



A complete Gateways Grant Proposal consists of the following:

- Cover Letter (required)
- Gateways Grant Application Form** – Cover Sheet and Proposal Narratives (required)
- Proposal Budget – see sample at [www.baygateways.net/grants.cfm](http://www.baygateways.net/grants.cfm) (required)
- Proposal Scope of Work – Task and Schedule List – see sample at [www.baygateways.net/grants.cfm](http://www.baygateways.net/grants.cfm) (required)
- Proposal Scope of Work – Project Deliverables – see sample at [www.baygateways.net/grants.cfm](http://www.baygateways.net/grants.cfm) (required)
- Project Location map (required)
- Supporting Information (required)
- Environmental & Cultural Analysis - Completed checklist and documentation of consultation (required)
- Intergovernmental Review – Copy of letter submitted to your state's single Point of Contact (required, if applicable)  
\* See 2010 Gateways Grant Guidelines & Application Instructions for more information.

## 2010 GATEWAYS FINANCIAL ASSISTANCE APPLICATION FORM

*This electronic form has pre-set and sized fields for making entries. Simply type in the shaded areas*

Gateway Name:

Project Title:

Project Location (City/County/State/Zip Code/Congressional District):

Amount of Gateways Funding Requested:

Non-federal Match:

Applicant (organization name):

Applicant DUNS#:

Applicant Mailing Address (physical address only):

CCR Registration Expiration Date:

Name of person who will sign award documents if your proposal is accepted:

Contact for Questions Regarding Application:

Phone Number:

Email Address:

\_\_\_\_\_  
Signature of Applicant's Chief Executive:

Printed Name:

\_\_\_\_\_  
Date Signed:

\_\_\_\_\_  
Signature of Gateway's Chief Executive (if different):

Printed Name:

\_\_\_\_\_  
Date Signed:

**1. Project Summary:** In one concise paragraph, describe the project you are proposing. This brief summary should sell the project and the results it will achieve in support of Gateways Network goals. If your project is selected for funding, this paragraph will be used in press releases to market the project.

**2. Project Detail:** In no more than two pages, describe in detail all elements of your project. The project detail should be fully cognizant of the description of how proposals will be reviewed (see p.8-9). Clearly include:

- the eligible category (or categories) into which the project fits (see p. 4):
  - Projects that offer new or expanded opportunities for public access to the Chesapeake Bay and its rivers to advance national trails in the Chesapeake watershed.
  - Projects that promote a broadly applicable stewardship ethic and actively foster citizen stewardship of the Chesapeake through projects associated with national trails in the Chesapeake watershed.
  - Projects that advance the development of the Captain John Smith Chesapeake National Historical Trail (CAJO), Potomac Heritage National Scenic Trail (PHNST), Star-Spangled Banner National Historic Trail (STSP), and/or national recreational trails within the Chesapeake Bay watershed.
- what the project is and what it will achieve (e.g. access, conservation/restoration and/or interpretation/education); describe each final product you intend to produce (e.g. if you are proposing the development of multiple access points, clearly describe each access site and how they are interrelated)
- specifically how the project incorporates “Required Elements” and “Project Specific Elements” described in the guidelines (see p.9-10) which are relevant to the project (e.g. if your proposal includes the development of a curriculum-based educational program, how does it relate to established school curriculum and standards of learning?). [NOTE: The “Measurable Results” requirement (see p.9) should be addressed in section 3 below, rather than here.]
- the planned location of any physical development (e.g. if you are proposing a series of wayside exhibits, where will they go? If you are proposing to enhance access points along a water trail, where are they?)
- an effective distribution strategy for ensuring any distributable products resulting from your project are easily accessed by intended users (this is a critical element; see an example at [www.baygateways.net/granttips.cfm](http://www.baygateways.net/granttips.cfm)).

You should attach any supporting maps, drawings, photographs, or other graphic information that you feel are essential to illustrate your proposal on separate 8 ½" x 11" pages, suitable for reproduction on a black and white copier.

**3. Measurable Results:** In no more than one page, describe the measurable results you expect to result from your project. Description must include clear statements of:

- current condition or status of your Gateway that the project will enhance
- specifically, which Network goals the project will help achieve (see p.3)
- why and how these results enhance your Gateway's ability to function effectively, including a statement of why this project is a high priority for your Gateway at this time.
- specific measurable results you expect from the project (see p.9)

**4. Sustainability:** In a few short paragraphs, describe the specific plans you have made for sustaining the products resulting from this project over time. How will the products/programs be maintained, repaired, re-printed, updated, etc? What is the strategy for ensuring you have the resources necessary to sustain the proposed product? (See an example at [www.baygateways.net/granttips.cfm](http://www.baygateways.net/granttips.cfm))

**5. Partnerships:** Describe if and how your project:

- Builds working relationships among Gateways through cooperative projects that involve multiple Gateways in development and implementation partnerships
- Provides opportunities for citizen volunteers to be directly involved in the development and implementation of restoration, conservation and preservation projects to build their understanding and appreciation of Chesapeake Bay resources and stewardship.
- Provides opportunities for visitors to be directly involved in hands on activities as part of an interpretive or educational program to build their understanding and appreciation of Chesapeake Bay resources and stewardship.

**6. Support for the Project:** Briefly describe the level of local or regional support for the project, including specific stakeholders (local officials, partner organizations, other key interests, etc.) with whom you have consulted in developing the project. Letters of support are highly recommended. Also, letters of support and commitment from co-funders and key project implementation partners are essential.

**7. Matching Fund Sources:** On a separate sheet attached to your project budget, list each specific matching fund source, the amount being contributed, whether the contribution is cash or in-kind service and whether the commitment is firm. For contributions of in-kind services, also list the type of services to be provided. Letters of commitment from co-funders and project implementation partners are essential.

**8. Project Implementation:** This section has two parts:

(a) Describe below (in concise bullets or paragraphs) the degree of planning for the project undertaken to date (e.g. is this project in the early conceptual stages of planning, or are you in the process of developing your more detailed plans, or have you completed detailed planning and design and are ready to go into final production (preliminary project engineering drawings should be provided if available)); also indicate what, if any, permits or required environmental or cultural analysis actions, if applicable, are required for the project and whether the permits have been applied for or received.

(b) On one or more separate sheets, following the sample available at [www.baygateways.net/grants.cfm](http://www.baygateways.net/grants.cfm) provide complete and detailed proposed scopes of work—both task & schedule list and project deliverables. **This is a vitally important part of the grant application.**