

## **St. Lawrence River Research and Education Fund Guidelines for Submitting Proposals**

The St. Lawrence River Research and Education Fund (SLRREF) will provide financial support for environmental research and environmental education projects relating to the ecology of the St. Lawrence River watershed in the immediate vicinity of the St. Lawrence – FDR Power Project, located in Massena, New York. To be eligible for funding, a project must pertain to waters and immediately adjoining terrestrial features of 1) the main stem of the St. Lawrence River or 2) the portion of St. Lawrence River tributaries that are within the St. Lawrence Valley. Projects within these tributaries shall have a definite relevance to the main stem river. The focus of projects will be the stretch of river between the City of Ogdensburg, New York, and Summerstown, Ontario, although relevant areas upstream and downstream of this stretch-including international waters- may be included as part of these projects.

The total annual funding is anticipated to range between \$25,000 and \$30,000. An individual grant is not expected to exceed \$10,000 - \$15,000 per year. Matching funds are encouraged. Funding decisions will be made by the SLRREF Board, which consists of representatives from the New York Power Authority, New York State Department of Environmental Conservation, St. Regis Mohawk Tribe, U.S. Fish and Wildlife Service, Save the River, St. Lawrence – Lewis Board of Cooperative Education Services, St. Lawrence County Planning Office, Northern New York Audubon Society, and a representative from a local municipality within the Project boundary on a rotating basis.

### ***Who may apply\****

- local or state education organizations
- tribal education organizations
- colleges or universities
- environmental agencies
- not-for-profit organizations (i.e., 501(c)(3) organizations)

\* The fund is not intended to support individual classroom projects unless they are part of a development program for a school district.

### ***When to apply***

The deadline to submit proposals is January 1. The Board anticipates that funding decisions for proposals submitted by January 1 will be made on or about the end of March.

The Board is seeking simple proposals, generally 1 to 2 pages, using the attached proposal form. Proposal forms should be filled out following these guidelines and

should include the following information:

Instructions to fill out specific sections of the form are provided below.

## **Applicant Information**

Date: submittal date

### **1. Applicant's Information**

- a) Primary contact: this should be the person responsible for the project
- b) Organization/Agency: name of agency/organization that the primary contact represents
- c) Address: address of primary contact
- d) Phone: phone number of primary contact
- e) E-mail: e-mail of primary contact

If there are other supporting organizations, these entities shall be identified along with the above information.

**2. Type of Project** (check one): Self-explanatory

### **3. Project Name and Description**

Provide a descriptive name for the project and its goals and objectives. Summarize the project and project location, including how it will a) increase the knowledge or awareness of the natural environment; b) further the state of knowledge of one or more aspects of the St. Lawrence River ecosystem; c) provide environmental education or outreach benefits of either a) or b) above. Provide your schedule for achieving the objectives within the proposed project timeframe. Explain how the benefits of the project would be measured and evaluated.

In addition to these elements, environmental research proposals should include a description of the scientific basis of the research project, including objectives and target species/natural community and appropriate technical expertise of the researcher. Environmental education proposals should include a delivery mechanism (i.e., workshop, conference, etc.), and the audience it intends to reach.

Attach letters of support from a sponsoring body, tribal council or municipality in which this project will be implemented. If the project involves private property,

include property ownership information and permission regarding the property upon which the proposal will be implemented.

#### **4. Budget \*\***

List the types of and costs per activities/work element on which you will spend the SLRREF funds. Include information on available matching funds, total project cost and requested funding amount.

Under “Salaries”, provide details on the number of hours and hourly rate of personnel involved in the implementation of the project.

Under “Labor/Contractors”, specify the nature and cost of such services and how these costs were determined.

List under “Equipment/Materials” any information on equipment to be leased plus categories of supplies and their prices. The fund is intended to provide the materials necessary to conduct the research or develop a program. This is a limited fund and it is not intended to provide the means to purchase large or expensive pieces of equipment (e.g., boat, computers, microscope, etc.) needed to conduct the project. Justification for the purchasing of a large or expensive piece of equipment should be included in the proposal.

Use “Other” to include other expenses that do not fall under the above categories.

Applicants are encouraged to submit a tight budget. However, to cover price increases of hard items after a proposal is submitted, such as equipment and material which prices could increase over time, the SLRREF Board will consider approving a contingency not to exceed 10% of the Equipment/Material and Other budget line items. The Applicant may include a contingency of up to 10% of the sum of Equipment/Material and Other. Disbursement of the contingency will only be made after a formal request is submitted by the applicant in writing (hard copy or via e-mail) to the Chair and should include information to substantiate the request such as:

- Nature of the request including reasons for request of additional funds
- Description
- Timeframes
- Financial documentation to show basis for request for additional funding including quotes, estimates, etc. to verify request

\*\* The fund is not intended to pay for personal expenses (such as meals, memberships). Overhead expenses will usually not be considered as part of this fund unless covered by matching funds.

## **5. Payment Arrangements**

Award payments may be withheld and the award may be cancelled if conditions or requirements associated with the award are not achieved.

## **6. Schedule**

Include a project schedule, indicate start and completion dates, and at what point over the months a significant action, event or milestone will occur.

Once funding is approved the agency/organization must submit periodic progress reports after completion of major milestones. Disbursements will be made after review of progress reports. Final payment will be released upon receiving and approving the final progress report and work products, as appropriate.

Progress reports should be submitted to the Board sponsor and the Board Chair. Submittal of progress reports shall be directly tied to the project schedule. The reports should specify technical and other reporting requirements to measure the recipient's progress. Problems or unexpected events, if any, should be described. Photographs of project progress are suggested. Materials developed should be construed as non-proprietary. Final reports/results will be posted at the New York Power Authority's webpage.

Payment of funds will be tied to progress reports and milestone achievements.

Progress reports should include the following sections:

1. Introduction
2. Methods
3. Results (if applicable)
4. Conclusions (if applicable)
5. Budget

In the event that a project cannot be completed by the original project completion deadline, applicant shall request in writing the extension of project completion deadline with reasons for such request. Requests shall be provided as soon as pertinent but at least thirty (30) days before the original project completion deadline. Applicant shall demonstrate extension of project completion deadline is required due to circumstances beyond his/her control and ascertain that all other conditions of original grant agreement remain the same.

Applicants shall submit one copy of the proposal, type written and in the English language. Electronic copies will be also accepted. Proposals shall be mailed to:

Cindy Brady  
New York Power Authority  
123 Main Street  
White Plains, NY 10601  
[\(914\) 287-3153](tel:9142873153) (Voice)  
[\(914\) 681-6613](tel:9146816613) (Fax)  
[cindy.brady@nypa.gov](mailto:cindy.brady@nypa.gov) (email)

## Proposal Form for St. Lawrence River Research and Education Fund

Date \_\_\_\_\_

**1. Applicant's Information**

- a) Primary contact
- b) Organization/Agency
- c) Mailing Address
- d) Telephone Number
- e) E-mail address

**2. Type of Project**

- Environmental Research
- Environmental Education

**3. Project Name and Description**

- 4. Budget** (attach a more detailed budget breakdown, if necessary). The Board reserves the right to request additional information, as needed.

Salaries	_____
Labor/Contractors	_____
Equipment/Material	_____
Other	_____
Subtotal	_____

Matching Funds \_\_\_\_\_

Total proposal amount \_\_\_\_\_

SLRREF contribution requested  
(Total cost minus matching funds) \_\_\_\_\_

Contingency (not to exceed 10% of Equipment/Material + Other)

**5. Schedule**

Start date \_\_\_\_\_

Completion date \_\_\_\_\_

Major events, actions, milestones, progress reports, invoice submittal.

Proposals shall be submitted to:

Cindy Brady  
New York Power Authority  
123 Main Street  
White Plains, NY 10601  
[\(914\) 287-3153](tel:9142873153) (Voice)  
[\(914\) 681-6613](tel:9146816613) (Fax)  
[cindy.brady@nypa.gov](mailto:cindy.brady@nypa.gov) (email)