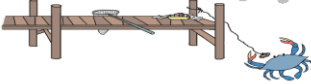


Crab Lines



Vol. 54

April 18, 2010

Dear Friends of the Estuary,

It's time again for us to announce request for proposals for our Mini-Grants Program. This year, the BTNEP Mini-Grants Program is targeted strictly at invasive species projects. Invasive species are exotic plants and animals that have been introduced into our estuary and are causing or threatening damage to the ecology, economy, or human health. Project proposals should aim to reduce the impacts from invasive species through management or removal of invasives, educational outreach, or promotion of native plant species in the landscape as alternatives to common exotics.

Below you will find more information along with the application. For additional information, contact Michael Massimi at michael@btnep.org or 985-447-0868.

Sincerely,



Kerry St. Pe'
Program Director
Barataria-Terrebonne National Estuary Progra



The 2011 Invasive Species Mini-Grant Program Information including Application Information Packet and Request for Proposal

Objective:

To engage citizens and communities in helping preserve, restore, and enhance the Barataria-Terrebonne National Estuary through projects dealing with invasive species removal or education, reduction of impacts from invasive species, or the promotion of native species.

Grant Limits:

\$2,500 minimum – \$8,000 maximum

Deadline for Submissions:

Proposals may be mailed or submitted physically, but must be received at the Barataria-Terrebonne National Estuary Program (BTNEP) office by 5:00 pm on Thursday, May 12, 2011. Proposals will not be accepted if received after 5:00 pm on the deadline date.

Award Announcement Date:

Thursday, June 2, 2011

Request for Proposal Project Requirements:

Each applicant must turn in 10 completed and identical hard copies and one CD of the Application Packet/Request for Proposal (RFP) by the submission deadline.

2011 Project Schedule:

Grant recipients are advised to begin their projects as soon as possible after notification of award. Projects must be completed with final reports and invoices submitted to BTNEP within one year of the award.

Commonly Used Acronyms:

- AIS – Aquatic Invasive Species
- BTES – Barataria-Terrebonne Estuary System
- BTNEP – Barataria-Terrebonne National Estuary Program
- CCMP – BTNEP's Comprehensive Conservation Management Plan
- EPA – U. S. Environmental Protection Agency
- ISAPT – BTNEP's Invasive Species Action Plan Team
- RFP – Request for Proposal (Grant Application)

Introduction:

In 1990, the U. S. Environmental Protection Agency (EPA) and the State of Louisiana formed a novel partnership. The partnership is called the Barataria-Terrebonne National Estuary Program (BTNEP). BTNEP was created under EPA's National Estuary Program, established in Section 320 of the Clean Water Act. It is administered and funded by the EPA and the State of Louisiana.

The fundamental goals of BTNEP were delineated in the Comprehensive Conservation and Management Plan (CCMP) by the BTNEP Management Conference, which consists of individuals who represent government agencies at the federal, state and local levels, environmental organizations, business and industry, landowners, academic experts, and the general public. The CCMP is an advisory document, which is meant to serve as guidance for the preservation and restoration efforts throughout the Barataria Terrebonne Estuary System (BTES).

For more information about the Barataria-Terrebonne National Estuary Program, please visit the BTNEP website at www.BTNEP.org or call 1-800-259-0869.

The Mini-Grants Program:

The BTNEP Mini-Grants Program was created in 2005 to support community-based restoration, outreach and education projects, which serve to help BTNEP implement targeted Action Plans. Through the program, it is hoped that citizens will gain a greater awareness and understanding of the issues facing the BTES and will join in creating effective solutions. The Mini-Grants Program helps BTNEP foster creative partnerships among community groups and broadens our ability to connect with as many people as possible in preserving our unique habitats and rich cultural heritage.

This year, the BTNEP Mini-Grants Program is targeted strictly at invasive species projects. Invasive species are exotic plants and animals that have been introduced into our estuary and are causing or threatening damage to the ecology, economy, or human health. Project proposals should aim to reduce the impacts from invasive species through management or removal of invasives, educational outreach, or promotion of native plant species in the landscape as alternatives to common exotics.

BTNEP has \$22,000 available in 2011 for eligible Mini-Grant Program projects, with a minimum of \$2,500 and a maximum of \$8,000 for any ONE proposal. The Mini-Grants Program will accept multiple project proposals from any one group or organization. Projects are chosen through a competitive grant selection process. Proposals are evaluated by the BTNEP Invasive Species Action Plan Team. The projects selected for funding through the program must in some way help to implement one or more of the specified Action Plans from the CCMP, which are listed under the 'Proposal Categories' heading below, or directly support the objectives or management actions of the State Management Plan for Aquatic Invasive Species in Louisiana. All projects funded by the Mini-Grants Program must take place within the BTNEP program area. (See parish list and map below.)

For more information about the Mini-Grants Program visit the Web at www.BTNEP.org

Application Eligibility Requirements:

Any school, organization, individual, non-profit, governmental office or other community group may apply for Mini-Grant funding, provided the project takes place within the BTES. All projects must take place within the parishes of the BTES. Please note that some parishes straddle the Mississippi and Atchafalaya Rivers, because the BTES lies between the two the rivers the project must take place between the west bank of the Mississippi River and the east bank of the Atchafalaya River.



The Barataria Terrebonne Estuary System (BTES) consists of all or part of the following parishes: Ascension, Assumption, Iberville, Jefferson, Lafourche, Orleans, Plaquemines, Point Coupee, St. Charles, St. James, St. John the Baptist, St. Martin, St. Mary, Terrebonne and West Baton Rouge.



http://www.louisianafolklife.org/LT/Maps/creole_maps_lg.html

Proposal Categories:

The project proposal categories are derived from the invasive species-related Action Plans that constitute the Comprehensive Conservation Management Plan (CCMP) of BTNEP and from the State Management Plan for Aquatic Invasive Species in Louisiana. The proposed project must address in whole or part one or more of the following action plans of the CCMP:

Ecological Management Action Plans:

- **EM-16 Reduction of Impacts from Exotic Vegetation**
 - To reduce negative impacts caused by the proliferation of exotic plant species
- **EM-17 Zebra Mussel Monitoring and Control**
 - To monitor and explore ways of reducing adverse impacts which could be caused by the invasion of zebra mussels in the estuary

Sustained Recognition and Citizen Involvement Action Plans:

- **SR-3 Citizen Involvement Programs and Activities**
 - To provide a number of avenues to help citizens become more knowledgeable and committed to protecting and managing the estuary (with regard to invasive species)
- **SR-6 Urban Green Spaces**
 - To encourage the growth of native habitats for animal wildlife in urban areas, provide additional recreational space for visitors and residents of the estuary, augment economic development, and increase natural processes for clearing the atmosphere of pollution using native plant materials
- **SR-14 Estuarine Curriculum and Development**
 - To develop and produce curriculum and instructional materials and programs for estuarine education for the BTES (focusing on invasive species)
- **SR-15 Continuing and Informal Education Programs**
 - To provide opportunities for a comprehensive education program, not necessarily in a formal education setting (focusing on invasive species)

Economic Growth Action Plans

- **EG-2 Nature Based Tourism and Recreation**
 - To encourage natural resource-based tourism activities that enhance and do not diminish the resources of the estuary (activities must be centered around invasive species issues)

- **EG-3 Nutria Market Development**
 - To help minimize the damage to wetland vegetation caused by nutria by helping to develop ways to promote a market for nutria products in the US and abroad

Project proposals that directly support the objectives and management actions of the State Management Plan for Aquatic Invasive Species in Louisiana will also be considered. The Plan's goal is to prevent and control the introduction of new nonindigenous species into Louisiana; control the spread and impact of existing invasive species; and eradicate locally established invasive species wherever possible. Objectives are as follows:

- **Objective 1**
Coordinate all AIS management activities or programs within Louisiana and collaborate with regional, national, and international AIS programs.
- **Objective 2**
Prevent and control the introduction/reintroduction of nonindigenous invasive species through education about species and pathways, targeting the general public (including schools), industries, user groups, government agencies, and nongovernmental organizations.
- **Objective 3**
Eliminate locally established invasive species through monitoring, early detection, rapid response, and early eradication.
- **Objective 4**
Control the spread of established invasive species through cooperative management activities designed to minimize impacts when eradication is impossible.
- **Objective 5**
Prevent the introduction of non-native species, or the spread of existing ones, through legislation and regulation.

Specific management actions are listed for each of these objectives in Chapter 7 of the State Management Plan for Aquatic Invasive Species in Louisiana. Copies of the plan are available on the web at <http://is.cbr.tulane.edu/LouisianaAIS.html>.

Projects **will not be** given consideration if they do not address the BTNEP CCMP, the State Management Plan for Aquatic Invasive Species in Louisiana, or invasive species issues in the estuary.

Creative projects involving invasive species removal, tracking, management, or education, as well as those that support and promote the awareness, stewardship, and use of Louisiana native plants and habitats are strongly encouraged. Visit www.BTNEP.org to view past Mini-Grant winning projects.

Proposal Guidelines:

The Invasive Species Mini-Grants Program is seeking project proposals that will reduce the impacts from invasive species and educate the public about the issues surrounding the BTES and the work of the BTNEP. Proposals must meet the terms of the proposal guidelines and requirements.

Proposals that integrate work with other community organizations are highly encouraged. The Mini-Grants Program seeks to create a larger network of people who will become stewards of the BTES and promote creative partnerships within communities. If the projects involve working with a school, they must reach out to more than one classroom.

Applicants have the option to submit up to two pieces of supporting material with their proposal. Each applicant must turn in 10 completed and identical hard copies and one CD of the Request for Proposal (RFP) and Application Packet.

What Will Not Be Funded:

The Mini-Grants Program will not fund projects required as environmental mitigation, activities required by an environmental pollution permit, or improvements to private property. Also, the Mini-Grants Program will not fund those projects that take place outside the BTES.

Selection Process:

Full proposal packets are due at the BTNEP office in Thibodaux, LA by 5:00 pm on Thursday, May 12, 2011. The proposals will be evaluated by the BTNEP Invasive Species Action Plan Team (ISAPT), comprised of various members of the communities within the BTES. Those projects that are selected by the group will be forwarded to the BTNEP Program Director for final approval. Selected recipients will be announced by Thursday, June 2, 2011. A BTNEP staff person will serve as the Grants Administrator for each Mini-Grants recipient. ***REMEMBER TO TURN IN 10 HARD COPIES AND 1 DIGITAL COPY OF THE ENTIRE PROPOSAL!***

Under certain circumstances, the ISAPT may choose to provide partial funding for any individual proposal. The decision to provide partial funding may be for, but is not limited to, projects that are already underway, projects that have secured other funding sources, or projects that the ISAPT may determine can be accomplished with less money.

Mini-Grants applicants may request to see or receive copies of the ISAPT Evaluation Forms used to evaluate their proposals within 30 days after winners are announced.

Selection Criteria:

The proposals submitted to the Invasive Species Mini-Grants Program will be evaluated according to the following criteria:

1. Compatibility with BTNEP Action Plans or State Management Plan

Does the project address one or more of the CCMP Invasive Species Action Plans or the objectives and management actions of the State Management Plan for Aquatic Invasive Species in Louisiana?

2. Feasibility

Is the project viable? Is there enough detail to describe the proposed outcome? Does the grant narrative demonstrate that the group or organization is capable of effectively completing the project?

3. Positive Impact

Does the project have a direct, demonstrable positive impact on the BTES?

4. Community Support

Is there a community need for this project? Is there community support for this project? Does the project have the potential to strengthen the community? Is there a clear plan to publicize the project?

5. Timeframe

Can the BTNEP funded portion of the project be completed in one year?

6. Technical Merit

Is the project technically feasible?

7. Evaluation Methods

Does the project have a clear method of evaluating impact, attendance, or effectiveness?

8. Cost Benefit

Is the project a cost-effective investment?

9. Matching Funds or Donations

Although they are not required, proposals that have secured matching funds and/or in-kind donations denote a level of outside support, which will be considered a strength in the grant review process.

Final Report:

Recipients of the BTNEP Invasive Species Mini-Grant will be required to submit **three hard copies and one digital copy** of a final report upon completion of their project, as well as copies of all press clippings or other printed materials related to the project and a final product itself (i.e. brochures, videos, manuals), to be negotiated prior to the award. All products of the Mini-Grant project, including the final report, copies of press clippings, photos, etc, must be submitted to the BTNEP office by the contract deadline before final payment is made, unless otherwise authorized by the Mini-Grant administrator. Failure to deliver the final report by the contract deadline will result in exclusion of the ability to apply for a BTNEP Mini-Grant in 2012.

If the project is restoration-oriented and does not have a final product, “before and after” photos and/or video must be submitted along with a final report.

All projects, concepts, artwork, photos, videos, and other products of the grant projects may be reproduced by BTNEP at BTNEP’s discretion. Materials may be used with future programs with no additional purchasing rights costs. All produced materials should also carry an approved BTNEP logo and credit language, which will be provided to the grantees.

For Office Use ONLY

Date:

Time:

Staff Initials:

Proposal #:

Location of Supporting Documents:



The 2011 Invasive Species Mini-Grant Application Form/Request for Proposal

PACKET DUE TO BTNEP OFFICE

by

5:00 pm on Thursday, May 12, 2011

Each packet must include pages 11-15 and written narrative.
10 Hard Copies and 1 Digital Copy are required for each proposal.

2011 Invasive Species Mini-Grant Cover Sheet

Project Title: _____

Applicant Organization: _____

Contact Person: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Fax: _____

Project Manager: _____

Email Address: _____

Type of Organization: (Pick one)

_____ Business _____ Non-Profit Organization _____ School

_____ Civic Association _____ Academic Organization _____ Individual

_____ Other (please specify) _____

REMEMBER TO TURN IN 10 HARD COPIES AND 1 DIGITAL COPY OF THE ENTIRE PROPOSAL!



2011 Mini-Grant Project Information Sheet

Please answer the following questions or statements in the space provided.

Project Title: _____

Short Description: (Less than 75 words)

Total Amount Requesting: _____

Other Participating Organizations: _____

Amount of Matching Funds: (not required): _____

(If applicable) Source of Matching Funds: _____

Physical Location of Project: _____

Project Impact Area: _____

List of CCMP Action Plans (example: EM-16, SR-6) or State Management Plan Objectives Addressed:

Is this project an ongoing project? ____ Yes ____ No

If yes, how does the Mini-Grant project fit into the overall project?

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2011 Mini-Grant Application Narrative

Please answer the following questions or statements in narrative form **on separate paper** and submit the questions and answers with other project forms in the following order: the Mini-Grant Cover Sheet, Project Information Sheet, Narrative, Mini-Grant Budget Sheet, and Provider of Services Sheet. Answers must be typed using 12.0 font size. Answers must fit on 7 typed pages. Please number each response and include the question in your narrative response. All questions must be fully answered in order to apply for the Mini-Grant. Failure to answer any question completely will disqualify your application.

1. Project Title
2. Describe the Project (No more than 3 pages)
3. Which of the BTNEP CCMP Action Plan items (example: EM-16, SR-6) or State Management Plan objectives and management actions are addressed by your project? If more than one, list all that apply. **Describe how the proposal addresses the action items.**
4. What positive impact will your project make toward restoring or improving the Barataria-Terrebonne Estuary System?
 - a. How many people and/or how much habitat is impacted by the project?
 - b. What will participants learn from participating in the project?
 - c. How will you measure the knowledge that participants gain?
 - d. How may the participants use the knowledge to benefit the BTES and its inhabitants?
 - e. How do you plan to publicize the project?
5. List the organizations, groups, volunteers, and/or partners that will participate in the project. How will you recruit them?
6. Please provide a timeline for your project including milestones. (Note: Projects should be completed within one year of receiving the grant.)
7. Describe why you and/or your organization will be successful at implementing your proposal. What are the applicants' qualifications? Who are the key staff members that will be coordinating the project? **(Be sure to include in your packet the Provider of Services form or forms which will detail the credentials of the staff members, contractors or other key people involved in the project. There should be a Provider of Services form for each person involved.)**
8. How will you evaluate the success of your project? Please be specific. (Examples: follow up monitoring of habitat, quantity of invasives removed, list of schools visited, etc.)

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2011 Mini-Grant Budget Form

Cost Categories <i>Include short description</i>	BTNEP Mini-Grant Amount Requesting	Matching Funds (if any)	Type and source of Matching Funds <i>(ex: in-kind)</i>	Totals
Personnel Names and rate				
Travel Locations				
Equipment				
Supplies Types of materials				
Contractual Names and rates				
Overhead or Indirect costs Describe				
TOTALS				

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2011 Mini-Grant Provider of Services Form

One Provider of Services Form must be filled out for the Project Manager, and another Provider of Services Form must be filled out for each staff member, contractor, or other key person involved in the project. Use a **separate copy of this form for EACH** person or group associated with the project. Do not submit a resume or other information.

Name of Person/Group Providing Service: _____

Description of Service(s) to be Provided: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Fax: _____

Email Address: _____

Professional Fee: \$ _____ per _____ (hour, session, activity)

Estimated Total Fee for Professional Services: \$ _____

Professional Services will be: (check one)

_____ provided as an in-kind service

_____ paid for with BTNEP Mini-Grant funds

_____ paid with cash from another source (please specify):

BRIEF BIO or Qualifications

Describe the qualifications and related work experience for the individuals or organizations hired for this project. Include the services that will be provided. Explain why hiring this person or organization is appropriate for the project.

(Note: Part of the evaluation of the grant applications will be based on the perceived capabilities of the people involved in the proposed projects.)

REMEMBER TO TURN IN 10 HARD COPIES AND 1 DIGITAL COPY OF THE ENTIRE PROPOSAL!

2011 BTNEP MINI-GRANT APPLICATION CHECKLIST

The following checklist has been provided as guidance for completing and submitting the proposal package. Please review the list prior to submitting the proposal package.

- _____ **2011 Mini-Grant Cover Sheet**
- _____ **2011 Mini-Grant Project Information Sheet**
- _____ **2011 Mini-Grant Application Narrative**
(No more than 7 typed pages)
- _____ **2011 Mini-Grant Budget Form**
- _____ **2011 Mini-Grant Provider of Services Form(s)**
(One for each member of the group providing services for the project.)
- _____ **Optional: Supporting Material – NOT MORE THAN TWO PIECES**

Return completed applications to one of the following addresses:

Mailing Address:

Barataria-Terrebonne National Estuary Program
Mini-Grants Program
ATTN: Michael Massimi
Nicholls State University Campus
P.O. Box 2663
Thibodaux, LA 70310

Physical Address:

Barataria-Terrebonne National Estuary Program
Mini-Grants Program
ATTN: Michael Massimi
Nicholls State University Campus
North Babington Hall, Room 105
320 Audubon Drive
Thibodaux, LA 70301

For additional information contact BTNEP at:

Phone: 985-447-0868 or 1-800-259-0869

Michael@BTNEP.org

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