

CIG Full Application Sample

Project Information

Project Title

Applicant (Institution)

Project Manager/PI

What type of project is this?

Project Background and Justification

Project Overview

- Applicant must succinctly summarize the overall project, its goal(s), and relevance to coastal management in 4,000 characters or less, describe the activities to be performed by year (if a 2 year project proposal), outcomes and deliverables, and planned outreach/educational activities. If the project is a 2 year project proposal, please note that project activities cannot overlap between years. Projects must have distinct activities, tasks, budgets, and deliverables in each year.

Applicant may maintain the wording from the pre-application. This section may be revised based on Pre-application Review Team feedback provided.

Project Overview

Maximum: 4,000 characters. The information submitted in the Pre-Application will be carried over to the Full Application.

Coastal Management Relevance and other Federal Funding

- Applicant must describe the benefits of the project to the Georgia Coastal Management Program, coastal resource managers, and/or local municipalities. This description should be specific enough to describe how the project will address a specific and identified coastal management problem or need, the practical and future use of the project results, and the direct implementation of the project by local, state, or federal managers/communities.

Coastal Management Relevance and other Federal Funding

Maximum: 5,000 characters. The information submitted in the Pre-Application will be carried over to the Full Application.

Project Goals

- Applicant must clearly describe the project goal(s). The goal(s) should be specific, measurable, and can be accomplished within the project time frame. Specifically identify any federal, state, or local plans the project goal(s) may contribute to or support.

Project Goals

Maximum: 5,000 characters. The information submitted in the Pre-Application will be carried over to the Full Application.

Task Description- Year 1

- Applicant should describe the task objective or goal and the deliverables for that task. 2 year projects must provide separate Task Descriptions for Year 1 and Year 2. Year 1 tasks must not carry over into Year 2. The information submitted in the Pre-Application will be carried over to the Full Application.

Select number of tasks

1. Task Title *

1. Task Description *

1. Task Deliverables *

1. Anticipate date of completion*

2. Task Title *

2. Task Description *

2. Task Deliverables *

2. Anticipate date of completion*

3. Task Title *

3. Task Description *

3. Task Deliverables *

3. Anticipate date of completion*

4. Task Title *

4. Task Description *

4. Task Deliverables *

4. Anticipate date of completion*

5. Task Title *

5. Task Description *

5. Task Deliverables *

5. Anticipate date of completion*

6. Task Title *

6. Task Description *

6. Task Deliverables *

6. Anticipate date of completion*

7. Task Title *

7. Task Description *

7. Task Deliverables *

7. Anticipate date of completion*

8. Task Title *

8. Task Description *

8. Task Deliverables *

8. Anticipate date of completion*

Task Description – Year 2

- Applicant should describe the task objective or goal and the deliverables for that task. 2 year projects must provide separate Task Descriptions for Year 1 and Year 2. Year 1 tasks must not carry over into Year 2. The information submitted in the Pre-Application will be carried over to the Full Application.

1. Task Title *

1. Task Description *

1. Task Deliverables *

1. Anticipate date of completion*

2. Task Title *

2. Task Description *

2. Task Deliverables *

2. Anticipate date of completion*

3. Task Title *

3. Task Description *

3. Task Deliverables *

3. Anticipate date of completion*

4. Task Title *

4. Task Description *

4. Task Deliverables *

4. Anticipate date of completion*

5. Task Title *

5. Task Description *

5. Task Deliverables *

5. Anticipate date of completion*

6. Task Title *

6. Task Description *

6. Task Deliverables *

6. Anticipate date of completion*

7. Task Title *

7. Task Description *

7. Task Deliverables *

7. Anticipate date of completion*

8. Task Title *

8. Task Description *

8. Task Deliverables *

8. Anticipate date of completion*

Communications

- Applicant must describe a plan for outreach and information dissemination to convey project results, impacts and benefits to coastal managers and/or the general coastal public, and specifically describe the groups targeted and estimated numbers of people to be reached. See application instructions for more information.

What type of outreach plan is this?

Please describe your outreach plans.

Maximum: 3,000 characters.

Project Timeline and Milestones

- Develop a timeline and milestones for each year of the project. The Georgia Coastal Management Program will use this information to track project progress.

Maximum: 5,000 characters. You may also upload a table or spreadsheet of your timeline and milestones.

Project Management

- Describe how the proposed project will be managed. List all persons directly employed by the applicant who will be involved in the project, along with their level of involvement. List project partners and describe any volunteer participation. Letters of support or commitment are only required for partners providing in-kind services and/or match funding, as well as for those directly listed in the Coastal Management Relevance section.

Maximum: 5,000 characters.

Budget Narrative

- In the budget narrative, describe each budget category as indicated in the Application Instructions and provide enough detail to show cost relationship to project tasks. Be sure to specify if match is Cash or In-Kind.

Budget Narrative- Year 1

Personnel

List all personnel who will work on the grant and whose salary will be charged to the grant or used as match. List Name, Title, Salary, Time Spent, Description of Responsibilities. Write N/A if not applicable

Fringe Benefits

Describe how fringe benefits are computed and the type of benefits included in the calculation. Write N/A if not applicable

Equipment (Items > \$5,000)

Specifically itemize all equipment purchases (item, cost and need justification) that will be charged to the grant or used as match. Any large purchases will need a purchase versus lease analysis.

Travel

List all trips that will be charged to the grant or used as match. List name of traveler, purpose, destination, and cost. No conference travel may be charged to the grant.

Supplies

Supplies are consumables, not services. Printing costs should be shown in the Other category. If Supplies purchases need to be greater than \$5,000, an itemized detailed breakdown and justification is required.

Subcontracts

List all subcontracts to be charged to the grant or used as match. For each subcontract provide: Name of entity that will perform work, Description of work, Subcontract budget broken into budget categories.

Construction

Describe all construction activities and materials that will be charged to the grant or used as match. DNR staff must visit the site prior to submission of a full application involving construction.

Other

List any other purchases (item, cost and need) that do not fit within any of the budget categories listed above that will be charged to the grant or used as match (printing, tuition reimbursements, maintenance fees).

Indirect

Indirect costs can be used wholly or partially as requested funds, match funds, or can be negotiated with DNR at a lower rate, whichever is preferred by applicant.

Budget Narrative- Year 2**Personnel**

List all personnel who will work on the grant and whose salary will be charged to the grant or used as match. List Name, Title, Salary, Time Spent, Description of Responsibilities. Write N/A if not applicable

Fringe Benefits

Describe how fringe benefits are computed and the type of benefits included in the calculation. Write N/A if not applicable

Equipment (Items > \$5,000)

Specifically itemize all equipment purchases (item, cost and need justification) that will be charged to the grant or used as match. Any large purchases will need a purchase versus lease analysis.

Travel

List all trips that will be charged to the grant or used as match. List name of traveler, purpose, destination, and cost. No conference travel may be charged to the grant.

Supplies

Supplies are consumables, not services. Printing costs should be shown in the Other category. If Supplies purchases need to be greater than \$5,000, an itemized detailed breakdown and justification is required.

Subcontracts

List all subcontracts to be charged to the grant or used as match. For each subcontract provide: Name of entity that will perform work, Description of work, Subcontract budget broken into budget categories.

Construction

Describe all construction activities and materials that will be charged to the grant or used as match. DNR staff must visit the site prior to submission of a full application involving construction.

Other

List any other purchases (item, cost and need) that do not fit within any of the budget categories listed above that will be charged to the grant or used as match (printing, tuition reimbursements, maintenance fees).

Indirect

Indirect costs can be used wholly or partially as requested funds, match funds, or can be negotiated with DNR at a lower rate, whichever is preferred by applicant.

Supplemental Information

This section is used to upload supplemental information. Please consult the Application Instructions for more information.