



Indiana Department of Natural Resources

Indiana Coastal Grants Program

Small Scale Grant Funding Guidance

Indiana Department of Natural Resources
Division of Nature Preserves
Lake Michigan Coastal Program

In cooperation with

U.S. National Oceanic and Atmospheric Administration
Office of Ocean and Coastal Resource Management
Coastal Programs Division

Indiana Coastal Grants Program Small Scale Grant Funding Guidance

Introduction

The U.S. Congress has made available to states and territories with approved coastal zone management programs, funds for competitive grants for community-based coastal activities. Funding and oversight are provided by the National Oceanic and Atmospheric Administration (NOAA), Office of Ocean and Coastal Resource Management (OCRM). Projects must be consistent with the goals and objectives of the Coastal Zone Management (CZM) Act of 1972 (CZMA, 16 U.S.C. §1451 et seq.) and meet the requirements of the CZM Program administered by OCRM.

The State requires that projects are consistent with the CZM Act. For Indiana, this funding will be administered by the Department of Natural Resources (DNR), Division of Nature Preserves (DNP), Lake Michigan Coastal Program (LMCP).

Purpose

This document is intended to establish the structure and requirements for Indiana's Coastal Small Grant Funding Program. The purpose of the LMCP is to preserve, protect, restore and where possible to develop the resources of the coast for this and succeeding generations and to achieve wise use of the land and water resources of the coastal region, giving full consideration to ecological, cultural, historic and esthetic values as well as to needs for economic development. The LMCP seeks out social, economic, and environmental solutions that balance the use and protection of the coast's valuable, yet fragile, resources.

Eligible Applicants

The following are eligible applicants:

- Units of local government, such as municipalities, townships, counties, and towns
- Area-wide agencies, including county and regional planning agencies
- State agencies
- State colleges, universities, and other state institutions of higher learning
- Conservancy districts and port authorities
- Basin commissions
- Non-profit organizations

Eligible Projects

Funding is available for projects that protect and restore coastal natural, historical and cultural resources. Projects must be consistent with CZM Act. The CZM Act can be found at: http://coastalmanagement.noaa.gov/czm/czm_act.html

INELIGIBLE PROJECTS include any projects outside the scope of the two categories of Small Grant Funding Project types: Education/Outreach and Resource Management. Ineligible project types include any land acquisition or low-cost construction type of projects.

Eligible Geographic Area

Projects must be located entirely within the LMCP Coastal Program Area, which comprises the northern portion of Lake, Porter, and LaPorte counties, (Map of project area can be found on page 4) unless the applicant can demonstrate that the project will have direct substantial benefits within the coastal region.

Payment Methods

The LMCP will approve project expenditures on a quarterly **reimbursement** basis. Thus, the project sponsor is expected to make the initial outlays for the project and then request reimbursement. Payments

will be linked to project performance, and payment will be withheld if project schedules and deliverables are not met. LMCP will reimburse grantee using electronic fund transfer as per state law.

Match cannot begin accruing until after NOAA gives final approval and the grant agreement is fully signed.

Small Grant Funding Program

Beginning in 2003 the Lake Michigan Coastal Program annually allocates a limited amount of funds to serve short term requests for funding from the coastal community. **The projects are to be short-term in duration and small in scope** and use an application specific to the Small grant program. This is a rolling grant program, you may apply at any time, if you have a project idea, please contact the LMCP Program Specialist.

Project Categories:

- **Outreach and Education** - includes ideas such as public participation processes, information kiosks, symposiums, conferences (cannot cover food costs), etc.
- **Resource Management** – projects such as GIS data collection, aerial photography, land use planning and other projects that allow for better resource management.

Small Scale Match Requirements

- Request for funds cannot be more than \$5,000
- Projects must be matched *at least* 50/50 or 1:1.
 - A \$5,000 request must be matched with \$5,000 of non-federal cash or in-kind services for a total of \$10,000.
- All funds are distributed on a reimbursement basis.

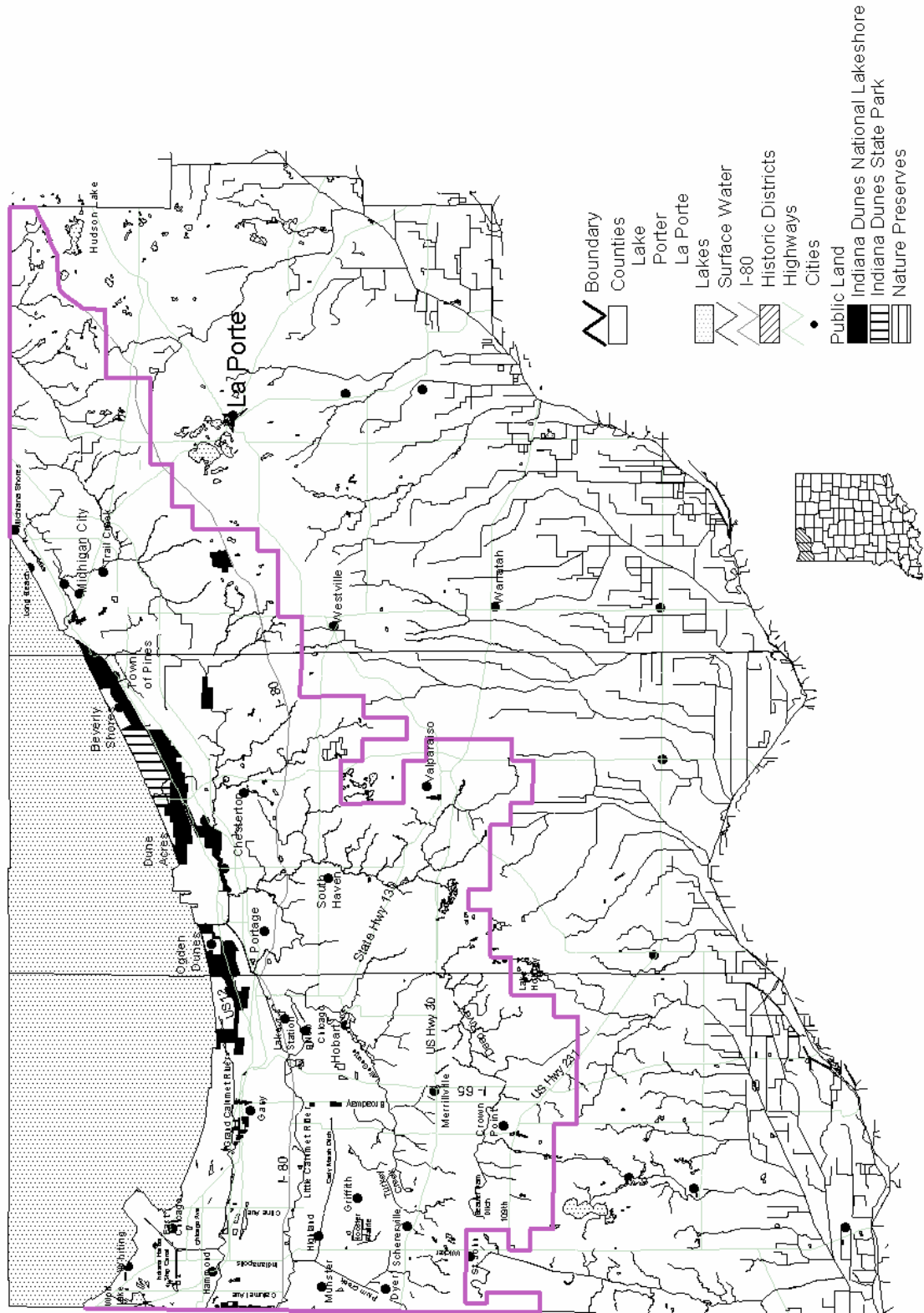
Small Scale Project Limitations

- A project can receive LMCP small grant funds only once during the project life.
- An applicant can only have one small grant request funded at a time.
- Projects cannot involve construction, land acquisition or restoration.

Timeline for Small Grants

- Projects must be **ready to begin within 30 days of approval**, pending a signed grant agreement.
- **Projects must be completed within six months**, including all paperwork and requests for reimbursements.

Lake Michigan Coastal Program Area



Application Process for Small Scale Grants

1. The applicant must submit a completed Small Grant Proposal to the DNR LMCP Program Specialist. Applicant will receive confirmation of receipt of Application via email, or mail if email is not available.
2. The Coastal Advisory Board Grants Committee will review project proposals.
3. The applications that receive favorable recommendation by the Coastal Advisory Board will then work with the LMCP Program Specialist on completing the Grant Agreement Process.
4. Once the Grantee and Department of Natural Resources have signed the Grant Agreement, and the Grant Agreement has cleared the State of Indiana signature process, the project may begin.
5. The LMCP will provide the grantee with a Grants Manual to assist in the administration and completion of the project, as well as conduct a Project Start-Up Meeting.

Application

The Application is available for download from

<http://www.in.gov/dnr/lakemich/grants/coastalgrants.html>

Deadline for Submission

The original signed application, 1 copy, and 1 electronic copy can be submitted to the LMCP Program Specialist at any time throughout the year. Be advised that the review and approval process can take up to 1 month and the Grant Agreement process can take an additional month if the project is approved. Please factor that into your Project Timeline.

Grant Applications may be mailed or hand delivered to: *Office Hours are 8:00 am-4:00 pm*

Lake Michigan Coastal Program
Indiana Dunes State Park
1600 North 25 East
Chesterton, IN 46304

Additional pieces of information such as maps, photos, drawings, etc. may be submitted, but should be limited to only essential information. Letters of support demonstrating community support for your proposed project are encouraged, but not necessary.

Coastal Advisory Board

The CAB is made up of 27 appointed members representing various stakeholders in the Lake Michigan program area.

For more information about the CAB please visit our website:

www.in.gov/dnr/lakemich/board/index.html

Application Directions

1. Type of Project

Please check one

2. Project Title

Enter in your project's title

3. Organization Applying

Select from the drop down box the organization type sponsoring the project.

4. Contact Person and Address

Enter in the name and address of the person responsible for the submitting the application. That may include the person/people that completed the application or the representative of the organization that submitted the proposal. It is important that the contact is knowledgeable of all aspects of the project, as they may be contacted for clarification.

5. County where project is located: (select all that apply)

Select from the drop down box all of the counties that the project would be located in or affecting.

6. Total Project Cost

Enter the project cost, includes match and LMCP request amounts

7. LMCP Share

Enter the amount requested

8. Applicant Share

Enter the amount applicant would be providing as match, **MUST AT LEAST BE EQUAL TO LMCP REQUEST (1:1 match rate).**

9. Brief Summary of the Project

In 300 words or less describe the need, goals, objectives and measurable outcomes of your project. Discuss partnerships, outreach mechanisms and implementation of the project.

10. Project Tasks, Timeline, and Deliverables

Project timeline that includes all project phases, primary and secondary tasks for each phase, approximate time devoted to each task, deadlines for project objectives, and responsible party for each task.

11. Watershed Location: Hydrologic Unit Code (HUC)

Use the drop down box to select either the 8-Digit HUC or the 11-Digit HUC that the project will be focused in. If it is a broad reaching project covering the entire coastal area, please choose the 8-Digit Lake Michigan HUC.

12. Preliminary Project Budget: Provide estimated information of use of federal funds and source and use of match.

- Personnel This category refers only to persons on the regular payroll of the sponsoring organization. Companies employed on a contractual basis for the sole purpose of working on the grant-assisted project are accounted for in the "Contractual" line-item. Workers engaged by the

Grantee on an hourly or salaried basis are considered to be the Grantee's employees. Employees hired to work on the grant project must be selected from a pool of applicants located after advertising in local papers or otherwise making the position known to potential candidates.

- Fringe Benefits Fringe benefits for paid personnel are an allowable cost.
- Travel Approved expenditures made for travel will be reimbursed by the State at the current rate paid by the State of Indiana. Travel expenses can only be reimbursed in accordance with the State Travel Policies and Procedures as specified in Financial Management Circular (#97-1.1). If the project involves travel outside the State of Indiana, please note this in the budget separately and provide a justification in the Project Description. Mileage rate for the State of Indiana is \$.40 per mile.
- Supplies Only those items necessary for the completion of the project may be purchased under this grant. Documentation for each purchase (in the form of invoices and canceled checks or similar documents) will be required in order to receive reimbursement. Note that any single item costing more than \$5,000 is considered to be equipment, and not a supply item.
- Contractual: Personal or Professional Contractual Services
Grantees often must hire additional staff or contract with consultants and/or contractors to complete grant projects. In either case, an open selection process must be used to ensure that qualified workers are engaged at a reasonable price. In many cases, a Grantee finds it advisable to engage a professional or consultant to serve as the principal investigator on the project or to provide some other specialized service. Consultants are hired on a contractual basis, usually agreeing to provide a certain product or service for a fixed price.
- Other Costs which do not fall into any of the above categories should be entered on this line. Examples of items often accounted for here include printing and publishing expenses. Please indicate the nature of any expenses listed in this category. Note that construction projects often require the formal advertisement of bidding opportunities in several newspapers. These costs should be included in the project budget.
- Indirect Costs Indirect costs, those costs of an organization that are not readily identifiable with a particular project or program, within the proposed project budget are not allowed. Examples of indirect costs are: the costs of operating and maintaining buildings, grounds, and equipment, and depreciation.

Matching Share

The matching share is the amount of funding the Project Sponsor is responsible for having "up-front", and at a minimum is equal to the specified match for the total requested funds. Federal funding cannot be used as a match. State and local funding can be used as a match. The match may be in the form of cash or 'in-kind' services or a combination of the two. Cash includes salaries, travel expenses (at not more than the approved state rate-see application), and purchase of equipment, supplies and other reasonable items associated with the projects. An 'in-kind' match includes the use of equipment, supplies, land or other commodity already owned by the applicant or the use of items or staff donated by a third party. Partnerships that include meaningful private contributions as part of the local match are encouraged. Gifts and donations are acceptable, but only if they are made during the grant period.

Please indicate the source of matching share. The dollar amount, source of match, and total for each match category must be included. There are three categories of matching share:

Cash. When grant recipients use their own funds to purchase goods or services specifically for the grant project (i.e., goods or services which recipients would not otherwise purchase as part of their own on-going programs), or when a third party donates cash to the grant recipient for the same purpose, it is considered to be a cash donation to the grant project. This would include situations where grant recipients use their own funds to hire a temporary employee or a consultant solely and specifically to work on the grant project, where they use their own funds to purchase supplies for use on the project that are not ordinarily stocked in their own supply room, or where they receive cash from a third party to help them do either of the preceding activities.

In-kind Services and Goods When grant recipients arrange to perform some or all of the grant work by using their existing staff and by drawing supplies from their own supply room, or when a third party draws on its own existing staff and supplies to assist the project, it is considered to be an in-kind donation to the grant project.

Overhead rates may only be used as match. If the Grantee chooses to include overhead as match, the Grantee must inform LMCP of what is being used and how the rate is calculated. Subsequently, for any staff time being used as match, the Grantee must provide LMCP documentation of what is included in the staff member's match rate.

Volunteer Services When the grant recipient arranges to have individuals perform work on the project without any remuneration, it is considered to be a volunteer services donation to the grant project. Establishing the value of volunteer services can be difficult. If the volunteer is normally a paid professional in a given field of endeavor, and is providing free services in that same field, then it is usually possible to value the volunteer's time using their regular hourly rate of pay. For example, the time an attorney spends doing data entry work for a project is charged at the rate paid to data entry operators. If the attorney volunteers legal work for the project, the attorney's volunteer time is charged at the rate paid an attorney. The Indiana Department of Workforce Development publishes average wages for most Indiana jobs and industries. Wage information can be found at <http://www.in.gov/dol/index>

However such an arrangement must be approved in advance by the Lake Michigan Coastal Program. Ordinarily however, volunteer services are valued at the current minimum wage. Accurate time sheets must be kept to document the amount of volunteer services perform.

13. Budget Description

Describe the use of the funds as well as the source of the match.

Staff Contact Information

Indiana Dunes State Park Annex Office:

Indiana Dunes State Park
Lake Michigan Coastal Program
1600 North 25 East
Chesterton, IN 4634
Fax: 219-926-9775

For Grant Program related questions:

Jenny Orsburn

Program Specialist
jorsburn@dnr.in.gov
219-983-9912

For 6217 Program related questions:

Joe Exl

Coastal Nonpoint Coordinator
jexl@dnr.in.gov
219-921-0863

Indianapolis Office:

Indiana Department of Natural Resources
Division of Nature Preserves
Lake Michigan Coastal Program
402 West Washington, Room W267
Indianapolis, IN 46204
Fax: 317-233-0133

For General LMCP related questions:

Mike Molnar

Program Manager
mmolnar@dnr.in.gov
317-233-0132

Jennifer Newman

Program Assistant
jnewman@dnr.in.gov
317-234-3985

For more information on the Program in general visit: www.in.gov/dnr/lakemich