**Appendix A**

**CHESAPEAKE BAY SMALL WATERSHED GRANTS**

**IMPLEMENTATION**

**Full Proposal Project Narrative**

**Instructions:** Save this document on your computer and complete the narrative in the format provided. The final narrative may not exceed five (5) pages, excluding tables and figures. Please retain the outline format below and adhere to section by section word limits, but you may delete the instructions associated with each element. Once complete, upload this document into the on-line application as instructed.

1. **Objectives:** Summarize the project's overall goals and objectives, specifically in connection to the priorities listed in the Request for Proposals (see pg. 3) and describe the general approach to achieving those objectives.
2. **Outcomes:** Referencing the table below, summarize which, if any, priority outcomes and associated activities from NFWF’s [Chesapeake Bay Business Plan](https://www.nfwf.org/sites/default/files/chesapeake/Documents/chesapeake-business-plan.pdf) will be addressed through proposed project activities.

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| **Focus** | **Outcome** | **Activity** |
| Water Quality | Reduce nitrogen, phosphorus, and sediment pollution to the Chesapeake Bay and its tributary rivers and streams | [ ]  Improving water quality in agricultural areas by implementing best management practices to reduce polluted runoff |
| [ ]  Improving water quality in urban and suburban areas by implementing green stormwater infrastructure practices to treat, capture, and/or store stormwater runoff |
| [ ]  Restoring riparian forest buffer and associated riparian habitat in order to continually increase the capacity of forest buffers to provide water quality and habitat benefits throughout the watershed |
| [ ]  Improving the health and function tributary rivers and streams |
| Eastern Brook Trout | Maintain and increase Eastern brook trout populations in stronghold patches | [ ]  Increasing habitat integrity in stronghold patches through protection and restoration of riparian areas, stream restoration, nonpoint source pollution controls and land use protections |
| American Black Duck | Increase wetland habitat and available food to support wintering black duck populations | [ ]  Creating, restoring, or enhancing the function of tidal and non-tidal wetlands to increase black duck carrying capacity through improved food resources |
| [ ]  Increasing available food resources |
| River Herring | Restore access and use of high quality migratory river and stream habitat | [ ]  Implementing high priority, cost-effective connectivity enhancement projects through culvert replacement, fish passage improvements, and dam removal |
| Eastern Oyster | Restore oyster populations in priority Chesapeake Bay tributaries | [ ]  Restoring native oyster reefs in targeted tributaries through spat production and reef construction |
| Capacity and Planning | Motivate individuals in the watershed to adopt behaviors that benefit water quality, species, and habitats | [ ]  Enlisting individuals in local volunteer events to restore local natural resources and providing hands-on education and skill-building for individual action |
| [ ]  Developing or improving conservation, watershed, or habitat management plans that provide guidance to landowners, organizations, or local governments on how to manage properties and communities for improved conservation outcomes |

1. **Project Location**: Identify the proposed project location(s) and/or associated geographic focus area(s) for proposed activities and why and/or how was this project location selected.
2. **Current Conservation Context** – Provide an overview of the current status of efforts to advance proposed conservation and/or restoration activities in the project location.
3. **Current Partnership Context** – Describe the proposed partnership and its current role advancing proposed conservation and/or restoration priorities for the project’s affected targeted geographic region, including roles, responsibilities, and/or functions of the partners in advancing proposed activities.
4. **Communities Engaged and Impacted:** Describe the communities where the project will take place, who will specifically benefit from the project, and how they were or will be engaged in project development and implementation. Provide demographic information on impacted communities, including but not limited to age, race and ethnicity, sexual orientation, and socioeconomic indicators.
5. **Work Plan:** Provide a detailed work plan describing: (1) each major task or activity; (2) lead and supporting partners responsible for each task/activity; and (3) a schedule for completing each activity. Major tasks or activities described here should align tasks and activities described in the Budget Narrative. Please use the table template below and add rows as needed.

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| **Activity Description** | **Associated Deliverables** | **Responsible Parties** | **Completion Month and Year** |
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1. **Data Collection Activities:** If you propose to collect or analyze data as part of your project it might require additional documentation through a Quality Assurance Project Plan (QAPP). Some examples of data collection or uses that require a QAPP include: new data collection; secondary data use; data collection associated with development or design of plans; monitoring or surveys (for both people and environmental media), mapping environmental processes or conditions (GIS); model development or use, etc. To evaluate whether quality assurance documentation might be needed please provide a short description (one paragraph about the project methods and outputs) of your data collection or analysis activities.
2. **Tracking and Sustaining Implementation Progress:** Discuss any unique plans or elements of your proposal or partnership that will support long-term performance and maintenance of implemented practices.

**CHESAPEAKE BAY SMALL WATERSHED GRANTS**

**PLANNING AND TECHNICAL ASSISTANCE**

**Full Proposal Project Narrative**

**Instructions:** Save this document on your computer and complete the narrative in the format provided. The final narrative may not exceed two (2) pages, excluding tables and figures. Please retain the outline format below and adhere to section-by-section word limits, but you may delete the instructions associated with each element. Once complete, upload this document into the on-line application as instructed.

1. **Objectives:** Summarize the project's overall goals and objectives, specifically in connection to the priorities listed in the Request for Proposals (see pg. 3) and describe the general approach to achieving those objectives.
2. **Priority and Overall Context:** Describe how the project addresses planning or technical assistance needs identified by the local community and associated with achieving the program priorities.
3. **Demonstrated Need:** Describe the unique capacity, technical expertise, and financial resource gaps or shortfalls of the local community as related to proposed project activities.
4. **Communities Engaged and Impacted:** Describe the communities where the project will take place, who will specifically benefit from the project, and how they were or will be engaged in project development. Provide demographic information on impacted communities, including but not limited to age, race and ethnicity, sexual orientation, and socioeconomic indicators.
5. **Commitment to Implementation:** Provide clear evidence that planning and technical assistance resulting from the project will reasonably lead to future conservation and/or restoration actions in the local community.
6. **Work Plan:** Provide a summary work plan, including a description of each major activity to be undertaken, the parties responsible for each activity, a schedule for completion of each activity, and associated deliverables. Please use the table template below, and add rows as needed.

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| --- | --- | --- | --- |
| **Activity Description** | **Associated Deliverables** | **Responsible Parties** | **Completion Month and Year** |
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**Data Collection Activities:** If you propose to collect or analyze data as part of your project it might require additional documentation through a Quality Assurance Project Plan (QAPP). Some examples of data collection or uses that require a QAPP include: new data collection; secondary data use; data collection associated with development or design of plans; monitoring or surveys (for both people and environmental media), mapping environmental processes or conditions (GIS); model development or use, etc. To evaluate whether quality assurance documentation might be needed please provide a short description (one paragraph about the project methods and outputs) of your data collection or analysis activities.