

CBIG Project Proposal Template

Background and Justification: Briefly describe the issue or problem to be addressed by the grant proposal, why the work is necessary, and how it fits with the grant program criteria. For implementation projects, describe where the project is located including its watershed, municipality, and site location, and its geographic characteristics such as recharge feasibility, TMDL reduction requirements, etc.

Scope of Work: This section should describe an objective and what is to be accomplished, location where the work will take place, who will complete the work, organizational capacity to complete the project, a work plan to accomplish your task, and description of environmental and multiple benefits resulting from your project.

Time Schedule and Benchmarks: This section should break down the Scope of Work into tasks with target dates for completion of each task. It should list target milestones, timelines, and describe how each milestone addresses project objectives.

Project Budget: This section should provide a detailed budget description and a brief narrative justification of the budget. It should include the amount requested and itemize all expenditures such as personnel/salaries; travel, equipment, supplies, contractual costs, indirect costs, and match sources and amounts.

Match Requirements: The CBIG requires a non-federal match component as part of the funding award to any grantee. The CBIG requires a 100% non-federal match in the form of non-federal funds, in-kind services and/or a combination of the two. For example, a BMP implementation project requesting \$25,000 in CBIG federal funds must have a non-federal match of at least \$25,000 in the form of cash funds, in-kind services and/or a combination of both.

Maintenance (if applicable): This section should include all management practices addressing the proper operation and maintenance requirements after implementation of the project. Include the number of years the plan will be in effect.

Qualifications: This section should include a list of applicant's qualifications to complete the project.

Insurance: There are insurance requirements for grant recipients. Applicants should review their existing insurance coverages and determine if their existing insurance coverage meets the minimum requirements established by the State of Delaware. If the Applicant's current insurance does not meet the requirements set out below, please explain in your submittal how any deficiencies in the required insurance coverages will be handled. Certificate of Insurance and/or copies of the insurance policies will be required before a grant agreement is executed.

Grantee shall maintain the following insurance during the term of this Agreement or any extension thereto:

1. Worker's Compensation and Employer's Liability Insurance in accordance with applicable law, and
2. Comprehensive General Liability - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, and
3. Medical/Professional Liability - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate; or
4. Miscellaneous Errors and Omissions - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, or
5. Product Liability - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, and
6. If required to transport state employees, Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.

Grantee shall provide Forty-Five (45) days written notice of cancellation or material change of any policies. Before any activity in furtherance of the Grant Agreement is undertaken by the Grantee, the Certificate of Insurance and/or copies of the insurance policies, referencing the Agreement Number stated herein, shall be filed with the State. The certificate holder is as follows: DNREC, Division of Watershed Stewardship. In no event shall the State of Delaware be named as an additional insured on any policy required under this Agreement.

CBIG Grant Application Submissions: Grantees should submit CBIG grant applications via email to NPS.Grants@delaware.gov and cc [Ben Coverdale at Michael.Coverdale@delaware.gov](mailto:Ben.Coverdale@delaware.gov).