

FRASER SALMON AND WATERSHEDS PROGRAM

2008 Request for Proposals

*Inspiring changes in human behaviour
for the benefit of salmonids and the watersheds they depend on*



This Guide includes:

- An overview of the Fraser Salmon and Watersheds Program (FSWP);
- Information on the FSWP 2008 project application and selection process;
- Conceptual Proposal and Detailed Proposal templates for proposal submission
- Contact details; and
- A glossary of key FSWP terms.

Important Dates:

- November 1, 2007: Conceptual Proposal due and submitted for screening.
- December 1, 2007: Proponents informed of screening results. Successful proponents will be asked to submit a detailed proposal.
- January 21, 2008: Detailed Proposals due and submitted for review.
Detailed proposals not received on or before January 21, 2008 will not be accepted.
- March 15, 2008: Notification to proponents regarding funding awards

Fraser Salmon and Watersheds Program

In July 2005, the Living Rivers Trust Fund Advisory Group invited the Pacific Salmon Foundation (PSF) and the Fraser Basin Council (FBC) to lead development of a Business Plan to address salmon and watershed sustainability issues in the Fraser Basin. The two organizations engaged a wide range of stakeholders in a series of workshops where key priorities were identified and a strategic platform was developed. The resulting plan, the Fraser Salmon and Watersheds Program (FSWP), was approved with the following Vision:

To inspire changes in human behaviour for the benefit of salmonids and the watersheds they depend on

Three goals were identified:

1. Foster effective communications and governance approaches
2. Protect and restore habitat and water
3. Support responsive and effective fisheries management

Seven strategies were identified to achieve the goals:

1. Community Engagement
2. Governance and Integrated Planning
3. Engage First Nations
4. Integrate Water Use with Watershed and Fish Sustainability Planning
5. Protect and Restore Habitat
6. Sustainable Fisheries
7. Improved Fisheries Information

The FSWP will receive over four years (through 2009), approximately \$10M in Living Rivers funding from the Province of British Columbia and \$5M in cash and \$5M in in-kind from DFO through its Fraser Basin Initiative (through 2010).

In 2007 the FSWP funded 79 projects totaling approximately \$3.2 Million that are conducting work in support of the seven strategies. The FBI projects were developed through an open call while Living Rivers were developed by FSWP staff in collaboration with invited partners taking direction from the project activity areas identified in the Business Plan.

Approach and Priorities for 2008

In 2008 the FSWP is seeking to develop a workplan based on approximately \$4.0M in available funding directed to projects in four Program Areas. The Program Areas and the Strategies associated with them are listed below:

PROGRAM AREA	STRATEGIES
Education and Engagement	Community Engagement Engage First Nations
Integrated Planning and Governance	Governance and Integrated Planning Integrate Water Use with Watershed and Fish Sustainability Planning Engage First Nations
Habitat & Water Restoration and Stewardship	Protect and Restore Habitat Engage First Nations
Improved Information/ Approaches for Sustainable Integrated Fisheries Management	Sustainable Fisheries Improved Fisheries Information Engage First Nations

The 2008 Priority Activities for each Program Area have been developed with advice from the Fraser Assembly and Fraser Assembly Advisory Teams. The 2007 Priority Activities are provided for comparison. Please note that engaging First Nations is considered to be a critical component of all Program Strategies and is therefore not identified as a separate Program Area.

PROGRAM AREA	2007 Priority Activities	2008 Priority Activities
Education and Engagement	Maintain salmon as a highly valued public good, through collaborative projects which incorporate salmonids into existing events, programs and venues as well as encourage innovative new initiatives that address increased public involvement.	<ul style="list-style-type: none"> • Promote salmon as a highly valued public good through collaborative projects to connect communities to watersheds, inspire increased community involvement and encourage behavioural change. Projects could address a variety of constituents (K-12, university, adult, formal/informal groups, etc) through, but not limited to, the following activities: <ul style="list-style-type: none"> ○ Providing direct experience with nature. ○ Developing/implementing classroom programs. ○ Targeting outreach to strategic or specific sectors; e.g., festival goers, developers, industry, government. ○ Using marketing techniques to change behaviours (e.g., Community Based Social Marketing) ○ Gathering information or conducting research to support behaviour change. ○ Supporting salmon and watershed educational centres, organizations. ○ Integrating arts and cultural expressions.

PROGRAM AREA	2007 Priority Activities	2008 Priority Activities
		<ul style="list-style-type: none"> ○ Fostering watershed champions.
Integrated Planning and Governance	<p>Initiatives that support collaboration and relationship building among organizations and interests, leading to effective multi-party watershed planning processes.</p>	<ul style="list-style-type: none"> ● Initiatives that support collaboration and relationship building among organizations and interests, leading to effective multi-party watershed planning processes. Initiatives could include, but are not limited to: <ul style="list-style-type: none"> ○ Development of tools and supports to increase community capacity for engagement (e.g., information sharing techniques/tools; summaries of community values and interests, etc). ○ Initiatives dealing with integrated water governance. ○ Development of approaches to the incorporation of conservation flows in watershed planning. ○ Assisting First Nations to develop a process for interaction amongst themselves and/or engagement with other fisheries/resource sectors to discuss and resolve shared issues and concerns. ○ Assessments of policies and issues affecting water and water allocation. ○ Identification/implementation of incentives for participation in governance processes.
Habitat & Water Restoration and Stewardship	<ul style="list-style-type: none"> ● Development of tools (including best management practices, plans, models, guidelines, etc.) that protect habitat. ● Initiatives which restore habitat for salmon, particularly within high priority watersheds ● Development of approaches to the incorporation of conservation flows in watershed 	<ul style="list-style-type: none"> ● Development of tools that protect habitat (including best management practices, plans, models, guidelines, evaluation/monitoring tools, etc). ● Initiatives which restore habitat for salmon, particularly within high priority watersheds. For example, water quality/quantity restoration and/or protection, riparian restoration. Note: Proponents should avoid compensation projects, i.e. compensation in one area mitigating damage in another area. ● Initiatives which focus on access improvements for fish. Example, improving off channel access, modifications to in-stream installations (flap gates, pump houses, etc). Low maintenance projects with low follow up costs a priority. Proponents should also consider the context; i.e., whether improved access is indeed the limiting factor for species

PROGRAM AREA	2007 Priority Activities	2008 Priority Activities
	planning	<p>health within your specific project area.</p> <ul style="list-style-type: none"> • Initiatives which foster coordination, collaboration, and exchange of among fisher organizations and fisheries sectors. • Initiatives which provide integrated information on habitat status to highlight high priority areas for restoration and protection.
<p>Improved Information/ Approaches for Sustainable Integrated Fisheries Management</p>	<ul style="list-style-type: none"> • Development of strategies or technologies that reduce fisheries impacts on weak stocks and non-targeted species • Initiatives which foster coordination, collaboration, and information exchange among fisher organizations and fisheries sectors • New assessment approaches for in-season management of salmon 	<ul style="list-style-type: none"> • Development of strategies or technologies that reduce fisheries impacts on weak stocks and non-targeted species consistent with the Wild Salmon Policy. • Initiatives which foster coordination, collaboration, and information exchange among fisher organizations and fisheries sectors. • New and/or improved approaches for management of salmon. • Development of strategies to identify/cope with the impacts of climate change. <p>Examples:</p> <ul style="list-style-type: none"> ○ Prioritizing watersheds (biodiversity-based for action). ○ Integrating harvest with stock assessment platforms. ○ Support existing management/planning processes by recognizing and identifying their information needs (e.g., local stewardship centres). ○ New/improved assessment approaches. ○ Developing strategies to reduce impact on weak or non-targeted stocks. ○ Assessment of marine impacts as they relate to Fraser salmon. ○ Standardized monitoring, including juvenile assessment, stock assessment frameworks and fish distribution. ○ Joint sectoral monitoring.

There are two major changes to this call for 2008 to improve the efficiency and effectiveness of the call:

Introduction of a Conceptual Proposal stage. Detailed Proposals represent considerable effort and proponents felt that an initial call for Conceptual Proposals would be save them

valuable time. In 2008, Conceptual Proposals will be used to screen projects which do not meet the Program priorities or fit the available budget of the FSWP. They will also be used to provide feedback to proponents of the screened in proposals. This will increase the likelihood of developing well partnered strategic projects.

Combining of FBI and LR under one call. The FSWP's main sources of current funding are the provincial Living Rivers (LR) Trust Fund and Fisheries and Oceans Canada's Fraser Basin Initiative (FBI). While each funder has their own priorities and requirements, there is a significant degree of complementarity and a shared commitment to the overall objectives of the FSWP. A joint call is less confusing to proponents and will ensure the FSWP workplan is strategic and coordinated.

Guidelines for Proponents

Proposal Submission Timeline

- November 1, 2007: Proponents must submit a Conceptual Proposal according to the attached template (Appendix 1), to the Pacific Salmon Foundation office on or before, November 1, 2007.
- December 1, 2007: Proponents will be notified of the outcome of Conceptual Proposal review. If the Conceptual Proposal is approved, the proponent will be invited to submit a Detailed Proposal. Proponents may be asked to modify the proposal to better meet the objectives of the FSWP and/or asked to collaborate with additional partners.
- January 21, 2008: Proponents must submit their complete Detailed Proposals using the Detailed Proposal template (Appendix 2) to the Pacific Salmon Foundation office on, or before, January 21, 2008. **Detailed Proposals not received on, or before, January 21, 2008 will not be accepted.**
- March 15, 2008: Proponents notified of funding decisions.

Project Selection Process

1. First, Conceptual Proposals will be screened by FSWP staff and the PSF Board of Director's Project Review Committee. Proposals that pass the screening process will then be sent to relevant Advisory Teams to provide advice on potential strengthening of proposals; e.g. by suggesting potential for increased partnering.
2. Detailed Proposals will be submitted to the Technical Review Committee(s) for assessment of technical feasibility (delivery method feasibility for Education/Engagement projects) of the proposal with regard to: overall contribution to the priorities of the FSWP, evaluation of project design/methodology, and appropriateness of budget. The Technical Review Committee(s) will be appointed by the FSWP Management Committee.

3. FSWP Management Committee will use the results of the technical review and develop a workplan that will be submitted for approval through the processes required for Living Rivers and Fraser Basin Initiatives with the PSF Board ultimately approving projects.

Evaluation Criteria

Conceptual Proposals

Conceptual Proposals will be evaluated and screened based on:

- (a) how consistent they are with the FSWP's stated vision, strategies, Program Areas and priority activities as set out in this Request for Proposals and
- (b) their benefits in relation to identified needs and costs.

Detailed Proposals

The following elements will be primary considerations in evaluating *all* submitted proposals and in the selection of projects:

- Relevance and significance: the extent to which the Project described in the Conceptual Proposal and Detailed Proposal will contribute to FSWP's stated vision, strategies, Program Areas and priority activities as set out in this Request for Proposals.
- Activities must benefit salmonids within the Fraser Basin.
- Technical quality and proposal's clarity.
- An assessment of the proponent's ability to deliver the indicated project in accordance with the specifications set out in this Request for Proposals.
- Completion of all required responses in the Conceptual Proposal and Detailed Proposal templates in the correct format.
- Value for money and cost-effectiveness
- Innovation and creativity
- Risk management approaches
- Capacity building
- Community involvement
- Proponent's acceptance of FSWP's contractual terms and conditions, if applicable.
- Degree of partnering, collaboration and relationship building.
- First Nations involvement.
- Transferability – relevance to other areas of watershed or province.
- Sustainability. Will the benefit be sustained after the FSWP ends?
- Leverage: projects that demonstrate significant funding partnerships.

Eligible costs under FSWP are:

- Salary, wages and other labour costs

- Travel and related field expenditures
- Professional services and consultant fees
- Utilities (telephone, fax and internet)
- Materials and supplies
- Conference / meeting costs
- Legal and bookkeeping fees
- Costs of audits requested by the Program
- Communications, publishing and printing costs
- Administration overhead (up to 10% of eligible costs of project)
- Equipment purchase or rental
- Equipment repair or maintenance
- Liability insurance

The Contribution Agreement with DFO specifies additional criteria for projects to be eligible for Fraser Basin Initiative funding. If your proposal adheres only to the requirements above, then it will *only* be considered for Living Rivers Funding. Adhering to both the criteria above and the criteria below will allow us to consider the project for *either* FBI or LR funding.

- At least 20% of the total project budget must be provided by the applicant or other partner organizations matching contribution. Exceptions may be made for First Nations and environmental non-governmental organizations
- Recipient must be an eligible organization. Eligible organizations under FBI are:
 - First Nations
 - Academic institutions
 - Commercial and recreational fishers' associations
 - Community associations
 - Conservation environmental non-governmental organizations
 - Industry associations
 - Local governments
 - BC Ministry of Environment
- Projects must address one of the following four key areas identified by DFO to be considered under FBI funding:
 - Improved science for decision making;
 - Stewardship and habitat;
 - Enhanced fisheries management elements;
 - Collaboration and relationship building.

Additional Information

Project Timing

In future years there will be an attempt to harmonize the two funds but for this call Proponents need to be aware that depending on the fund, the project timing is offset by three months. The project year for FBI begins April 1, 2008 and ends March 31, 2009.

Projects will need to be completed by March 31, 2009. The project year for Living Rivers funding is January 1, 2008 to December 31, 2008. Project completion dates for Living Rivers projects can be negotiated in extenuating circumstances.

Multi-Year Funding

Projects which may extend over multiple funding years should be indicated as such. If 2008 funding is awarded to these projects, *funding in future years is not guaranteed*. Projects funded in previous years which are being submitted for 2008 should make this explicit in the Conceptual Proposal stage.

Multiple Proposals

Proponents are welcome to submit multiple proposals. Please do not lump multiple projects into one proposal. Each distinct project should have its own proposal.

Payments and Reporting

Contracts will be issued by the Pacific Salmon Foundation to successful proponents in early May. The payment and reporting schedule will depend on the size and complexity of the project. Unless there are extenuating circumstances demonstrated by the proponent, 40% of the contract will be paid upon signing. An additional 40% will be paid to proponents once an interim report is received which updates progress and next steps. There will be a 20% holdback payable upon acceptance of the final report. Final reports are required to be submitted no later than March 31, 2009.

Funding Available

The following approximate funds are available under this Request for Proposals

- Living Rivers: \$3.5 million
- Fraser Basin Initiative: \$1 million

Funding is not divided equally between Program Areas. Funding will be allocated based upon projects that match best to the criteria set out in this Request for Proposals regardless of which Program Area(s) they fall under.

Insurance

Recipients must have adequate insurance for the activities proposed including minimum coverage of \$2 million in comprehensive general liability insurance and proof of WCB insurance.

Audit

An audit may be requested of the recipient. Costs associated with an audit requested by the Program are an eligible expense under the Program.

Funds Owing to the Federal Government

A disclosure of money owing to the federal government will be required. Money owed to the federal government will be deducted from any future allocation under the FBI program.

Conflict of Interest and Federal Employees

All recipients are required to disclose involvement of any former public office holders and public servants who are under the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service.

Communications

Pacific Salmon Foundation reserves the right to communicate the announcement of the reward as well as the placement of signage at projects or events funded by this program.

Partnering

In order to address the FSWP objectives, proponents are encouraged to work cooperatively. Proponent team arrangements may be desirable to enable the parties involved to complement each other's unique capabilities while offering the best combination of performance, cost, and delivery for the proposed project. FSWP will recognize the integrity and validity of proponent team arrangements provided that:

1. The arrangements are identified and relationships are fully disclosed, and
2. A Principal Proponent is designated which will be fully responsible for all contract performance.

Cancellation

The FSWP may, at their discretion and at any time choose to discontinue this Request for Proposals without obligation to proponents.

Property Rights

Conceptual Proposals and Detailed Proposals will become the property of the FSWP and may be circulated for review purposes.

Submitting Applications:

Both Conceptual Proposals and Detailed Proposals may be sent either electronically or by mail. **Electronic submissions for both Proposals are preferred.**

Electronic submissions may be emailed to FSWP@psf.ca

Mail submissions may be sent,

C/O Tascha Stubbs, Administrator – FSWP
Pacific Salmon Foundation
300 – 1682 W 7th Ave
Vancouver, BC
V6J 4S6

Questions / Enquiries:

Please direct all questions / enquiries to:

Tascha Stubbs, Administrator – FSWP
Office: 604.664.7664 x 115
Fax: 604.664.7665
Email: tstubbs@psf.ca

2008 Fraser Salmon and Watersheds Program Glossary

Community Based Social Marketing (CBSM) – Initiatives that apply marketing techniques to foster behaviour change that benefits society.

(See www.cbsm.com and/or

www.uwsp.edu/cnr/uwexlakes/conventions/2007/CBSM-presentation.pdf).

Delivery method – The means by which education or outreach materials or program will be made accessible to their intended audience.

Fraser Assembly – A collaborative meeting ground to promote information sharing and coordinated delivery of programs among interested parties in a fashion that, consistent with the Business Plan, supports watershed and salmonid sustainability in the Fraser Basin. The Fraser Assembly will also provide guidance to the Fraser Salmon and Watersheds Program.

Fraser Assembly Advisory Teams – Four Advisory Teams formed from membership of the Fraser Assembly to provide advice to the FSWP on the four Program Areas.

Fraser Basin Initiative - Governed by a contribution agreement with PSF, this is a DFO commitment to funding and in-kind contributions to the Fraser Salmon and Watersheds Program.

Fraser Salmon and Watersheds Program Management Committee – Consists of all FSWP staff, and includes the PSF and FBC Executive Directors, who meet regularly to plan and manage the program.

Living Rivers Trust Fund – An endowment fund created by the Government of BC which is managed by the Vancouver Foundation. The access to these resources is through the management and approval of the Living Rivers Trust Fund Advisory Group. This fund provides financial support to both the FSWP and the Georgia Basin Initiative.

Living Rivers Trust Fund Advisory Group – Provides overall review and approval of strategic direction, annual program work plans and funding levels for the Living Rivers Trust Fund.

Pacific Salmon Foundation and Fraser Basin Council – Two organizations that have signed an MOU to collectively manage the Fraser Salmon and Watersheds Program.

Pacific Salmon Foundation: Board of Directors – Provides overall management, project approval and financial accountability to the Fraser Salmon and Watersheds Program. They also have final project and funding approval authority for both Living Rivers Trust Fund and Fraser Basin Initiative funding envelopes.

Pacific Salmon Foundation Board of Director's Project Review Committee – A committee of the PSF Board of Directors who provide analysis of all projects and technical information. This committee makes funding recommendations to the PSF Board of Directors for final approval.

Risk Management Approaches – Risk Management identifies potential risks to successful completion of projects. Risk Management Approaches are then determined and executed to mitigate this risk.

Technical Review Committee – A committee of informed individuals/experts who will evaluate and rank the technical feasibility and probable success of each project. *This committee does not participate in final decision making.*

Wild Salmon Policy – The full Wild Salmon Policy can be found at http://www-comm.pac.dfo-mpo.gc.ca/publications/wsp/wsp_e.pdf

Appendix 1

2008 Fraser Salmon and Watersheds Program: Template for Conceptual Proposals

Proponent Information

Sponsoring Organization's Legal Name:

Address, Mailing:

Address, Courier:

Project Manager's Name:

Title:

Phone:

Fax:

Cell:

Email:

Alternate Contact for Project:

Phone:

Fax:

Cell:

Email:

List partners and contact information (if applicable):

Project Information

Project Title:

Amount Requested:

Total Project Value:

Project Start Date:

Project End Date:

Rank below, from 1-4, which Program Area(s) the project addresses:

(1 = highest; 4 = lowest. Use N/A if one or more Program Areas are Not Applicable to your project.)

Please note that engaging First Nations is considered to be a critical component of all Program Strategies and is therefore not identified as a separate Program Area.

Education and Engagement	
Integrated Planning and Governance	
Habitat and Water Restoration and Stewardship	
Improved Information/ Approaches for Sustainable Integrated Fisheries Management	

Has this proposal been submitted previously to this or other funders? If so which ones?

Is this a multi-year project? (Note: multi-year projects approved for 2008 funding are not guaranteed funding in future years),

Project Details

1) Provide a brief overview of the project including its goals (maximum 125 words).

2) Describe the specific deliverables of this project (what will be produced).

3) Describe (maximum 125 words) how the project addresses at least one of the priority activities (as identified in the Request for Proposals, page 3-5):

4) Include a preliminary budget that identifies: The total amount being asked for from the FSWP, the total in-kind money being provided (listed by partner) and the grand total amount of the project. If this is a multi-year project, indicate these costs by year.

Certification

I certify that the information provided in this application, including all attachments, is accurate to the best of my knowledge and that I am authorized to sign on behalf of the stated organization.

Signature: _____ **Date:** _____

(Authorized Signatory)

Name: _____
(Print Name)

Appendix 2

2008 Fraser Salmon and Watersheds Program: Template for Detailed Proposals

NOTE: Detailed review criteria, including weighting, will be forwarded to successful proponents of Conceptual Proposal phase.

Proponent Information

Sponsoring Organization's Legal Name:

Address, Mailing:

Address, Courier:

Project Manager's Name:

Title:

Phone:

Fax:

Cell:

Email:

Alternate Contact for Project:

Phone:

Fax:

Cell:

Email:

List partners/Subcontractors with contact information:

Project Information

Project Title:

Amount Requested:

Total Project Value:

Project Start Date:

Project End Date:

Rank below, from 1-4, which Program Area(s) the project addresses:

(1 = highest; 4 = lowest. Use N/A if one or more Program Areas are Not Applicable to your project.)

Please note that engaging First Nations is considered to be a critical component of all Program Strategies and is therefore not identified as a separate Program Area.

Education and Engagement	
Integrated Planning and Governance	
Habitat and Water Restoration and Stewardship	
Improved Information/ Approaches for Sustainable Integrated Fisheries Management	

Project Review and Application Authorization

1) Has this project been reviewed and endorsed by key government agencies? Please attach relevant letters of support.

**Fisheries and Oceans Canada, Date
Name and contact info of reviewer**

YES NO

**Provincial Ministry of Environment, Date
Name and contact info of reviewer**

YES NO

2) Has this project been reviewed for technical and scientific merit by other agencies or organizations? List:

3) How will DFO and/or the Provincial Ministry of Environment and/or other key agencies be engaged in the project?

4) Does the project require any permits and/or approvals? If so, list relevant ones below along with date received (please attach a copy to this application). If permits/approvals have not been received, indicate when they will be received.

Project Relevance and Significance

1) Provide an overview of the project, including its goals.

2) Does the project advance the objectives of the Wild Salmon Policy?

3) Describe the specific deliverables of this project (what will be produced).

4) Describe the project methodology. If relevant, provide design drawings and/or adaptive management plans.

5) If required, has the design been approved by an appropriate professional (e.g., a Professional Engineer, a Professional Biologist, etc)?

YES NO

Performance Expectations

1) Measures of Success

Describe any specific objective standards, quantifiable criteria and quality control measures that will be used to assess the actual performance of this project against expectations.

2) Timeline

Break the project into discrete sequential tasks, and provide the expected task completion date

Task	Completion Date

3 If monitoring and evaluation are not part of this proposal, what would you propose as a monitoring and evaluation framework for the future; alternatively, you may indicate what your tangible measures of success are.

4) Experience and Qualifications

4a) Please indicate the experience and qualifications that your organization brings to this project.

4b) Please indicate the experience and qualifications of the key individuals involved with this project. (Include resumes if relevant)

Proposal Details

1) Specifically describe how the project:

a) emphasizes collaboration with First Nations	
b) involves community members	
c) coordinates and integrates with other organizations and/or activities	
d) is innovative / creative	
e) is transferable (potential to transfer products/ tools/ knowledge to other areas within the Basin that are experiencing similar issues/ problems)	
f) supports community awareness and education	
g) employs risk management approaches	

2) Describe (maximum 125 words) how the project addresses one of the priority activities (as identified in the Request for Proposals, page3-5):

Project Budget

Budget should include all phases and components of project (e.g. start up, implementation, monitoring, evaluation and reporting). Please provide as much detail as possible:

Provision of data, technical drawings etc. from other organizations or agencies not purchased to be included in the project budget as in-kind. In-kind and volunteer contributions are expressed as standard charge out rates for professionals, \$200/day for skilled labour and \$120/day for unskilled labour (Standard day = 8 hours).

Labour

Please specify if the service is provided by employee, contractor or volunteer.

Service	# of People	Daily Rate	Total # of Days	FSWP Contribution	Other Funding or In- Kind	Total
Labour Sub-Total (A)						

Materials & Equipment

Items may include site equipment, site materials and supplies, vehicles or other transportation rental or charter, travel, expenses, maintenance, permits, etc.

Item	Details	# of Units	Unit Cost	FSWP Contribution	Other Funding or In- Kind	Total
Materials & Equipment Sub-Total (B)						

Administration and Overhead Costs

The cumulative total of administration and overhead costs.

Item	# of Units	Unit Cost	FSWP Contribution	Other Funding or In- Kind	Total
Administration and Overhead Costs Sub-Total (C)					

TOTAL EXPENSES	TOTALS (A+B+C)			
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Non-FSWP Contributions (Breakdown of In-Kind Funding)

Non-FSWP Contribution Sources	Letter of Confirmation Attached	Cash	In-Kind	Volunteer	Total

Multiyear Projects

Note: Funding consideration under this Request for Proposals is for 2008 only. Funding for future years is not guaranteed even if project is identified as multiyear.

If applicable, estimate budget requirements (as outlined above) for future years.

Certification

I certify that the information provided in this application, including all attachments, is accurate to the best of my knowledge and that I am authorized to sign on behalf of the stated organization.

Signature: _____ Date: _____

(Authorized Signatory)

Name: _____

(Print Name)

Please attach proposal, maps, engineer’s drawings and other relevant documents.