Application Procedures

1. Fill out the *Grant Application Form* and all required documents
2. Print the *Checklist and Certification* form (part of these *Instructions)*
3. Complete and sign the *Checklist and Certification* form
4. Submit an electronic version (in Microsoft® Word format) of the Grant Application form by email to coastal@wisconsin.gov by November 5, 2021. If your application is too large to email, please contact WCMP staff for file sharing instructions. Note: Incomplete applications may be rejected at the discretion of the WCMP.

Important Application Information

*Request for Proposals***:** Please read the *Request for Proposals* for project evaluation and eligibility guidance.

*Grant Application Form***:** This is a Word format document and must be submitted as a Word document. Please provide all of the requested information in the boxes provided.

Summary Information: cover page, fields 1-16; Background/context (Section 1); Project Description (Section 2)
Select the type of project. Many projects fit more than one category: choose the one you think fits best and WCMP staff will move it to another category if necessary. Identify the applicant organization and project title. Provide the organization's DUNS number. If a DUNS number has not yet been applied for, please contact Dun and Bradstreet (https://www.dandb.com/free-duns-number/). Identify a contact person and choose an address where documents and reimbursements (if the project is selected) may be sent. For location, indicate a primary county where the activities will be focused. Use the "Other Counties" box to enter additional counties for regional projects. Enter the Congressional and Legislative District numbers for the primary project location. The project costs should reflect the totals in the Project Budget (Section 5).

Please provide a synopsis of the project on the first page. The summary should provide a concise overview of the project. Please list each deliverable and provide a 1-2 sentence description for each deliverable. More detailed information can be provided in the "Background/context" and "Project Description" sections.

Note that scoring will give greatest weight to Impact on Coastal Resources (Section 3).
Projects that can demonstrate a high degree of impact on Great Lakes coastal resources as described in the *Application Form* will be given a higher priority. Please answer each of the questions in each section.

Methodology and Timetable (Section 4)
Describe specific tasks and work products/deliverables, including a timetable for accomplishing milestones. If your project is awarded funding, you will be required to report on the progress towards accomplishing tasks and delivering work products. If part of the project will be completed by a 3rd party contractor (Contractual budget line) you must identify the contractor if known at time of application or notify WCMP when the contractor is secured.

Project Budget (Section 5)
Provide details of the project budget using the specific categories provided in Table 1. Table 1 **must** be completed. If funding is requested for contractual activities, Table 2 must be completed. Additional details may be provided in additional tables.

Budget Description (Section 6)
Describe the source of sufficient *nonfederal* matching funds. WCMP Grant projects with a total budget of $60,000 or less require a 50% match. Projects with a total budget larger than $60,000 require a 60% match. Federal funds may not be used as match for WCMP Grants. All matching funds or in-kind expenses must be spent during the grant period (no prior match is allowed). Please note that funding— including funding used for contractual activities – is subject to federal labor standards.

In-kind match includes the use of equipment, supplies, land or other commodity already owned by the applicant or the use of items or staff time donated by a third party. Partnerships that include meaningful private contributions as part of the match are encouraged. Gifts and donations of property are acceptable, but only if they are made during the grant period. Financial donations collected before the grant period may be included in the match calculation only if the money is expended after the grant period begins.

Volunteer time used as an in-kind match must be charged at the rate paid for the type of work being done. 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 to do legal work for the project, the attorney's volunteer time is charged at the rate paid an attorney.

If match funding is not available at the time of application, please describe what funding resources are being explored and when the funding decisions will be made. Commitment and security of match funding are included in the application evaluation criteria.

Describe how the grants dollars will be leveraged (funds in addition to the grant request and the required match). Include efforts made to find leveraged funds. Include the amount of leveraged fund if they have been identified.

For opportunities to leverage funds and find other grant sources, the Grants Information Collection (GIC), located in Memorial Library at the University of Wisconsin-Madison, is a collection of print and electronic materials (http://grants.library.wisc.edu/)**.** GIC is open to the public. Collection users do their own research. The GIC is a cooperating collection of the Foundation Center (http://foundationcenter.org/), an independent national service organization, headquartered in New York that is the "nation's leading authority on philanthropy." R.A. Smith National provides a Grants and Funding Directory (http://www.rasmithnational.com/grants/Default.aspx) for communities, non-profits, businesses and others seeking financial resources. The directory is comprised primarily of state of Wisconsin and federal funding programs. The directory is a single resource for approximately 250 funding programs available through nearly 100 local, state and federal agencies and organizations.

Bonus Objectives (Section 7)
Please provide attention to this section: it will receive significant weight from reviewers.

Required Documentation and Attachments:

Construction and Habitat Restoration Projects
Activities in any grant category that involve construction or disturbance of soil, including signpost installation and invasive species control, require additional review by NOAA and documentation of potential environmental impacts. Drone imagery collection and other outdoor activities may also require additional documentation. Applicants must complete the 306A Questionnaire and provide appropriate proof of public ownership or easement.

306A Questionnaire
Providing as much documentation as possible will improve a project's chances of funding and will ensure timely approval of a project by NOAA. Site details (description, location, legal land description) and existing documentation of environmental and historic resources, such as reviews, surveys, or assessments are especially helpful.

Data Sharing Plan
If a project is creating or collecting any data the applicant must complete this plan to assure the data will be accessible for public use.

Wisconsin Coastal Management Program

Grant Application Checklist and Certification

Document Checklist

- ☐ Completed Application
- ☐ Electronic submittal

   Submit the *Grant Application Form* in Microsoft® Word (.doc) format and all supporting attachments (any format) by email to coastal@wisconsin.gov. If the completed form is too large to submit by email, please contact WCMP staff for file sharing instructions. Do NOT use .pdf (Acrobat) format for the grant application form.

- ☐ Signed Certification Statement (**electronic signature accepted**).

Documentation for Construction and Habitat Restoration Projects

- ☐ 306A Questionnaire. Include all documentation listed in the form.

   Questionnaire can be found here: https://doa.wi.gov/Pages/LocalGovtsGrants/CoastalDocuments.aspx

- ☐ Site photographs.
- ☐ Technical documentation (site plan, building plans, etc.)
- ☐ Preliminary engineering report. (Projects over $100,000 must provide a full detailed Preliminary Engineering Report, including all pertinent technical information.)
- ☐ Affidavit of Public Ownership (see attached suggested form).
- ☐ Additional existing documentation from completed environmental and historical/cultural resources reviews, such as Phase 1 Environmental Site Assessment, Section 106 SHPO review, etc.

Documentation for Projects that collect or create data (GIS data, monitoring data, etc.)

- ☐ Data Sharing Plan (attached form).

Documentation for Acquisition Projects

- ☐ 306A Questionnaire. Include all documentation listed in the form.

   Questionnaire can be found here: https://doa.wi.gov/Pages/LocalGovtsGrants/CoastalDocuments.aspx

- ☐ Certified copy of a resolution expressing the intent of the local unit of government to acquire interest in the land or real property.
- ☐ Independent appraisal pursuant to federal guidance, including descriptions of existing easements and encumbrances.
- ☐ Affidavit of intent to purchase (see attached suggested form).

Certification

I certify that all statements in this application, including all requested supplemental information, are true, complete and accurate to the best of my knowledge.

Signature_____   Date_____

Title_____

Affidavit of Public Ownership for Construction and Habitat Restoration Projects

I _____ solemnly affirm upon personal knowledge that the following statements are true:
(print name of official)

I being first and duly sworn state that:

1. **[Customize this paragraph]** *Official must state what his/her title is and what authority he/she has to say that the property is publicly owned.*

2. **[Customize this paragraph]** *Official must state that the property is owned or leased by the state or local government (in accordance with OCRM's CZMA Section 306A Guidance, February 1999) and there are no encumbrances on the property that interfere with the proposed section 306A project.*

Signed _____
(name of official)

Subscribed and affirmed before me this day _of _____ (month),
_____ (year).

Notary Public

_____
My Commission expires:

Affidavit for Land Acquisition Projects

I _____ solemnly affirm upon personal knowledge that the following statements are true:
  (print name of official)

I being first and duly sworn state that:

3. **[Customize this paragraph]** *Official must state what his/her title is and what authority he/she has to say that the property will be publicly owned.*

4. **[Customize this paragraph]** *Official must state that through the use of these funds the property will be owned or leased by the state or local government (in accordance with OCRM's CZMA Section 306A Guidance, February 1999) and there are no encumbrances on the property that interfere with the proposed section 306A project.*

Signed _____
     (name of official)

Subscribed and affirmed before me this day of _____ (month), _____ (year).

Notary Public

Signed _____
     (name of notary)

My Commission expires: _____

Notary Stamp/Seal:

Data Sharing Plan

1. Point of contact for project data:

2. General description of data to be collected, generated, and/or managed:
   a. Description of the data to be generated/collected:
   b. Locations/geographic coverage of the data:
   c. Approximate dates/timing of data collection:
   d. Data types to be created or captured:
   e. Approximate total volume to data:
   f. How will data be captured or created?

3. Data quality control/quality assurance procedures:
   a. What quality control/quality assurance procedures will be used?
   b. What is the life cycle of the data, from collection to availability to end users?

4. Data documentation/metadata: What standards will be used to represent data and metadata elements?

5. Data Access and Sharing:
   a. How will the information be made available to the public? When will it first be made available to the public? Will it be available as a one-tine or ongoing series of measurements? Will there be a delay between collection and publication and, if so, for how long?
   b. If the data will not be publicly available, please explain why and under what authority.
   c. Will the uses be subject to any access conditions or restrictions?
   d. What data access protocols will be used to enable data sharing? Open-standard, no-proprietary web services are recommended.

6. Data Archival
   a. Where and how will the data be stored initially?
   b. What protections will be used for accidental or malicious modification or deletion? Discuss data back-up, disaster recovery/contingency planning, and/or off-site storage.
   c. If access to the data will be limited, how will the data be protected from unauthorized access? How will access permission be managed? What is the process for following unauthorized access?
   d. How will the data be archived for long-term preservation?