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**The Eastern Brook Trout Joint Venture, a National Fish Habitat Partnership, is now soliciting proposals for its 2023 Coldwater Stewardship Small Grants Program.**

**About the Eastern Brook Trout Joint Venture**

The EBTJV is a National Fish Habitat Partnership that advances the conservation of wild brook trout in its Eastern native range through assessments and tools and by directing funding for science-based conservation strategies to partners on the ground. [Learn more](https://easternbrooktrout.org/about). Our mission is to secure resilient populations of wild Brook Trout by protecting, enhancing, and restoring aquatic habitat and increasing human connections to, and stewardship of, our natural environment.

**Brief summary of program**

EBTJV is excited to offer a one-time program to fund outreach and training related to coldwater conservation with a focus on brook trout in the eastern native geographic range. This is separate from our annual habitat project funding RFP. While our on-the-ground funding seeks to advance conservation by employing direct habitat improvement or brook trout restoration actions, the Coldwater Stewardship Small Grants Program seeks to support the transfer of knowledge and skills, and general awareness, of conservation actions for brook trout. We anticipate giving 3-5 awards from $2,000 to $12,000. This is the first year we have offered this program.  Whether we offer this again in the future will depend upon the level of interest from applicants, the program success, and our ability to secure additional external sponsorship.

Applications are due via [Google form](https://docs.google.com/forms/d/e/1FAIpQLSecNRNfUNr2Q3obPDZuJ_nkxV-kf_t-w1ylDInLKlwmLZ77Ig/viewform) **no later than October 6, 2023 at 11:59pm ET.**

Applications will be scored by EBTJV's review team and notices made as soon as possible, with a target in mid November. Funds will be available as reimbursement and must be incurred prior to September 30, 2024.

**Project solicitation**

The purpose of this program is to support organizations in efforts to promote, educate about, or provide training on coldwater conservation concepts and approaches that benefit wild brook trout in the Eastern range. Projects should align with one of EBTJV’s six Conservation Actions (below) and increase the collective awareness of or capability to achieve brook trout conservation goals.

**Conservation Actions**

1. Increase recreational fishing opportunities for wild Brook Trout
2. Conserve and expand habitats that support robust wild Brook Trout populations
3. Restore and reconnect suitable habitats adjacent to robust wild Brook Trout populations
4. Conserve genetic diversity of wild Brook Trout populations
5. Conserve unique wild Brook Trout life history strategies

(e.g., lacustrine populations, large river populations, and coastal populations)

1. Minimize threats to wild Brook Trout populations

(e.g., degraded water quality, non-native species, altered hydrologic regimes)

Projects should promote best management practices to restore coldwater habitat or to proactively prevent habitat loss, thus making more use of efforts and dollars at the front end of conservation. We prioritize projects done in partnership with or with guidance from experienced conservation practitioners, planners, and/or engineers to get the best tools and knowledge to the people who make on-the-ground decisions that directly affect cold water habitat – or to groups to build capacity for future project management. Post-project evaluations should track increases in and retention of functional knowledge of techniques that help implement conservation actions. Examples of conservation actions are listed in our [Roadmap to Conservation](https://easternbrooktrout.org/science-data/reports/eastern-brook-trout-roadmap-to-conservation-2018/view), and showcased by [on-the-ground projects](https://easternbrooktrout.org/projects/2022-projects) that EBTJV has funded in the past.

No construction or earth moving activities may be funded, however outreach, engagement, and training programs that build on or make use of an on-the-ground project are eligible (no matching funds may come from construction). If you have construction activities co-occurring and related to an outreach or training proposal, please email the Coordinator before applying.

Applicants must upload a completed Budget Spreadsheet. Please download the spreadsheet and save as Small Grant Budget\_Your Organization Name.

**Eligibility and project requirements**

* Project is for promotion, education, or training on coldwater conservation
* The project supports at least one of EBTJV's conservation actions
* Project primarily addresses wild brook trout in the Eastern native range
* Awardees bring a projected 1:1 nonfederal match
* Projects will be completed by 9/30/2024
* Applicant organizations must be in compliance with any currently held federal grants
* Applicants who have received EBTJV awards in past must have filed a final report

We welcome grant requests from the following organizations in 17 states (CT, GA, MA, MD, ME, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VT, VA, WV):

* 501 (c)3 nonprofit organizations
* Service, youth, and civic groups
* Community organizations and associations
* Faith-based organizations
* Municipal, county, regional, state, and federal public agencies
* Native American Tribal Governments and Organizations

Any applicant must have a [UEI](https://sam.gov/content/entity-registration) or be able to obtain one prior to award agreement. (see [What is the Unique Entity Identifier (UEI)?](https://grantsgovprod.wordpress.com/2020/03/09/what-is-the-unique-entity-identifier-uei/))

For Profit organizations are NOT eligible for direct funding through this program. EBTJV will also not fund the following:

* Endowments, individuals, building campaigns, annual giving, fundraising, or venture capital
* Political lobbying
* Reimbursement for a project that has been completed, or for items already purchased
* Budget items that are considered secondary to the project’s central purpose, including promotional materialssuch as pens and keychains, or cash prizes
* Construction costs including materials for construction
* Primary research
* Funding for land acquisition or easements, general organizational operating revenue, or permanent staff salaries and benefits that are not tied to project hours.

**Evaluation**

Projects will be evaluated on the following criteria:

* The project has great potential to increase the technical knowledge and skills of current or future conservation practitioners
* Project has great potential to advance understanding of brook trout and coldwater conservation goals in one or more audiences
* The project provides awareness about work being done by EBTJV or our partners
* The project reaches an audience that is broader than anglers with actions they can employ to advance conservation
* Methods are clearly defined and appropriate to meet stated objectives
* Project objectives are measurable, quantifiable and include metrics to track learning and retention
* The appropriate/relevant partners are involved (i.e. agencies, or nonprofit partners) and contributing to budget (in kind or cash)
* Budget table and narrative clearly identify projected costs and match, and match source (name and if federal or nonfederal), type (in kind, cash), and status (in hand or pending).
* Scientific or technical expertise is utilized directly (eg. with a trainer) or indirectly (eg. through an evidence based approach)
* EBTJV’s investment catalyzes or sparks other partners or future or ongoing efforts
* Proposal is well-written, complete, and clearly conveys sufficient information to evaluate project

**Funding**

We anticipate giving 3-5 awards up to a maximum of $35,000 total. Individual awards should be no less than $2,000 and no more than $12,000.

**Funding sources**

This program is funded through a federal award from the US Fish and Wildlife Service to EBTJV and the Canaan Valley Institute. The award program is *America's Conservation Enhancement Act—National Fish Habitat Conservation Through Partnerships.*

Additional program funding may be made available, pending the level of interest we receive, from funds generously provided from [RepYourWater](https://www.repyourwater.com/) and private individual donations through Beyond the Pond. We are grateful to all our sponsors for helping us conserve, protect, and enhance habitat for wild brook trout.

**Match amounts**

Projects must bring a 1:1 nonfederal match, which can be in the form of in-kind support or cash. Construction costs are not eligible as match.

**Open and closing dates**

This RFP will open on September 1, 2023 and close on October 6, 2023. Applications will be scored by our review team and notices made as soon as possible, with a target in mid-November.

**Project dates**

Funds must be spent and invoiced no later than September 30, 2024. Any costs incurred prior to November 15, 2023, and after September 30, 2024, will not be honored. Funds will be distributed as a reimbursement, via our 501c(3) sponsor, the Canaan Valley Institute. Final reimbursements will not be made until applicant has submitted its final report to EBTJV.

**Agreements and reporting**

Winning applicants will be considered subawardees under Grant # F22AP02276 to CVI from the US Fish and Wildlife Service. The award agreement outlines additional requirements we must make of subawardees. If you are selected, you will enter into a subaward agreement with CVI. You must allow CVI and auditors to have access to your records and financial statements as necessary for CVI to perform a risk evaluation and meet the requirements of its federal award. **You must be in compliance with any currently held federal grants in order to receive this funding.** Additionally**,** if you have ever received habitat project funding from EBTJV, you must have filed a final report to EBTJV ([see template](https://easternbrooktrout.org/projects/funding/ebtjv-project-completion-report/view)), or communicate to us your current status.

In addition to the reporting required by the funding to CVI, EBTJVs requests that any materials and media produced with program funds must credit EBTJV and/or include the EBTJV logo as appropriate. Awards recipients will be asked to create at least one social media post about the project. The final report will also include digital copies of any final products (ie, brochures, videos, manuals, etc.) Training materials or other media can be submitted in lieu of communications materials as appropriate. Deliverables must be submitted before final reimbursement is made.

More questions? Please email the Coordinator, Lori Maloney, at lori.maloney@canaanvi.org

**Instructions**

Applications are online, [via Google Form](https://docs.google.com/forms/d/e/1FAIpQLSecNRNfUNr2Q3obPDZuJ_nkxV-kf_t-w1ylDInLKlwmLZ77Ig/viewform). We recommend that you type your information into a Word document first, and then use it to cut and paste into the online form. If you are **signed into a Google account** and connected to internet, your responses will be autosaved and you can return any time for up to 30 days. You will receive a confirmation email once you have submitted your application; please forward this confirmation to [lori.maloney@canaanvi.org](mailto:lori.maloney@canaanvi.org). <https://docs.google.com/forms/d/e/1FAIpQLSecNRNfUNr2Q3obPDZuJ_nkxV-kf_t-w1ylDInLKlwmLZ77Ig/viewform>

Additional documents you will need to upload to complete your application

* [budget template](https://easternbrooktrout.org/projects/funding/ebtjv-coldwater-stewardship-small-grants-program/ebtjv-small-grants-budget-template/view) is available and will download as an excel document

**Please do not wait until the last minute on deadline day to begin your application**!

**Sample form for copying/pasting responses to Google Form**

**Application Questions**

**Lead Applicant Organization or Entity Information**

|  |  |
| --- | --- |
| Lead Applicant Organization or Entity: | |
| Street Address for Applying Entity: |  |
| City, State, Zip:  Contact Person Name:  Contact Email: |  |
| Contact Telephone:  Website address: |  |

**Project Information**

|  |  |
| --- | --- |
| **Project Title**: | |
| **Project Location** State: County: Town: | |
|  | |
|  | |
|  | |
| **Project map coordinates** Lat/Long (Please enter your project's Lat/Long in decimal degrees, separated with a semi-colon. If this is an outreach project not tied to a specific project or demonstration site, enter the Lat/Long of a centralized point or your office or other facility.)  **Congressional District of Project**:  **Watershed/region**: (Please enter which watershed, stream, or lake your project will benefit. If this is an outreach project with a broader goal, indicate "statewide" or "rangewide".) | |
|  |  |
|  | |
| **Project promotes understanding of or increases knowledge/skills in one or more EBTJV conservation actions** (you will be given a dropdown list of the six actions and can choose all that apply. )  **Conservation Actions**   * Increase recreational fishing opportunities for wild Brook Trout * Conserve and expand habitats that support robust wild Brook Trout populations * Restore and reconnect suitable habitats adjacent to robust wild Brook Trout populations * Conserve genetic diversity of wild Brook Trout populations * Conserve unique wild Brook Trout life history strategies   + (e.g., lacustrine populations, large river populations, and coastal populations) * Minimize threats to wild Brook Trout populations   + (e.g., degraded water quality, non-native species, altered hydrologic regimes)     **Project Start Date**:  **Project Completion Date**: (you must be able to complete your project by September 30, 2024): | |
|  |  |
|  | |

**EBTJV funds requested** (minimum $2,000, maximum of $12,000): $

*A note about matching and partner funds: matching funds must be generated after you are notified of an award, and cannot be generated from an on-the-ground component of your project (if it is related to a construction project). Please see guidance in the budget management spreadsheet prior to filling out these amounts.*

**Total Matching Nonfederal Contribution** (cash and in kind, in hand or pending): $

**Total Matching Federal Contribution** (cash and in kind, in-hand or pending): $

**Total Matching Contribution** **SECURED (in-hand)** (cash and in kind): $

**Total Project Costs**:

**Project components and outcomes**

**Project components** (you will be able to check all that apply and select a target audience in a future step):

\_\_\_ Outreach/education (general)

\_\_\_ Training on a specific restoration, assessment, or scientific technique

\_\_\_ Volunteer engagement or citizen science

\_\_\_ Targeted outreach to increase landowner participation in voluntary land conservation or riparian restoration

\_\_\_Other

**Anticipated Outcomes** (you will be asked to fill in values applicable to project; put in a zero if not applicable to your application)

\_\_\_ # outreach product copies distributed

\_\_\_ # outreach products created

\_\_\_ # Trainings held

\_\_\_ # of Individuals Reached by an Outreach Project or Event

\_\_\_ # of Volunteers Engaged Through this Project or Event

\_\_\_Other: (i.e. number of presentations given, unique website visits, survey forms returned, etc.):

**Target audience (you can select more than one):**

\_\_\_General public

\_\_\_Farmers/producers/forest owners

\_\_\_Municipal officials

\_\_\_Resource managers/conservation practitioners

\_\_\_College, graduate, or trade school students

\_\_\_K-12 students

\_\_\_Other (explain)

**Project Narrative**

**1) Project Summary** - a one paragraph description of what tasks will be accomplished. (Limit 4,000 characters).

**2) Project Objectives -** Explain/list your project objectives. Ensure project objectives are realistic, measurable, and achievable. Explain your capacity or expertise to get the project completed/implemented. What specifically will be accomplished? How do these objectives support the goals the EBTJV Roadmap to Restoration, existing species recovery plans and conservation strategies, watershed restoration plans, etc.?

**3) Outreach Project Methods and Impacts/Deliverables:** Explain the methods/activities you will use and indicate the anticipated outcomes of your project. Does the project provide awareness about the work being done by EBTJVor our partners? How will the project increase the technical knowledge and skills of current or future conservation practitioners? Does the project have potential to advance understanding of brook trout and coldwater conservation goals in one or more audiences (beyond anglers)?

**4) Project Monitoring/Evaluation of Success –** How will the success of the project be evaluated/assessed? What metrics will you use to track new knowledge, retention of lessons, and application of new knowledge (such as a change in behavior)? The benefit(s) should be quantifiable; that is, you can measure the result of your project (Limit 4,000 characters).

**5) Partnerships for this Project -** Briefly describe the project partners’ involvement in planning, implementation, and evaluation of this project. How is each partner contributing to the project? How are you utilizing scientific or technical expertise? (eg employing an expert trainer or utilizing an evidence based approach). How does this project catalyze or inspire other current or new partners? Projects that have secured matching funds or in-kind support from partners and/or involve diverse stakeholders are highly valued and encouraged.

**Budget**

**Budget template –** You will be asked to upload the budget template. Download the budget file from our website and edit it. Rename it Small Grant Budget\_Your Organization Name and upload it as a spreadsheet.

**Budget Narrative –** Provide a detailed budget narrative. How are you spending the funding you are requesting? Purchasing supplies? Explain budget categories and amounts listed above as needed. Be sure to detail the match source (name and if federal or nonfederal), type (in kind, cash), and status (in hand, pledged, applied for).

**You will be asked to certify that the information in your application is true and sign by typing the name of the authorized representative of your organization.**

***I certify that the above information is true and accurate.***