**CHNEP 2022 Funding Project Proposal Form**

**Project Title:**

**Lead Organization and Address:**

Organization Name:

Organization Address 1:

Organization Address 2:

**Primary Contact within Lead Organization (including position, email, and phone number):**

Primary Contact Name:

Primary Contact Position:

Primary Contact Email:

Primary Contact Phone:

**Project Partners and Roles (organization names and primary contacts):**

First Partner and Primary Contact/Role:

Other Partners and Primary Contacts and Roles (as needed):

**Project Objective (50 words or less):**

**Total Amount Requested: $**

**Matching Contributions Proposed: $ Type (in-kind, cash, etc.):**

**Proposed Grant Duration (months):**

**Permits and Approvals, if needed:**

Description of Needed Permits and Approvals (50 word limit):

Permit Approval Status (50 word limit):

**PROJECT NARRATIVE**

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**Instructions:** Complete the narrative following the provided format. Once complete, Proposals must be submitted electronically by **5:00 pm EDT, April 20th, 2021**. Email completed proposals to Conservation.Associate@chnep.org. Please direct questions CHNEP Research & Outreach Manager Nicole Iadevaia at 941-575-5090.

**Project Description:** *Provide a brief overview of proposed project activities and outcomes.*

**Project Objectives:** *Describe how the project activities address Priority Actions outlined in our Strategic Plan through: Water Quality Improvement, Hydrological Restoration, and Fish, Wildlife & Habitat Protection.*

**Project Approach**: *Clearly state the approach, methods, and analyses that will be used to accomplish the proposed project. Describe the proposed timing, deliverables, and measurable resource benefits identified for each phase of the project. When structuring project tasks, please consider that payment will only be made upon the completion of a task, following documentation that the task deliverable has been met.*

**Outputs/Deliverables:** *Describe the general monitoring approach that will be used to assess progress on the metrics presented above. Please note any challenges or limitations you anticipate in conducting this monitoring or the interpretation of anticipated results.*

**Budget Narrative:** *Provide a detailed description of how the total budget will be spent across project Tasks. Include specific deliverables and lump sum estimates associated with each Task that will be tracked and measured to evaluate the success of the project in achieving stated goals- photos or maps where project work was conducted (e.g. installation of monitoring wells or treatment of exotic invasive species) or technical memos or report of collected data.*

**Task Timeline/Budget Table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Name** | **Task Description** | **Task Cost (Estimate)** | **Task Timeframe**  **(Start/End)** |
| *Example*  *1.Kick-off meeting* | *Meeting with contractor and all partners to go over project and follow up notes* | *$2,000* | *2 weeks from Notice to Proceed* |
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| Totals: | |  |  |

**Project Team:** *List key individuals, their role in the project, and describe their qualifications relevant to project implementation. CHNEP typically serves as ‘Project Manager’ for these Projects and procurement of Contactor to complete work, management of task deliverables and project timeline, and invoice payment will be conducted through CHNEP and fiscal host (City of Punta Gorda). Project partner will work alongside CHNEP as project partner/site manager through project implementation to completion.*

**Other:** *Provide any further information important for the review of this proposal, including ancillary benefits such as community engagement through volunteerism; creation of a regional model for others to replicate; new partnerships; building upon and application of open source science tools.*

**Additional Project Proposal Documents (not included in the 10-page Project Narrative limit):**

* *Project Map (as appropriate)*
* *Other critical documents, e.g. permits or permit applications (as appropriate)*