



INDIANA LAKE MICHIGAN COASTAL PROGRAM

Indiana Department of Natural Resources Indiana Lake Michigan Coastal Grants Program Small Grant Funding Guidance

Deadline for Submission: 5:00p.m. CDT January 16

Required for Submission:

- 1 complete electronic copy, via e-mail, CD, or USB drive. The electronic copy may be e-mailed to mbyrne@dnr.in.gov
- Please submit as a WORD document. DO NOT submit only as a pdf. Paper copies will not be accepted.

Grant applications may be e-mailed or hand delivered (on CD or USB) to:

Maggie Byrne, Program Manager
Lake Michigan Coastal Program
Indiana Dunes State Park
1600 North 25 East
Chesterton, IN 46304
mbyrne@dnr.in.gov
219-983-9912

Office Hours are weekdays 9:00 am-5:00 pm

Indiana Department of Natural Resources, Division of Nature Preserves, Lake Michigan Coastal Program
In cooperation with
U.S. National Oceanic and Atmospheric Administration, Office for Coastal Management,
Coastal Programs Division

Indiana Coastal Grants Program

Small Grant Funding Guidance

Introduction

The U.S. Congress has made available to states and territories with approved coastal zone management programs, funds for competitive grants for community-based coastal activities. Funding and oversight are provided by the National Oceanic and Atmospheric Administration (NOAA), Office of Ocean and Coastal Resource Management (OCRM). Projects must be consistent with the goals and objectives of the Coastal Zone Management (CZM) Act of 1972 (CZMA, 16 U.S.C. §1451 *et seq.*) and meet the requirements of the CZM Program administered by OCRM.

The State requires that projects are consistent with the CZM Act. For Indiana, this funding will be administered by the Department of Natural Resources (DNR), Division of Nature Preserves (DNP), Lake Michigan Coastal Program (LMCP).

Purpose

This document is intended to establish the structure and requirements for Indiana's Coastal Small Grant Funding Program. The purpose of the LMCP is to preserve, protect, restore and where possible to develop the resources of the coast for this and succeeding generations and to achieve wise use of the land and water resources of the coastal region, giving full consideration to ecological, cultural, historic and esthetic values as well as to needs for economic development. The LMCP seeks out social, economic, and environmental solutions that balance the use and protection of the coast's valuable, yet fragile, resources.

Eligible Applicants

The following are eligible applicants:

- Units of local government, such as municipalities, townships, counties, and towns
- Area-wide agencies, including county and regional planning agencies
- State agencies
- State colleges, universities, and other state institutions of higher learning
- Conservancy districts and port authorities
- Basin commissions
- Non-profit organizations

Eligible Projects

Funding is available for projects that protect and restore coastal natural, historical and cultural resources. Projects must be consistent with Coastal Zone Management Act. The CZM Act can be found here: http://coastalmanagement.noaa.gov/czm/czm_act.html

INELIGIBLE PROJECTS include any projects outside the scope of the two categories of Small Grant Funding Project types: Education & Outreach and Planning/Coordination/Management. Ineligible project types include any land acquisition, low-cost construction, or habitat restoration type of projects.

Eligible Geographic Area

Projects must be located entirely within the LMCP Coastal Program Area, which comprises the northern portion of Lake, Porter, and LaPorte counties, (Map of project area can be found on page 4) unless the applicant can demonstrate that the project will have direct substantial benefits within the coastal region.

Payment Methods

The LMCP will approve project expenditures on an end-of-project **reimbursement** basis. Thus, the project sponsor is expected to make the initial outlays for the project and then request reimbursement once the project is complete. Payments will be linked to project performance, and payment will be withheld if project schedules and deliverables are not met. LMCP will reimburse grantee using electronic fund transfer as per state law.

No funds related to the grant may be spent until after NOAA gives final approval and the grant agreement is fully signed.

Small Grant Funding Program

The Lake Michigan Coastal Program annually allocates a limited amount of funds to serve short term requests for funding from the coastal community. **The projects are to be short-term in duration and small in scope** and use an application specific to the Small grant program. Proposals must be submitted to the LMCP Grant Specialist by January 15th for a tentative July 1st start date, and July 15th for a tentative January 1st start date. If the 15th falls on a weekend, the deadline will be the following business day. If you have a project idea, please contact the LMCP Grants Assistant or Grant Specialist.

Project Categories

Education & Outreach - Projects which would fit this category would improve the connection between the public and the natural, cultural, and/or historical resources of Indiana's Lake Michigan watershed. Projects may include activities which meet Indiana state approved curriculum guidelines that would not normally be introduced to students. Projects may also include the creation of topic specific training, outreach materials, experiential education opportunities, workshops, and conferences that will increase opportunities for citizens to participate in decisions and maintenance of projects affecting Lake Michigan and the Coastal Program Area. Does NOT include signage. Educational events can be funded through this category, but entertainment and prizes or giveaways may not be funded as part of these projects.

Planning/ Coordination/ Management - These are projects that assist communities and organizations in the coordination and planning for the management or restoration of natural, cultural, and historical resources in the coastal area. Projects may include improvements in coordination and planning as well as resource management planning and diagnostic studies. Examples of such projects include GIS data collection, aerial photography, land use planning and other projects that allow for better resource management.

Excluded from these categories is any kind of low cost construction project, land acquisition, or natural area restoration type of project.

Small Grant Match Requirements

- Request for funds cannot be more than \$5,000
- Projects must be matched *at least* 50/50 or 1:1.
For example, a \$5,000 request must be matched with \$5,000 of non-federal cash or in-kind services for a total of \$10,000.
- All funds are distributed on a reimbursement basis, at the *conclusion* of the project, once the Final Report has been submitted.

Small Grant Project Limitations

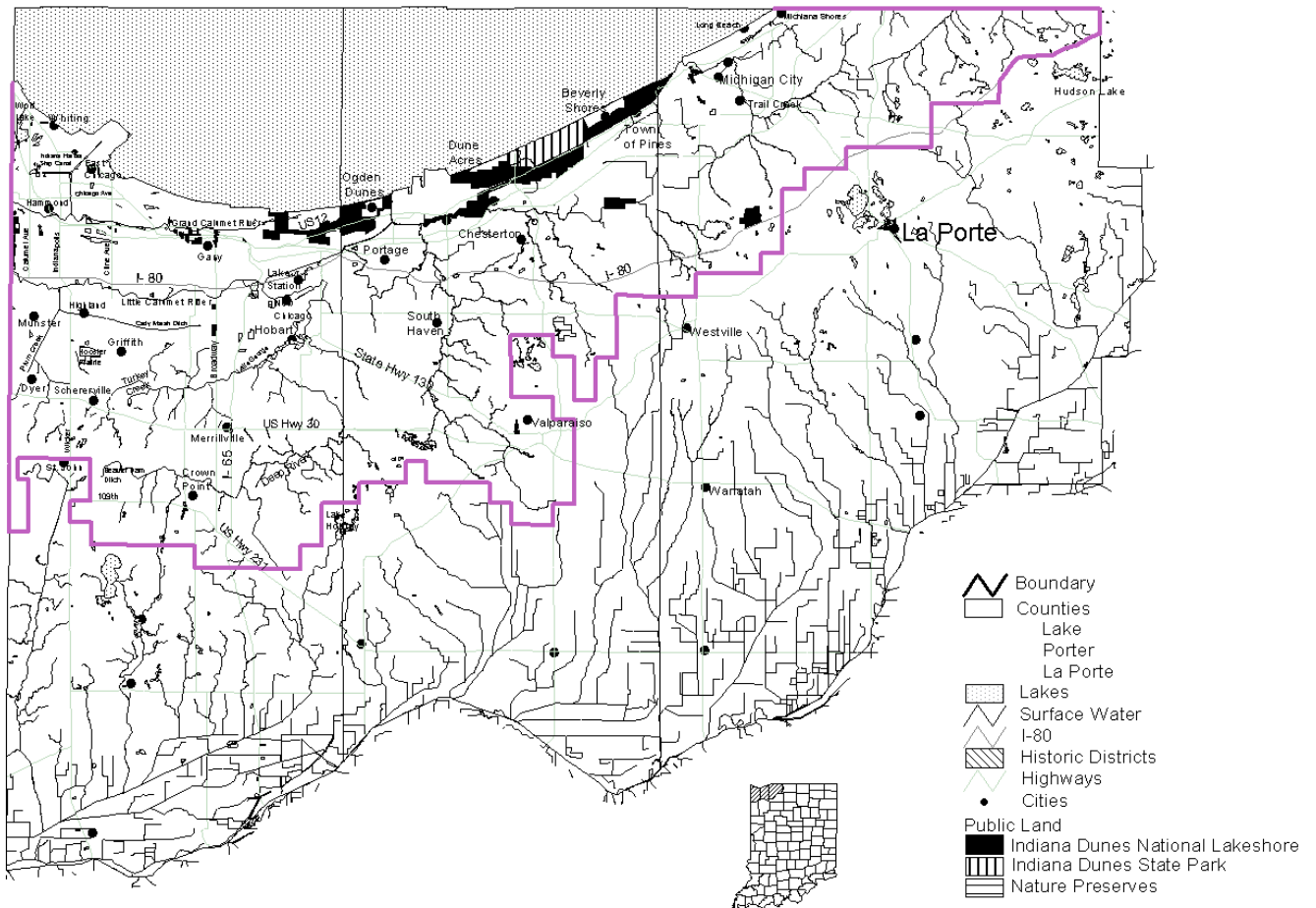
- A project can receive LMCP small grant funds only once during the project life.

- An applicant can only have one small grant request funded at a time.
- Projects cannot involve construction, land acquisition or natural area restoration.

Timeline for Small Grants

- Projects must be **ready to begin within 30 days** of receiving a signed grant agreement.
- **Projects must be completed within nine months or less**, including all paperwork and requests for reimbursements. Extensions will not be given.
- Completion of one interim progress report is required.
- Financial reports are completed only once, at the *conclusion* of the project. Grantee will not be reimbursed until the project is complete, and a correct Final Report is submitted.

Lake Michigan Coastal Program Area



Application Process for Small Grants

1. The applicant must submit a completed Small Grant Proposal to the DNR LMCP Grant Specialist via e-mail or hand delivered (on CD or USB) only. Applicant will receive confirmation of receipt of Proposal via email.
2. The Coastal Advisory Board (CAB) Grants Committee will review project proposals.
3. Once approved by the Grants Committee, the project will be submitted to NOAA for approval. This could require up to six months.
4. The applications that are approved by NOAA will then work with the LMCP Grants Assistant and Operations Specialist on completing the online grant agreement signature process.
5. Once the Grantee and Department of Natural Resources have signed the Grant Agreement, and the Grant Agreement has cleared the State of Indiana signature process, the project may begin. No funds – including both federal and match – involved in the Small Grant project may be spent until the grant agreement has been signed by the State of Indiana.
6. The LMCP will provide the grantee with a Grants Manual to assist in the administration and completion of the project, as well as conduct a Project Start-Up Meeting.

Deadline for Submission

One electronic copy of the Small Grant Proposal form must be submitted to the LMCP Grant Specialist by January 15th for a tentative July 1st start date, and July 15th for a tentative January 1st start date. If the 15th falls on a weekend, the deadline will be the following business day. Be advised that the review and approval process can take up to 6 months and the Grant Agreement process can take an additional 4-6 weeks if the project is approved. Please factor that into your Project Timeline.

Grant Applications may be e-mailed or hand delivered (CD or USB) to:

Maggie Byrne, Program Manager
mbyrne@dnr.in.gov
Lake Michigan Coastal Program
Indiana Dunes State Park
1600 North 25 East
Chesterton, IN 46304
219-983-9912

Office Hours are weekdays 9:00 am-5:00 pm

You **MUST** limit your application to four (4) pages of the Small Grant Program Proposal form. No attachments are permitted.

Application Instructions

1. Title of Project

Enter in your project's title

2. Organization Applying

Enter the name of your organization.

3. Type of Organization

Choose your organization type from the list below, and enter it into the form:

- Local Government
- State Government
- Conservancy District or Port Authority
- Basin Commission
- Non-profit Organization
- State College or University

4. County where project is located: (select all that apply)

Check the box for each of the counties that the project would be located in, or affecting.

5. Choose Project Category: Check ONLY one box

Check **EITHER** the box for (§306) Planning / Coordination / Management, **OR** the box for (§306) Education & Outreach

6. Project Manager Name and Contact Information

Enter in the name, full address, and e-mail address of the person responsible for undertaking the project.

7. Grant Administrator Name and Contact Information

Enter in the name, full address, and e-mail address of the person responsible for administering the grant. This person may be submitting the progress report, financial report, or reviewing the grant agreement. Sometimes, this is the same person as the Project Manager, sometimes it is a different person.

8. Individual authorized in the State of Indiana "Supplier Contract Management" system to e-sign the Grant Agreement

Your organization must be registered as a bidder in the State of Indiana's online contract management system, called Supplier Contract Management (SCM) <http://www.in.gov/idoa/3016.htm> . Enter the name and e-mail address of the individual who is the registered SCM account holder and has the authority to sign contracts on behalf of your organization. When the contract is ready for e-signature, this individual will be notified by SCM via e-mail. The LMCP Operations Specialist will send a reminder e-mail if we see that the grant agreement hasn't been signed in a timely manner.

9. Total Project Cost

Enter the project cost, which includes match and LMCP request amounts

LMCP Share

Enter the amount of federal funding you are requesting.

Applicant Share

Enter the amount that you, as the applicant, would be providing as match, IT MUST BE EQUAL TO OR MORE THAN THE LMCP SHARE (at least a 1:1 match rate).

10. Describe the activities your organization will accomplish with both the requested LMCP grant funds and the matching funds.

This is where you would write a brief summary of your proposed project. Describe the need, goals, objectives and measurable outcomes of your project. Discuss implementation of the project. What will this funding accomplish?

11. Identify the target population for the project you are proposing. Please be specific.

Please explain what user groups will benefit from your project. Please be specific. Some possible examples would be schoolchildren, fisherman, paddlers, residents of a particular city or town or neighborhood, or students of a specific school.

12. Identify the project partners who will be involved with the project you are proposing. Please describe their roles in this project, in detail.

Projects which will be accomplished through strong partnerships will receive more favorable consideration for funding. Please name the partner organizations which will be involved in the proposed project, and explain which project tasks these partners will be taking on.

13. Describe the outreach strategy you will use to inform your target population of your proposed project.

All LMCP-funded projects must have some outreach component, to inform the public about the project. Please explain what tasks you will accomplish to make this happen.

14. Project Budget – Provide a breakdown of the proposed project budget using the following table.

Enter the dollar amounts for each line item in the budget table. An explanation of all of the line items, and what actions qualify under each line item is found on the following page.

15. Budget Description**a. Describe project activities that will be funded with LMCP FEDERAL funds.**

Explain how you will use the federal funds to complete your project. What will be paid for by the federal funds?

b. Describe the source of NON-FEDERAL matching funds. What project activities will be funded with matching funds?

Where are the nonfederal funds coming from? Your organization's budget? Another nonfederal grant? Explain how you will use the matching funds to complete your project. What will be paid for by the nonfederal funds?

16. Acceptance of the terms of the Grant Guidance

By signing or entering your name and the date of signature in this section, you are designating that you have read this Small Grant Guidance document, and that you agree to its terms.

Budget – Allowable Costs

Personnel

This category refers only to persons on the regular payroll of the sponsoring organization. Companies employed on a contractual basis for the sole purpose of working on the grant-assisted project are accounted for in the "Contractual" line-item. Workers engaged by the Grantee on an hourly or salaried basis are considered to be the Grantee's employees. Employees hired to work on the grant project must be selected from a pool of applicants located after advertising in local papers or otherwise making the position known to potential candidates. For the Proposal, details of employee salary and fringe rates are not required. However, you should keep in mind that salary rates and fringe rates will have to be reported for all employees – grantees and/or partners – who will be charging time to the grant, whether federal or matching funds.

Fringe Benefits

Fringe benefits for paid personnel are an allowable cost. This category includes FICA, insurance premiums, deferred compensation, and other employer provided benefits. Fringe is usually calculated as a percentage of salary costs. When requesting reimbursement, proof of fringe benefits paid (in addition to salary paid) would include such things as time tracking forms and paycheck stubs.

Travel

Approved expenditures made for travel will be reimbursed by the State at the current rate paid by the State of Indiana. Travel expenses can only be reimbursed in accordance with the State Travel Policies and Procedures as specified in Financial Management Circular (#97-1.1). If the project involves travel outside the State of Indiana, please note this in the budget description separately and provide a justification. **The current mileage rate for the State of Indiana is \$.36 per mile.**

Supplies

Only those items necessary for the completion of the project may be purchased under this grant. Documentation for each purchase (in the form of BOTH invoices and canceled checks or similar documents) will be required in order to receive reimbursement. Note that any single item costing more than \$5,000 is considered to be equipment, and not a supply item. Grant funds cannot be used to purchase equipment.

Contractual

Grantees often must hire additional staff or contract with consultants and/or contractors to complete grant projects. In either case, an open competitive selection process must be used to ensure that qualified workers are engaged at a reasonable price. In many cases, a Grantee finds it advisable to engage a professional or consultant to serve as the project manager on the project or to provide some other specialized service. Consultants are hired on a contractual basis, usually agreeing to provide a certain product or service for a fixed price.

Indirect Costs Indirect costs, those costs of an organization that are not readily identifiable with a particular project or program, within the proposed project budget are allowed. Examples of what is included as indirect costs are: the costs of operating and maintaining buildings, grounds, and equipment, and depreciation. If the applicant chooses to include indirect costs in their proposed budget, the applicant must inform LMCP of what rate is being used and how the amount is calculated. Many non-Federal entities have an indirect rate which has been negotiated with a

federal agency such as the Department of the Interior or the Department of Commerce. Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of total direct costs. Indirect can be charged on all direct costs, including match. **If your organization has a federally-negotiated indirect rate, you must provide a copy of the letter which documents this.**

Total Costs including Indirect must not exceed the maximum amount allowed for the project type.

Budget – Matching Share

Matching Share

The matching share is the amount of funding the Project Sponsor is responsible for having "up-front", and at a minimum is equal to the specified match for the total requested funds. Federal funding cannot be used as match. State and local funding *can* be used as match. The match may be in the form of cash or 'in-kind' services or a combination of the two. Cash includes salaries, travel expenses (at not more than the approved state rate-see above), and purchase of supplies and other reasonable items associated with the projects. "In-kind" match includes the use of equipment, supplies, or other commodity already owned by the applicant or the use of items or staff donated by a third party. Partnerships that include meaningful private contributions as part of the local match are encouraged. Gifts and donations are acceptable, but only if they are made during the grant period. Federal funds may not be reimbursed until there is proof of an equal amount of matching funds spent. All of the rules which apply to federal funds ALSO apply to matching funds.

*****Matching funds must be directly related to the project to be funded, and are subject to the same rules and restrictions as federal funds.*****

Please indicate the source of matching funds. The dollar amount, source of match, and total for each match category must be included. There are two categories of matching share – cash, and in-kind:

Cash. When grant recipients use their own funds to purchase goods or services specifically for the grant project (i.e., goods or services which recipients would not otherwise purchase as part of their own on-going programs), or when a third party donates cash to the grant recipient for the same purpose, it is considered to be a cash donation to the grant project. This would include situations where grant recipients use their own funds to hire a temporary employee or a consultant solely and specifically to work on the grant project, where they use their own funds to purchase supplies for use on the project that are not ordinarily stocked in their own supply room, or where they receive cash from a third party to help them do either of the preceding activities.

In-kind Services and Goods When grant recipients arrange to perform some or all of the grant work by using their existing staff and by drawing supplies from their own supply room, or when a third party draws on its own existing staff and supplies to assist the project, it is considered to be an in-kind donation to the grant project.

Indirect rates may also be used as match. If the Grantee chooses to include indirect as match, the Grantee must inform LMCP of what is being used and how the rate is calculated. Subsequently, for any staff time being used as match, the Grantee must provide LMCP documentation of what is included in the staff member's match rate. **If your organization has a federally-negotiated indirect rate, you must provide a copy of the letter which documents this.**

Volunteer services would be included under the Personnel line item. If you intend to use volunteer services as a source of matching funds, you **MUST** explain that in your budget description. This refers to persons who donate their time towards the completion of the grant-assisted project. Volunteer time is valued at minimum wage (**\$7.25/hour is the current rate**) unless other arrangements are made in advance with the Lake Michigan Coastal Program. While volunteer time can make up the entire matching share amount, it cannot exceed that amount.

Note that, in general, the State prefers to fund projects that include little or no volunteer personnel time, since it is often difficult for the Project Sponsor to keep volunteers working on a set schedule. When the grant recipient arranges to have individuals perform work on the project without any remuneration, it is considered to be a volunteer services donation to the grant project. Establishing the value of volunteer services can be difficult. If the volunteer is normally a paid professional in a given field of endeavor, and is providing free services in that same field, then it is usually possible to value the volunteer's time using their regular hourly rate of pay. For example, the time an attorney spends doing data entry work for a project is charged at the rate paid to data entry operators. If the attorney volunteers legal work for the project, the attorney's volunteer time is charged at the rate paid an attorney. The Indiana Department of Workforce Development publishes average wages for most Indiana jobs and industries. Wage information can be found here: <http://www.in.gov/dol/index.htm>.

However such an arrangement must be approved in advance by the Lake Michigan Coastal Program. Ordinarily, volunteer services are valued at minimum wage (**\$7.25 is the current IN/US WHD Rate**). Accurate time sheets must be kept to document the amount of volunteer services performed.

EXHIBIT A: Project Timeline Form

Starting on page three of the Small Grant Program Proposal form is a Project Timeline form. This form will be a part of your grant agreement, should your project be funded. If there are not enough numbered spaces below a certain task, simply add more numbers while filling out the space. The Grants Assistant will be able to unlock the document for editing, to make it look neater.

It is meant to be concise, and a basic guideline to demonstrate that you will complete the project within the 9-month timeframe. We understand that projects often experience unforeseen delays and occasional setbacks. You will not be expected to adhere to the specific timeframe, but you will be expected to produce the Work Products which you list on this document. The Work Products section is where you describe what your project will produce; i.e. what you will be required to accomplish with your project.

There is a 2 page maximum for this document. Do not include anything that is not a part of the project, and do not include anything that is to occur before you begin the grant project.

How to fill out the Exhibit A - Timeline:

Project Number: CZ ___

Do not attempt to fill out this section at the top of the document. These will be filled in by the LMCP Grants Assistant if your project is funded.

The **Project Timeline** is the start date and end date of the project. The maximum timeline for a Small Grant project is 9 months.

The **Project Summary** is a short, one-paragraph description of your project that you can cut and paste from your application.

Task One: Project Planning

For this section, you must outline the steps you intend to take to plan the implementation of the project. If planning for the implementation is to occur before the start of the project, then you may eliminate this section.

Task Two: Project Implementation

This section refers to the actual “on the ground work.” This may include attending the LMCP Startup Workshop, receiving permits, working on an RFP for contract work, etc. List all the activities that will be conducted during a certain timeframe. *If an activity will occur out of that timeframe, simply create another timeframe. This may be done with all of the tasks.*

Task Three: Public Outreach

This section refers to any activity that you may have created for public outreach specifically for your project. You may send out a press release, develop a brochure, host a field day, or present at a public meeting, to name a few possible outreach activities. You may have public outreach activities conducted throughout the duration of your project or just at the end; your timeframe can reflect that. Every LMCP grant project is required to have a Public Outreach component.

Task Four: Administration

This section is about the administrative work that takes place throughout the duration of the project. This includes preparing an Interim Report, a Financial Report, and a Final Report, managing contracts, hiring individuals, grant management, etc.

Work Products

List the products delivered by your project. Include specific, measurable results such as a certain number of workshops or people educated, number of publications, a number of public outreach activities, etc. Do not include things that are not under your direct control. For example, “After attending this field trip, 100 students will change their behavior and begin recycling at home,” would not be an appropriate Work Product because you have no control over what the children do outside of the field trip. “After attending this field trip, 100 students will be able to explain the importance of recycling,” would be an appropriate Work Product.

ELECTRONIC CONTRACTING **SUPPLIER CONTRACT MANAGEMENT**

The State of Indiana has switched from a paper contracting system to a completely electronic online contracting system called "Supplier Contract Management." There will no longer be paper copies of contracts with original signatures. This means that all of our grantees must now go through the process of registering as a bidder with the State of Indiana. We have provided some instructions for this process as a separate document which is titled, "Bidder Profile Registration Guide." Completing this process is a requirement for having a complete Full Proposal.

In order for the Grant Agreement process to begin, the LMCP Staff requires all Grantees to complete three (3) steps:

(1) Vendor Registration

You must be registered as a Vendor with the State of Indiana. If you are not currently registered as a Vendor with the State of Indiana, you will need to complete and submit a W9 and Direct Deposit Authorization Form with this Proposal Form.

Vendor Information Form

Direct Deposit Authorization Form

W9 Form

These documents provide much valuable information for when the Grant Agreement is created, and is essential for sending reimbursements to grantees. If your project is funded, we cannot send you a Grant Agreement without making sure your organization is a registered bidder. If you have submitted one in previous years, and none of the information has changed, you may just submit a copy of the one you have previously submitted. We will not re-submit it to be input into the State's vendor database, unless the information has changed, or you are submitting for the first time.

(2) Bidder Registration

If you have not already done so, you need to create a Bidder Profile. This can be done at <http://www.in.gov/idoa/2464.htm>. Once you have created a profile, you will receive an email containing a link for you to follow in order to finalize your bidder profile. For questions about this process, please contact Operations Specialist Kacey Alexander

(3) Identify Authorized Individual

You need to supply us with the name and e-mail address of the individual that will be actually signing the Grant Agreement. Project managers, who may not have the authority to sign the contract, will have the opportunity to review the contract and make certain that it is correct.

Remember: Your Proposal will not be considered complete until these steps are completed. Please contact the Grant Specialist or the Grants Assistant if you are unsure about whether or not you have a complete application. Contact information is on the following page.

Staff Contact Information

Indiana Dunes State Park Annex Office:

Indiana Dunes State Park
Lake Michigan Coastal Program
1600 North 25 East
Chesterton, IN 4634
Fax: 219-250-5418

For Small Grant Program related questions, as well as general LMCP related questions:

Maggie Byrne
Program Manager
mbyrne@dnr.in.gov
219-983-9912

Sarah Nimetz
Grants Assistant
snimetz@dnr.in.gov
219-250-5401

For grant financial reporting, reimbursement, and SCM related questions:

Kacey Alexander
Operations Specialist
(317) 234-3985
kalexander@dnr.IN.gov

For Nonpoint/Septic/6217 Program related questions:

Deb Backhus
Special Projects Coordinator
Lake Michigan Coastal Program
dbackhus@dnr.IN.gov
(219) 921-0863

For Coastal Community Planning related questions:

Kaitlyn McClain
Coastal Resources Planner
Lake Michigan Coastal Program
kmclain@dnr.IN.gov
(219) 926-9757

For Natural Resources Management related questions:

Derek Nimetz
Regional Ecologist
dnimetz@dnr.in.gov
219-928-3997

For more, general information on the Lake Michigan Coastal Program visit:

www.in.gov/dnr/lakemich