



## Illinois Coastal Management Program Small Grants

<b>Funding Opportunity:</b> Illinois Coastal Management Program Small Grants	
<b>Announcement Type:</b> Initial Announcement	
<b>Federal Agency Name:</b> National Oceanic and Atmospheric Administration, U.S. Dept. of Commerce	
<b>CFDA Number:</b> 11.419	
<b>Application Deadline:</b> January 29, 2016 by 5pm CST	
<b>Grant Start Date:</b> approximately October 2016	<b>Duration:</b> up to 12 months
<b>Minimum Grant:</b> \$1000	<b>Maximum Grant:</b> \$5000*

\*Applications for \$5000 to \$100,000 must use the 2016 Illinois Coastal Grants Program application packet, available here: <http://www.dnr.illinois.gov/cmp/Pages/2016-RFP.aspx>

### *What we do*

The Illinois Coastal Management Program (ICMP) is a federally-funded program within the Illinois Department of Natural Resources with the goal of preserving, protecting, and where possible, restoring and enhancing the resources of the Illinois Lake Michigan Coastal area for this and future generations.

### *What are our priorities?*

Coastal Habitat, Water Pollution, Sustainable Development, Public Access and Recreation, Invasive Species, Climate Change

### *How much funding is available?*

- Small grants typically range from \$1000 to \$5000. Matching funds are not required but will be considered in scoring.
- Up to \$40,000 may be available for small grants
- Up to 10 projects may be funded in this round of grants

### *What can we fund?*

- Short-term Environmental Education and Outreach Projects- funds projects such as classroom or community-based environmental education with a focus on Lake Michigan and coastal issues. Also includes creation and printing of environmental education resources including but not limited to maps, booklets, posters, etc.
- Community Engagement Events- sponsors events such as symposiums, conferences, workshops, nature festivals, etc. (no food will be funded)
- Educational or Interpretive Signage- must be on public property within the Illinois Coastal Zone (see map <https://sites.google.com/site/icmpmaps/coastal-zone-map>). If the landowner is not the applicant, please include a letter of support from the landowner.
- Special Request- funds projects which don't fit into the descriptions above but which fit our environmental priorities. Past examples include community planning charrettes, beach directional signage, and an above-ground water-saving irrigation system for a community farm.

### *Who can apply?*

- Units of government including municipalities, school districts, park districts, public universities
- Not-for-profit organizations



## Grant Program Limitations

- Maximum 2 applications per applicant
- Projects must be within Lake or Cook Counties in Illinois
- Individuals are not eligible
- This grant will not fund school biodiversity field trips. Please apply for the Illinois Biodiversity Field Trip Grant: <http://dnr.state.il.us/education/classrm/grants.htm>
- We will not fund food, research, general operations/ organizational capacity, maintenance costs, erosion control, planting trees, habitat restoration or other ground-disturbing projects
- We cannot fund any costs that are not allowed based upon federal grant cost principles, such as advertizing to increase public awareness of your organization or costs of fundraising
- Indirect costs (general operations costs) are typically allowable. Use your federally-approved indirect rate. If your organization has never had a rate, you can use 10% (the de minimus rate)

## Scoring Criteria?

Completed applications that are received by the deadline are scored on the following criteria:

- Project meets a clear and important need.....4 points
- Project is expected to be successful in the time allowed.....4 points
- Project fits well with the goals of our funding source.....4 points
- Project impact is expected to be significant.....4 points
- Applicant has the resources and ability to complete this project.....4 points
- Applicant provides matching funds.....up to 4 points

## Evaluation Process

- Reviewers will independently score projects and projects will be ranked to create a prioritized list of projects.
- The prioritized list of projects will be discussed in a group setting by all reviewers. The discussion will focus on the merits of each project and discrepancies between reviewer scores.
- Reviewers will be given an opportunity after the scoring discussion to revise scores. All scoring revisions will be documented. Documentation will include a description of what was revised and why. The prioritized list of projects will be updated with revised scores.
- The prioritized list of projects will be reviewed by the Technical Advisory Committee (TAC) for technical merit, feasibility, and quality. The TAC will vote to approve or reject funding recommendations for all applications. <http://www.dnr.illinois.gov/cmp/Pages/framework.aspx>.

## What happens if we offer you a grant?

- You will be required to sign a grant agreement.
- You will be expected to complete your project in 12 months. No extensions will be available.
- This is a reimbursement grant. Requests for reimbursement can be submitted twice annually.
- Grant reports are required every 6 months: at the midpoint and the end of the project.

## Before You Start the Application

- Review the ICMP funding priorities <http://www.dnr.illinois.gov/cmp/Pages/ILMIP.aspx>
- Develop a project idea which fits into our program.
- Schedule an optional consultation to discuss your project no later than January 8, 2016. [http://www.supersaas.com/schedule/IL\\_Coastal\\_Grants/Grant\\_Consultation](http://www.supersaas.com/schedule/IL_Coastal_Grants/Grant_Consultation) Grant program contact: Lisa Cotner (312)814-6414 or email [Lisa.Cotner@illinois.gov](mailto:Lisa.Cotner@illinois.gov)



## How to Apply

- Complete the application form below
- Print, sign, and date the application form. Attach a completed and signed W-9 (available here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>). Please make sure that both forms are signed by authorized individual in your organization (such as the chief officer, executive director, general manager, managing director, president, CEO, CFO, etc.).
- Scan and email signed application and W-9 to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov)
- Attach letters of support (optional)
- Mail original signed paper application, W-9 and letters of support to:

Illinois Department of Natural Resources  
Coastal Management Program  
160 N. LaSalle St., Suite S-703  
Chicago, IL 60601  
Attn: Small Grants

## Applicant Information

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

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Type of Organization (select one): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### **Main Project Contact Person**

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Applicant's Chief Officer**

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_



## Certification:

I certify that all statements in this application are true, complete and accurate to the best of my knowledge; that the applying organization has the resources to initially finance and subsequently manage the project, as set forth in this application; that failure to adhere to the project timeframe, or to meet the requirements of the grant agreement, is sufficient cause for termination, which may result in the ineligibility of the local sponsor to be considered for subsequent grant assistance for two consecutive grant cycles; and that failure to submit timely reimbursement requests may result in the project sponsoring forfeiting all reimbursements from IDNR.

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Project Information

1. Project Title: \_\_\_\_\_
2. Project Duration: 12 month project    Shorter duration    From: \_\_\_\_\_ To: \_\_\_\_\_  
(Specify dates)
3. Primary Location of Project (Must be within Lake or Cook Counties in Illinois):
  - Location Description or Address:
  
  
  
  
  
  
  
  
  
  
  - County (Select one):
4. Brief description of your organization and its mission.



5. Please describe your proposed project activity and why it is needed.

6. How will you make your project happen? Please tell us how you plan to accomplish your project. What are the steps? What is the approximate project timeline?



7. Does this fit into a larger project? If so, provide a brief description of that project and how this project fits in.

8. What will be the expected results of your project? If applicable, how many people will be reached?



9. Will you work with other organizations to make your project happen? If so, please identify who you will be working with and describe your plans for collaboration.

**10. Federal Grant Administration Capability:** Please answer as accurately as possible.

- A. Has your organization previously been the recipient federal funding of equal or greater value?  
Yes No Unsure
- B. Does your accounting system allow for tracking of expenditures to a specific funding source or grant?  
Yes No Unsure
- C. Are time records maintained for each employee that will allow his/her effort to be tied to a particular grant? Yes No Unsure
- D. Does an independent certified public accountant (CPA) ever examine your organization's financial statements? Yes No Unsure
- E. Does your organization have a written travel policy for employees? Yes No Unsure
- F. Does your organization have a written procurement policy? Yes No Unsure
- G. Does your organization have a written conflict of interest policy that is in compliance with 2 CFR 200.318 (c)(1-2) (see: <http://bit.ly/1WUible>)? Yes No Unsure



