

Lake Erie Protection Fund Application Materials

The Ohio Lake Erie Commission administers the Lake Erie Protection Fund grant program, which was established to finance research and on-the-ground projects aimed at protecting, preserving and restoring Lake Erie and its watershed. Small grants up to \$15,000 will be considered during the current grant cycle. All funding decisions are reviewed by a Grants Committee representing the Commission Agencies prior to action by the Commission. The Fund is supported through tax-deductible donation online via PayPal, by check, or through purchase of a Lake Erie license plate featuring the Marblehead Lighthouse, Toledo Harbor Lighthouse, or Lake Erie life preserver.

Protect the Lake, Buy the Plate!



See your local BMV or visit <https://www.oplates.com/>

Proposal Due Date (due by 5:00pm)*	Commission Meeting Date*
August 14, 2016	September 21, 2016
October 21, 2016	December 14, 2016
February 11, 2017	March 22, 2017
May 12, 2017	June 21, 2017

* Dates are subject to change—see website for updates.



Ohio Lake Erie Commission
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FY 2016 Lake Erie Protection Fund Annual Report

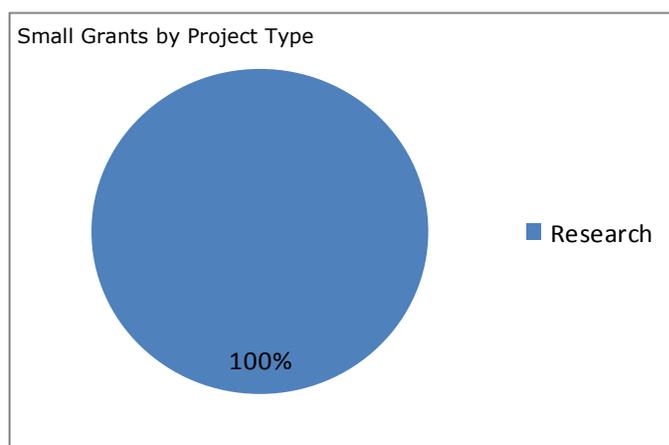
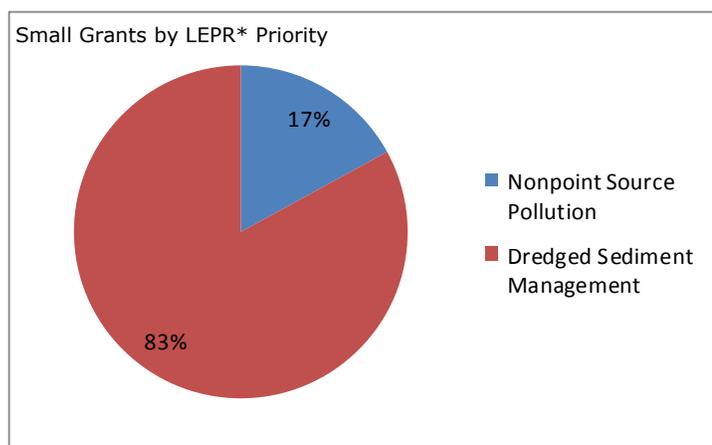
Small and Targeted Grants Awarded

- SG 503-16 Nutrient Removal by Restored Wetlands in the Maumee Basin, Maumee River Basin Center for Ecological Restoration and U. of Minnesota—\$15,000
- TG 505-16 Evaluation of runoff from manure treated agricultural plots, Bowling Green State University—\$15,000
- TG 507-16 Dredged Material for Green Infrastructure, Kent State University—\$60,000
- TG 511-16 Evaluating Cross Vanes for Improved Bed Load Interception, Cleveland-Cuyahoga County Port Authority—\$26,250
- TG 513-16 Reclaiming Quarries with Toledo Harbor Dredged Materials, Toledo-Lucas County Port Authority—\$60,000



FY 2016 Q1 Funded:	\$	15,000.00
FY 2016 Q2 Funded:	\$	-
FY 2016 Q3 Funded:	\$	-
FY 2016 Q4 Funded:	\$	161,250.00
TOTAL:	\$	176,250.00

Funds not spent are retained for use in subsequent years.



Note: Small grant (SG) projects are based on FY16 LEPR priorities. Targeted grants (TG) were funded through a Request For Proposals process. These projects should not be considered reflective of FY17 funding priorities.

* The Lake Erie Protection and Restoration Plan can be found at: <http://lakeerie.ohio.gov/Home/Reports.aspx>.

General Proposal Guidelines

The Lake Erie Protection Fund Small Grants Program

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. Small grants up to \$15,000 will be considered during the current grant cycle. All projects require a 25% match minimum (\$3,750 for a \$15,000 project). Projects must assist with the implementation of the Lake Erie Protection & Restoration Plan 2013 (LEPR 13). The Lake Erie Protection Fund (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 or capital 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 13 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 are typically funded for one year, although additional time may be requested. The LEPR 13 can be found online at <http://lakeerie.ohio.gov/Portals/0/Reports/LEPR%202013%20Final.pdf>.

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 current FY 2017 application must be used; applications submitted on FY 2016 or earlier forms will not be eligible for funding. The addition of pages or recreating the form in any way will result in disqualification of your application. A one-page map/diagram and a one-page resume or CV may be attached to your application. If a project partner other than the applicant is providing match funds or in-kind services, a letter of commitment should be provided. **No other attachments may be included.** One unbound, signed original paper copy must be received at the Commission's office by 5:00pm 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. **Funds cannot be used for the purchase of food, out of state travel, or attending conferences.** Grant awards are paid out 70% up front and 30% upon approval of the final report.

The Commission is not seeking applications for purely educational projects. Contact the Ohio Environmental Education Fund about such projects.

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; presentations; and any signage.

Recommended Language: This project was funded through the Lake Erie Protection Fund which is administered by the Ohio Lake Erie Commission. The LEPF is supported through tax-deductible donation and the voluntary contribution of Ohioans who purchase Lake Erie license plates featuring the Marblehead Lighthouse or Lake Erie life preserver.

General Proposal Guidelines (cont.)

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 applicant to accomplish their stated objectives;
- Degree to which the project addresses a Strategic Objective of the LEPR 2013 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 portion of Lake Erie and its watershed;
- Degree of coordination and collaboration between project director and State of Ohio agencies;
- Cost effectiveness of the 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 Lake Erie issues; and
- Timeliness of the project.

Agency Advisor

Each grant applicant must identify an Agency Advisor that is willing to assist with the dissemination of project findings, as appropriate. An Agency Advisor may be employed by any of Ohio's 23 cabinet level agencies. The advisor must be contacted prior to submitting your application and must complete and submit the Agency Advisor Form with approval from Agency management. Applications submitted without a completed Agency Advisor Form will not be considered for funding, and letters of support in lieu of the Agency Advisor Form will not be accepted. The form can be received by the Commission up to one week after the application due date.

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 from management or promotional activities within the watershed. The agency advisor will likely be an instrumental part of this component. You are required to identify a list of all stakeholders with whom you intend to share your final report.

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 LEPR 2013. The Lake Erie Commission continues to strive to demonstrate the value of the fund to benefit Lake Erie. Lake Erie Protection Fund revenue is primarily generated by sales of Lake Erie license plates. Please describe the value/benefits of your project to a potential purchaser of a Lake Erie license plate.

To Request a Copy of the Application

The current LEPF application form can be found online at lakeerie.ohio.gov.

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 to: Ohio Lake Erie Commission, 347 North Dunbridge Road, Bowling Green, Ohio 43402.

PLEASE NOTE: PRINT CLEARLY OR TYPE

This project is a resubmission of a previous application.

Project Title: _____
50 character limit

Amount Requested: \$ _____ Match Provided: \$ _____

Project Director: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Phone: (____) _____

Signature: _____ Date: _____

Authorizing Officer: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Phone: (____) _____

Signature: _____ Date: _____

Fiscal Agent: _____ Title: _____

Organization: _____

Payment Address: _____

Email: _____ Phone: (____) _____

Federal Tax ID (required): _____

Signature: _____ Date: _____

Agency Advisor:

Name: _____ Title: _____

Agency: _____ Phone: (____) _____

Email: _____

Project Priorities: List one Strategic Objective from the LEPR 2013 that this proposal most closely addresses (provide page number from LEPR 2013 as well).

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

Literature Review/Citations: Provide one or more sources of support for the implemented practice or research need your project addresses. Journal articles, technical guides, & web links are accepted.

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 specific outcomes 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:

1) How will the results of your project be shared with relevant state agencies and other stakeholders? Please identify a list of all stakeholders with whom you intend to share your final report.

2) The Ohio Lake Erie Commission continues to strive to demonstrate the value of the fund to benefit Lake Erie. Lake Erie Protection Fund revenue is primarily generated by sales of Lake Erie license plates. Please describe the value/benefits of your project to a potential purchaser of a Lake Erie license plate.

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.

LEPF Prior Grants Review: To avoid duplicative efforts, please review the final reports on our website <http://lakeerie.ohio.gov/LakeErieProtectionFund/FinalReports.aspx> for projects that may be similar to your proposal. Please state how your project builds upon or relates to other projects listed, if applicable.

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?

Attachments: Applicants may attach a 1 page map or chart and a 1 page resume or CV.

	Requested Funds	Match Provided	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 (not to exceed 10%)			
M. Total Salaries & Benefits (from C)			
N. Non-Salary Direct Costs (from K)			
O. Indirect Costs (from L)			
Total Cost			

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 (45%) 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 specific items when the amount is over \$500.** 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. **NOTE: Grant funds may not be used for travel to conferences.**

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 and prepare independent publications. 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 grant award.

M., N., O. TOTAL COSTS - Total cost for the project, calculated from above lines. The amount requested should not exceed \$15,000.