



New Hampshire Department of Environmental Services
 Milfoil and Other Exotic Aquatic Plant
 Prevention Grant Application Form



Project Title: _____

Applicant/Organization: _____

Contact Person: _____

Address: _____

Telephone: (day) _____ (evening) _____

(fax) _____ (E-mail address) _____

Project Location Town(s): _____

Geographic Scope: (select one)

Waterbody -- Waterbody Name(s): _____

Statewide

Grant Amount Requested: \$ _____

Local Match to be Provided: \$ _____

(must be at least 50% of the total project cost for Prevention Grants)

Total Project Cost: \$ _____

Year for Which You Are Applying For Funding: _____

Please provide a **brief description of your project** (no more than two or three sentences) that could be used for publicity purposes if your proposal is selected for funding.

Please attach **Project Narrative** (4 pages maximum) and a **Project Budget** answering the questions posed in the application packet, and attach a location map (**REQUIRED**), designs, and graphics as appropriate or applicable.

Signature of Applicant: _____

Continued on Reverse Side >>>

Budget Format

BUDGET ITEM	QUANTITY	RATE	TOTAL	GRANT	MATCH (Identify source)
EQUIPMENT					
LABOR					
MATERIALS					
SALARY					
<i>Position 1</i>					
<i>Position 2</i>					
BENEFITS					
CONTRACTED SERVICES - provide budget detail					
SUPPLIES					
OTHER - explain					
TOTALS					

The budget should also be broken down by task. Please use the table below to list the general project tasks and the cost breakdown for each task. For example, a project task may involve creating education materials where the grant supports \$2,000 in materials and the applicant provides \$1,000 in labor costs as match. The total cost of this task is \$3,000.

Task (provide description)	Funds provided by grant	Matching funds	Total cost of task
Task 1:	\$	\$	\$
Task 2:	\$	\$	\$
Task 3:	\$	\$	\$
Task 4:	\$	\$	\$
Task 5:	\$	\$	\$

Project Narrative

In addition to completing the application form, all proposals must include a Project Narrative with the following elements:

A. Introduction:

- a. Purpose or Project Goals: Describe what the project is attempting to accomplish with respect to exotic aquatic plant prevention or research activities. Goals should be clearly and concisely stated and should be measurable based on the outcomes of the project.
- b. Project Tasks: List and describe the tasks and milestones that comprise the project, together with a timetable for task or milestone completion. Details should include:
 1. Name of task
 2. Timeframe for task
 3. Who will perform the task (names, addresses and contact information)
 4. Brief summary of task, including purpose and output
- c. Project Partners: List all the project partners and describe their roles in implementing the project tasks.
- d. Local Support: Please provide support documentation from any applicable groups, including but not limited to: nearby landowners, watershed groups, public water suppliers, municipalities, water users, and other organizations with an interest in milfoil and other exotic aquatic plant prevention or research. Support documentation can include letters, minutes of board meetings at which the subject was discussed, financial contributions, and/or municipal votes. Written permission is required by any landowner on whose property the project may take place.
- e. Project Duration: Indicate the proposed start and end dates of the project.
- f. Narrative Description: Present a concise explanation or description of what the project will do, who will do it, and how it will be implemented. The narrative description should fully describe the project, in one or two pages.
- g. Maps of the waterbody and watershed where efforts or work will take place, if applicable
- h. Description of the waterbody where efforts or work will take place, if applicable
- i. A list of target species
- j. A description of the target audience, if applicable

B. Project Budget: Provide a detailed budget using the budget form on the reverse side of the application form. Show the costs for each budget item to be paid for by the grant and those assumed by matching contributions. Applicants for prevention grants must provide at least 50% match of the total project cost (not 50% of the money requested). Match includes goods and services not paid for by the grant. Match includes contributions of cash or value of services from individuals, organizations, or municipalities.

- a. Volunteer labor can be included at a rate of \$20.25 per hour.
- b. Donated professional services can be allocated as match at a documented professional rate.
- c. Donated equipment can be allocated at market leasing rates.