Ohio | Lake Erie Commission

FY 2014

Lake Erie Protection Fund Application Materials

The Ohio Lake Erie Commission administers the Lake Erie Protection Fund grant program. LEPF awards will be provided in one of three ways. Small grants up to $15,000 will be available during quarters one, two and four of the fiscal year. One grant up to $30,000 will be available in quarter three of the fiscal year. Finally, a portion of the LEPF allocation each fiscal year is used to support the Balanced Growth Program through competitive grants and contracts for special projects. All funding decisions are reviewed by a Grants Committee representing the Commission Agencies prior to action by the Commission. The Lake Erie Protection Fund receives $15 from each sale of the Lake Erie License Plates: Marblehead Lighthouse, designed by Ohio artist Ben Richmond; and the new Lake Erie life ring.

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 9, 2013	September 25, 2013
November 8, 2013	December 18, 2013
February 7, 2014	March 19, 2014
May 2, 2014	June 18, 2014

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

Ohio Lake Erie Commission
111 E. Shoreline Drive
Sandusky, Ohio 44870

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fax: 419-621-2042
web: lakeerie.ohio.gov
email: lakeeriecommission@lakeerie.ohio.gov

FY 2013 Lake Erie Protection Fund Annual Report

Small Grants Awarded

441-13 Green Storm Water Infrastructure, University of Toledo—$15,000

443-13 Griswold Creek Watershed Project Restoration Plan, Chagrin River Watershed Partners, Inc.—$15,000

445-13 Internal Loading of Phosphorus to Lake Erie, Case Western Reserve University—$30,000

447-13 Analysis of Water Conservation Measures by Industry Sector, Cleveland State University—$30,000

450-13 Isolation of Microcystin-degrading Bacteria, Kent State University—$15,000

451-13 Creating Sustainable Development in an Inner City Neighborhood, Mercy St. Vincent Medical Center—$14,785

455-13 Impacts of Urban River Restoration on Fish Community, University of Toledo—$11,835

457-13 Sandusky River Stormwater Reduction Project, Crawford Soil & Water Conservation District—$15,000

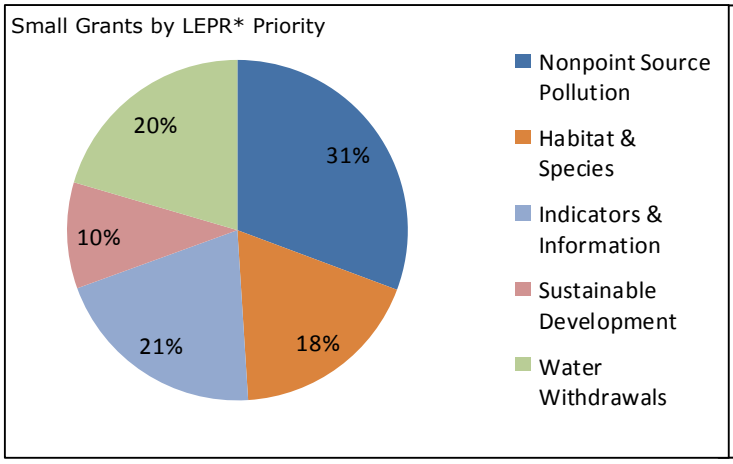
Balanced Growth Projects Awarded

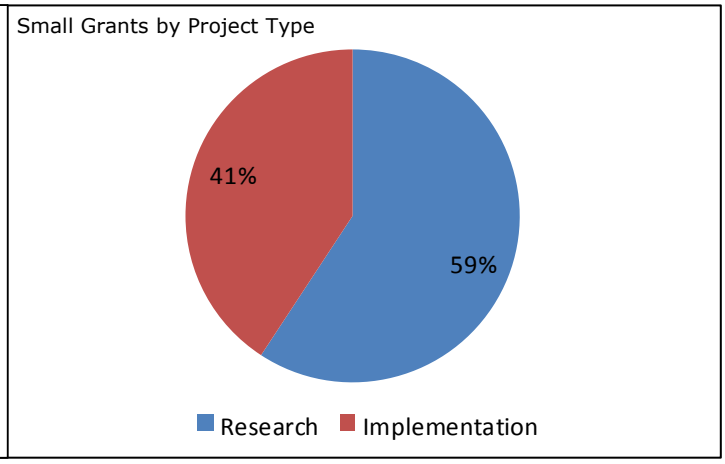
456-13 Big Creek Watershed Stormwater Retrofit Implementation Project, Friends of Big Creek—$15,000

459-13 Best Local Land Use Practices 2013, Cleveland State University—$35,000

	LEPF—Small Grants	Balanced Growth
Q1 Awards	$30,000	-
Q2 Awards	Suspended	-
Q3 Awards	$60,000	$35,000
Q4 Awards	$56,620	$15,000
Total Awarded:	**$146,620**	**$50,000**

Funds not spent are retained for use in FY14.





Note: These projects are based on FY13 LEPF priorities. These projects should not be considered reflective of FY14 funding.

* The Lake Erie Protection and Restoration Plan can be found at: http://lakeerie.ohio.gov/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 available during quarters one, two and four of the fiscal year. One grant up to $30,000 will be available in quarter three of the fiscal year. All projects require a 25% match. Projects must assist with the implementation of the Lake Erie Protection & Restoration Plan 2008/2013 (LEPR 08/13). 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 08/13 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 08 can be found online at http://www.lakeerie.ohio.gov/Portals/0/Reports/2008LEPRplan.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 form is intended to be fair by limiting all applicants to the same amount of space. The current FY 2014 application must be used; applications submitted on FY 2013 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. **No other attachments may be included.** Applications will not be accepted by fax or email. 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 and $3,000 for a $30,000 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.

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 and $7,500 for a $30,000 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 08/13 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 completion of the project. 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.

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 08/13.

To Request a Copy of the Application

The current LEPF application form can be found online at lakeerie.ohio.gov. 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's Grants Coordinator, Rian Sallee, at 419-621-2038 or email rian.sallee@lakeerie.ohio.gov.

Lake
Erie
Protection
Fund

FY 2014 Small Grant Proposal Form

For Office Use Only

SG _____ - 14

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, 111 E. Shoreline Drive, Sandusky, Ohio 44870.

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 08/13 that this proposal most closely addresses (provide page number from LEPR 08/13 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: How will the results of your project be shared with relevant state agencies and other stakeholders?

Evaluation: Outline methods that you will you 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?

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, or $30,000 depending on the funding quarter.