

**CHESAPEAKE BAY IMPLEMENTATION – FUNDING OPPORTUNITY
2016 SOLICITATION FOR PROJECTS
Maryland Streams Education and Stewardship**

APPLICATION CHECKLIST

Incomplete proposals will not be reviewed. Please follow these guidelines for a complete application. It is the applicant’s responsibility to assure that all pieces have been successfully submitted. This checklist is for applicants’ use, and is not to be submitted.

Login to GrantsOnline / set up account. Recommended as soon as possible or at least 2 weeks prior to submitting application (i.e., by April 1) to allow time to address any problems that may be experienced.	Completed <input type="checkbox"/>
Questions? Please check the frequently asked questions information first; if you still have questions, contact britt.slattery@maryland.gov (410) 260-8715 or amanda.sullivan@maryland.gov (410) 260-8988.	<input type="checkbox"/>

REQUIRED DOCUMENTS FOR APPLICATION

**There will be four (4) documents uploaded to GrantsOnline, as below.
No additional documents are necessary and extraneous pieces will not be reviewed.**

All documents must be in pdf or Word format with 11 or 12 point font; or in Excel for the budget spreadsheet.	Completed	Submitted
(1) TRANSMITTAL LETTER One-page letter signed by an individual who is authorized to commit the Applicant to the services and requirements as stated in this solicitation.	<input type="checkbox"/>	<input type="checkbox"/>
(2) PROPOSAL (10 pages max.) – template provided on GrantsOnline. Include the following three parts, submitted together in <u>one</u> document:	<input type="checkbox"/>	<input type="checkbox"/>
<u>Summary Page(s)</u> (2 pages maximum) Including the following: Project Title, Applicant Organization Information, Executive Officer of Applicant Organization, Project Lead, Project Information (Amount of funding requested, Project Period, Location, Water body(ies) / watershed(s) to be studied, Pre-determined stewardship project information, if justified), and Project Abstract (150 words or less).	<input type="checkbox"/>	
<u>Project Narrative</u> (6 pages maximum) Including a description of: Goals and Objectives, Proposed Activities, Timeline, Project Partners, Stewardship / Action Projects, Evaluation, How the project will be sustained, Applicant’s ability / readiness to proceed, Proposal budget brief description / summary, and Project Deliverables.	<input type="checkbox"/>	
<u>Budget and Justification</u> (2 pages maximum) – (in Word or pdf) Including the following (see p. 11-13): (1) Explanation/ justification of the budget , with justification of staff costs per position and the work they’ll do, and explanation and source of any matching funds or inkind costs; and (2) Summary budget table following the format provided	<input type="checkbox"/>	
(3) DETAILED BUDGET SPREADSHEET in Excel format, no page limit – template is provided on GrantsOnline. Use the budget guidance provided (see p. 11-13).	<input type="checkbox"/>	<input type="checkbox"/>
(4) LETTERS OF SUPPORT (no page limit) If multiple, combine into a single pdf. Letters should specify the support or partnership being provided (in kind, match, etc.). Letters from school system superintendents must state how the program will be integrated into the curriculum, how teacher professional development will be supported, etc.	<input type="checkbox"/>	<input type="checkbox"/>

