projects Funded

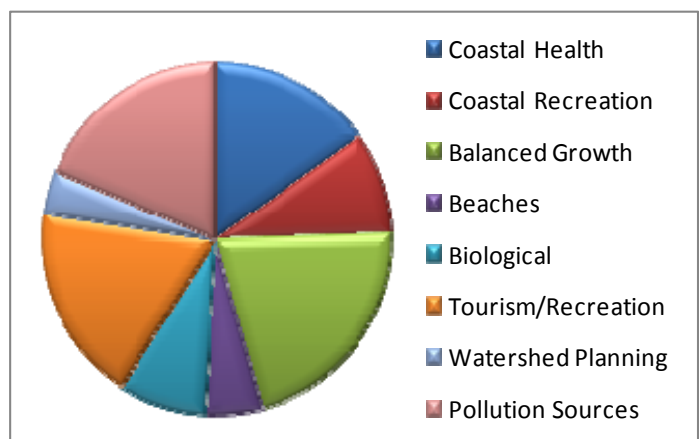
- 335-08 US Geological Survey  
Use of MST tools in the Portage River watershed
- 336-08 Bowling Green State University  
Winter assessment of Lake Erie microbiology
- 337-08 Chagrin River Watershed Partners  
Bioswale effectiveness monitoring Cuyahoga County (2yrs)
- 338-08 University of Toledo  
Tracking fecal pollution at recreational beaches
- 339-08 National Center for Water Quality Research  
Microcystin toxicity to mayfly spp larvae
- 342-08 Ohio State University, Center for Farmland Policy Innovation  
Cross-Jurisdictional Growth & Resource Protection
- 346-08 Toledo Harbor Lighthouse Preservation Society  
Phase One Toledo Lighthouse, Plans and Specs.
- 347-08 Case Western Reserve  
Improved Estimates of Sediment Oxygen Demand (2yrs)
- 348-08 Ashtabula Lighthouse Society  
Floating Access Ramp and Dock
- 352-08 US Geological Survey  
Turbidity and PAR data for refining Nowcast
- 354-08 US Geological Survey  
Turbidity model at the Cuyahoga Valley National Park

A total of 12 projects were funded during 2008. Applications were accepted for 3 quarters prior to putting the program on hold while revisions were made to the funding priorities. Funding remained split between general projects and Balanced Growth projects. A total of \$186,659.22 was awarded for state fiscal year 2008.

Special Project—Best Local Land Use Practices DVD—\$24,682.00



	LEPF	BGI
Initial Funding	\$217,137	\$80,086
Q1 Awards	\$43,881	\$15,000
Q2 Awards	\$29,900	\$14,906
Q3 Awards	\$57,872	\$24,682
Final Funding	\$85,484	\$25,498



Note: These projects are based on 2008 LEPF priorities. These projects do not reflect FY 2009 funding priorities.

**Lake  
Erie  
Protection  
Fund**

FY 2009  
Small Grant  
Proposal Form

**For Office Use Only**

SG \_\_\_\_\_ - 09

This form must be used to apply for a Lake Erie Protection Fund Small Grant. No recreations of this form or any alternative forms will be accepted. Cover letters will be removed and discarded. Submit one signed original and twelve (12) double-sided, stapled copies to: Ohio Lake Erie Commission, One Maritime Plaza, 4th Floor, Toledo, OH 43604.

**PLEASE NOTE: PRINT CLEARLY OR TYPE**       **This project is a resubmission of a previous application.**

**Project Title:** \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ Match Provided: \$\_\_\_\_\_

**Project Director:** \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Fiscal Agent:** \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Payment Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Federal Tax ID (required): \_\_\_\_\_

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**Project Director:** \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorizing Officer:** \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fiscal Agent:** \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Agency Advisor:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Project Priorities:** List the specific Strategic Objectives from the 2008 LEPR that this proposal addresses.

**Project Summary:** Briefly describe what you are proposing to do.

**Activities and Timeline:** Outline the specific activities involved in the completion of your project. Your timeline should be organized on a quarterly basis. This will serve as your project's scope of services, so please be specific.

**Deliverables:** Please list and describe the final products that will result from your project. These will be used to determine the successful completion of your project.

**Other Agency Involvement:** Please list any state or federal agency staff that will be involved in your project. These individuals should have a role in the actual implementation of the project beyond reviewing the initial application.

**Outreach:** How will the results of your project be shared with relevant state agencies and other stakeholders?

**Evaluation:** Outline methods that you will use for evaluating the success of your project. Either qualitative or quantitative measures of your success should be used. This information should be discussed in your final report.

**Budget Justification:** Please explain any budget details that do not fit on the budget page. In-kind match should be calculated here, including hourly rates used for work completed by volunteers:

**Background of your Organization:** What are the goals, objectives, and accomplishments of your organization?

Lake Erie Protection Fund

Small Grant Application - Original Budget Form

	Matching Funds		
	Budget	Match	Description
A. Salaries & Wages			
B. Fringe Benefits			
C. Total Salaries & Benefits (A+B)			
D. Non-expendable Equipment			
E. Expendable Materials & Supplies			
F. Travel			
G. Services or Consultants			
H. Computer Costs			
I. Publications/Presentations			
J. All other direct costs			
K. Non Salary Direct Costs (D thru J)			
L. Indirect Costs			
<b>M. Total Salaries &amp; Benefits (from C)</b>			
<b>N. Non-Salary Direct Costs (from K)</b>			
<b>O. Indirect Costs (from L)</b>			
<b>Total Cost</b>			

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# Budget Form Instructions

All items should be rounded to the nearest \$10.

A. SALARIES AND WAGES – List the project director as such. List professional non-faculty or non-staff associated with the project as professionals. List professional persons participating in the project who are part-time employees or persons retained solely for the project, or staff members of participating organizations as project associates. Consultants should be listed under “Services or Consultants” .

B. FRINGE BENEFITS – Propose amounts in conformance with normal accounting procedures. Indicate whether the rates are used for application purposes or whether they are fixed or provisional rates for billing purposes. Fringe benefits may not exceed 45 percent of salaries.

C. TOTAL SALARIES AND BENEFITS (A + B)

D. NON-EXPENDABLE EQUIPMENT – This is defined as an item of property which has an acquisition cost of \$500 or more per unit, an expected life of two years or more and does not lose its identity when joined or made a part of another piece of equipment. Organizations performing research with the support of a LEPF grant are expected to have appropriate facilities, suitably furnished and equipped.

E. EXPENDABLE MATERIALS AND SUPPLIES – Those required should be indicated in general terms such as office, laboratory, computing, and field supplies with estimated costs. Provide detail on any specific item that represents a significant portion of the proposed amount. If fabrication of equipment is proposed, list parts and materials required for each, and show costs separately from the other items.

F. TRAVEL – All travel is to be in accordance with the established travel policy of the applicant and its relationship to the project should be briefly described if not apparent. All estimated costs should be itemized showing the number of trips required, type of trip (field, meeting, etc), the destinations, per diem and local reimbursement rates allowed by the applicant, and any miscellaneous expenses for each trip.

G. SERVICES OR CONSULTANTS – Proposed sub-awards or subcontracts must be disclosed in the proposal, including a detailed budget and work statement, so that the grant instrument may contain LEPF authorization, if appropriate. If the need for consultant services is anticipated, the proposal narrative should provide appropriate rationale and the proposal budget should estimate the amount of funds that may be required for this purpose. List the names of consultant(s) and provide a breakdown of consultant estimates in the Budget Justification section.

H. COMPUTER COSTS – The costs of computer services, including computer-based retrieval of scientific and technical information should be described, if not apparent. A justification based on the established computer service rates at the proposing organization should be provided. Reasonable costs of leasing automatic data processing equipment may be requested, if justified.

I. PUBLICATION AND PRESENTATION – This includes the cost to publish in scientific journals, prepare independent publications and any requests to attend scientific meetings or conferences to make presentations. These costs should be justified within the text of the proposal.

J. ALL OTHER DIRECT COSTS – Other anticipated direct costs, examples: shipping; equipment-use charges; and other services not included above should be itemized here. Provide a justification of the service and a breakdown showing the cost and how it was estimated.

K. TOTAL NON SALARY DIRECT COSTS (C thru J)

L. INDIRECT COSTS – The maximum indirect cost rate allowable on all LEPF grants is ten percent (10%) of the total direct costs.

M., N., O. TOTAL COSTS - Total costs for project, calculated from above lines.

# Agency Advisor Form

The role of the agency advisor is to: review the grant application and provide comments to the Grants Committee prior to their meeting, participate in the site visit, review the interim and final reports and submit comments to the OLEC Grants Manager, provide other assistance to the grant project to help ensure the project successfully addresses state needs and the 2008 LEPR strategic actions.

Agency Advisor: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Grant Due Date: \_\_\_\_\_

It is the responsibility of the applicant to identify an agency advisory prior to submitting a grant application. The Commission Office can help the grantee identify the appropriate agency advisor, if necessary. Please provide this form to your Agency Advisor.

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## **Agency Advisor:**

Please complete and submit the following no later than one week after the grant due date listed above. This form may be submitted by fax or postal mail. An electronic copy is also available on our website at [www.epa.state.oh.us/oleo](http://www.epa.state.oh.us/oleo).

Grant Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Project Director: \_\_\_\_\_

How will this project advance your agency's goals to protect and restore Lake Erie and its watershed? What benefit will the watershed receive from this project? What are the project's pros and cons?