

2015–2016 Watershed Roundtable Proposal Narrative Guidelines

The narrative must **not exceed 10 pages** (12 point font with 1 inch margins). Please retain the outline format below but exclude the instructions associated with each application element.

1. Project Abstract (1-2 paragraphs)

- a. Summarize anticipated outcomes of the project. Include a brief description of NPS implementation actions, outreach activities, and any anticipated organizational support or capacity building activities.
- b. **Additional information for Non-profit organizations:** Provide an explanation of why this non-profit organization is best suited to provide the services of the watershed roundtable listed in this application. What past experience justifies your organization working on roundtable issues? What representation or interaction does your organization have with governmental organizations in your area that also work on watershed roundtable issues? What unique qualifications or experience does your organization have working on or providing watershed roundtable support services, specifically the activities listed in this application?

2. Project Description – Key Activities and Initiatives (for each individual activity, provide the following pieces of information)

- a. **Activity Title**
- b. **Activity Type** – Proposed project activities must be one of the activity types listed in Section C.
- c. **Project Need** – A brief justification regarding why funding is needed
- d. **Deliverables and Outcomes** – For each proposed activity, list both deliverables and outcomes. These will be used to develop a Milestone Table which will be used for accountability and reporting. A deliverable is a specific, short-term action that will be completed as part of the grant activity (i.e. meetings/events held, workshops hosted). An outcome is a long-term effect resulting from the implementation of the activity; examples may include increased stakeholder awareness of a given issue or decreased nutrient/sediment pollution to the watershed.
- e. **Budget Detail and Narrative** – The total activity budget should be delineated into the following categories: personnel, fringe, supplies, travel, contractual, and other direct. Describe, in detail, the costs for each category. Include as many lines for individual elements within a category, as needed. Please reference the following link for information on budget categories:
http://deq.virginia.gov/Portals/0/DEQ/Water/NonpointSource/NPS_Grants_Resources.pdf
- f. **Partnerships and Partner Justification** – Partners are considered to be collaborators or co-contributors to a given activity. Subawards may be issued to partners if they will be leading a portion or all of an activity.
 - i. Provide a list of project partners and their roles. If partners recommended in the TMDL IP are not on this list, describe how these partnerships will be developed. *List specific actions that partners will perform to support the project including education/outreach activities, BMP design/installation, monitoring, and/or project coordination.*
 - ii. Describe how coordination of the watershed partnership will occur. If a coordinating entity has been designated, describe how they will lead the partnership. Note regular project meetings and other strategies to encourage continued collaboration within the watershed partnership.
 - iii. Indicate the level of involvement of other organizations in development and review of the proposed project. Note the proposed funding allocation to project partners.