



Applicant Webinar for 2017-2018 New England Bay Watershed Education and Training (B-WET)

August 26, 2016

Colleen Coogan and Deirdre Kimball
B-WET New England
Greater Atlantic Regional Fisheries Office



NOAA FISHERIES

Overview

- Quick introduction to Federal grant application process
- Introduction to New England Bay Watershed Education and Training (B-WET) Program
- 2017-18 Federal Funding Opportunity (FFO) specifics
- Application tips



Disclaimer

This presentation is intended to familiarize you with the application process, but cannot:

- Guarantee approval of any application
- Guarantee that your application will receive a high score
- Be considered:
 - an endorsement of any program,
 - the sole source of information about federal funding opportunities, or
 - the sole source of technical assistance regarding the competitive application process



- Federal Funding Opportunities (FFOs) posted in Grants.gov
- You (applicants) **MUST** have DUNS number, register for SAM (System for Award Management), and register in Grants.gov. Don't wait, this can take 3 weeks!
- FFO describes the required content and form of application (forms and formatting, submission methods, components)
- FFO describes the review process and provides objective review criteria

APPLICANT TOOLS & TIPS

APPLICANT ACTIONS

- » [Apply for Grants](#)
- » [Track My Application](#)

APPLICANT RESOURCES

- » [Applicant Eligibility](#)
- » [Individual Registration](#)
- » [Organization Applicant Registration](#)
- » [Workspace Overview](#)
- » [Applicant Tools & Tips](#)
- » [Applicant FAQs](#)
- » [Adobe Software Compatibility](#)
- » [Submitting UTF-8 Special Characters](#)
- » [Encountering Error Messages](#)



Training Documents and Videos for Grants.gov

Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

For more context and general information about the federal grants lifecycle, visit the [Grants 101](#) section under the [Learn Grants](#) tab.

Featured Video

Explore the Grants Learning Center on Grants.gov

Published on Aug 4, 2015

For years, Grants.gov has centralized the ability to locate and apply for funding opportunities from Federal grant-making agencies. Now, Grants.gov also serves as a learning resource for information about the federal grant lifecycle.

The new Grants Learning Center, found under the [Learn Grants](#) tab, aims to demystify the Federal grant process, making it even easier for organizations, small businesses, institutions, and other entities to apply for, steward, and report on federal grants.

Grants.gov Introduces the Grants Learning Center

Grants Learning Center








Grants.gov Online User Guide

Find registration, login, and search instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicant section of the online user guide.

Applicant Overview

 [Grants.gov Applicant General Overview](#) - Everything you need to know about navigating Grants.gov as an Applicant.

[Grants.gov Presentation Request Form](#) - If you would like to request brochures or a complimentary Grants.gov presentation on the Find and Apply process, please fill out this form and submit it to support@grants.gov.

For a printer-friendly, step-by-step guide to organization applicant registration, download the  [Grants.gov Organization Applicant Registration Guide](#).

SAM Quick Start Guide

The [SAM Quick Start Guide For New Grantee Registration](#) located on SAM.gov, as well as the [SAM Video Tutorial for New Applicants](#), are tools created by the General Services Administration to assist those registering with the System for Award Management (SAM).

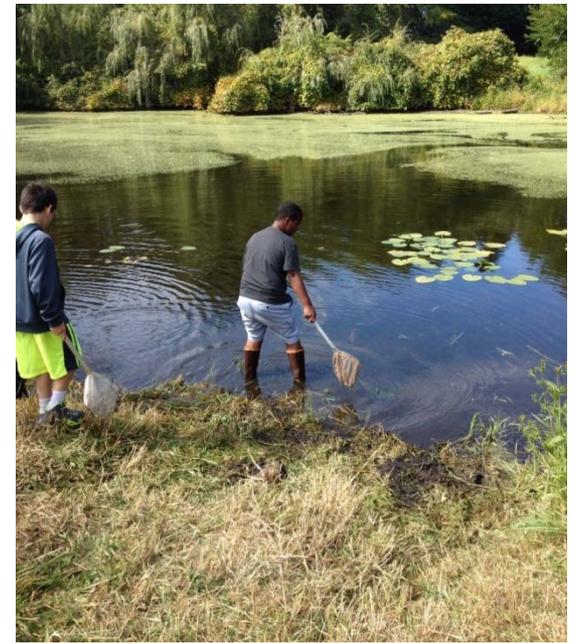
If you have questions or concerns about your SAM registration, please contact the Federal Support desk at <https://www.fsd.gov>.

Reach Out and Get Help

Contact the Grants.gov Support Center to get help from a Contact Center

What is B-WET?

- National program, regionally administered
- Competitive Federal grants
- Evidence-based rigorous STEM practices (Meaningful Watershed Educational Experiences)
- New England B-WET generally requires projects that provide teacher training AND student place-based investigation and stewardship



New England B-WET Competitive Awards



- Formal K-12
- Priority areas are defined annually in FFO
- Funding:
 - 1 to 3 years
 - \$25K - \$80K annually
- Eligible organizations:
 - K-12 schools & school districts, colleges, state & local agencies, tribal governments, and non-profits

Meaningful Watershed Educational Experiences

(See FFO pages 5 – 9)

Students MWEES include:

- Preparation: issue definition, background
- Outdoor field activities, data collection
- Stewardship action projects
- Utilizing NOAA sciences/assets
- Reflection, synthesis



MWEE professional development:

- Aim for multi-day professional development including MWEES
- Integration with classroom curriculum
- Adequate reflection/follow up/support during school year
- Support incentives (eg, stipends, credits)

By The Numbers

2008 - 2015

Nation (7 regions):

- ~ 80 grants/yr.
- > 60k students/yr.
- ~ 2k teachers/yr.

New England:

- 28 grants since '08
- ~ 4.5 k students/yr.
- ~ 210 teachers/yr.

Nation: > \$69 M

NE: > \$4.5 M



Anticipated 2017 funding for new grants: \$210,000

Is New England B-WET a Good Match?

Mission

Geographic location

Areas of interest

Timing

Have similar organizations been funded?

Federal Funding Opportunity

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ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

Federal Agency Name(s): National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), Department of Commerce

Funding Opportunity Title: FY2017-FY2018 NOAA New England Bay Watershed Education and Training (New England B-WET) Program

Announcement Type: Initial

Funding Opportunity Number: NOAA-NMFS-GARFO-2016-2005001

Catalog of Federal Domestic Assistance (CFDA) Number: 11.008, NOAA Mission-Related Education Awards

Funding Opportunity Description: NOAA's Bay Watershed Education and Training Program (B-WET) is an environmental education program that promotes locally relevant, experiential learning focused on K-12 students and their classroom teachers. B-WET is a competitive grant program that promotes Meaningful Watershed Educational Experiences, also known as "MWEEs". MWEEs are B-WET's signature methodology and include multi-staged activities, both in the classroom and outdoors, that aim to increase the environmental literacy of all participants.

New England B-WET is one of NOAA's seven regional B-WET environmental education programs. Through its competitive grant program New England B-WET promotes high quality environmental education, fosters the growth of new, innovative programs, and encourages capacity-building and environmental education partnerships within six New England states: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut. Successful projects advance ocean, climate, and other environmental literacy goals and incorporate the goals of the NOAA Education Strategic Plan through (1) student hands-on environmental education in New England watersheds and (2) formal K-12 teacher and administrator professional development and support during student MWEEs.



Make sure B-WET is right for your project.

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New England B-WET

Location: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut

Area of interest: Experiential Environmental, Watershed, Ocean, Climate Education in formal K-12 programs

Timing: Funding generally available by August 1, up to 3 years

Organizations funded: Non-profit education providers, schools, aquaria, NERRs, etc.

www.greateratlantic.fisheries.noaa.gov/educational_resources/bwet/

2017-2018 Priorities



1. Backyard B-WET (p. 10)
2. Diadromous Fish (p. 11)
3. Community-Watershed Linkages (p. 12)
4. MWEE Capacity-Building (p. 14)

Underlying emphasis on ocean and climate literacy.
Some emphasis on underserved audiences.

Choose one priority even if your project fits under more than one.

Funding Opportunity Number: NOAA-NMFS-GARFO-2016-2005001

Write for THIS FFO and its specific priorities

Recruit partners and target audience early in planning and design

Follow the identified format (FFO p. 18 – 29)

Follow the review criteria (FFO p. 32 - 36)

Use our application checklist

greateratlantic.fisheries.noaa.gov/educational_resources/bwet/applicants/app_checklistne_b-wet_2017.pdf

Follow Format (FFO p. 18– 29)

- Standard Forms
- Project Summary: 2 page limit (FFO p. 19-20)
- Detailed Project Narrative: 12 page limit
- Budget Justification: 4 page limit
- Appendices, such as:
 - Resumes, CVs – 2 page limit per major participant
 - Partner Letters of Commitment
 - Timeline/Milestones
 - Logic Model
 - Results from prior NOAA support
 - Data Management Plan - 2 page limit

Detailed Project Narrative

Tell us:

- What: B-WET priority, project goals and objectives
- Why: need for your project
- Who: target audience, how many, where
- How: plan of action, and lasting impacts
- Sustainability: How will it be sustained post-grant?
- Outreach and Education: external sharing
- Evaluation – see noaa.gov/office-education/bwet/grantee-resources for project level and national evaluation guidance and information
- Organization and personnel (who will be doing what)
- Partnerships and collaborations (schools, NOAA)

Compare to FFO reviewer evaluation criteria

Review Criteria Example

(but see FFO p. 32 – 36 for all 5 and exact wording!)

Importance (25 pts)

- Increase stewardship? (5)
- Demonstrate MWEE understanding? (5)
- Within New England states? (5)
- Low income/underserved audience? (4)
- Support for NOAA Education Strategic Plan? (3)
- Support ocean, climate, environmental literacy? (3)



Budget Justification

- In four pages, explain the basis for your costs
- Consider using budget spreadsheet/template: greateratlantic.fisheries.noaa.gov/educational_resources/bwet/applicants/index.html
- Ensure your justification matches the details on SF 424 (total project cost) and 424A (object class breakdown by year)
- Include documentation of indirect cost rate agreement if available
- Make sure it adds up & is not over the max (\$80k/yr) or below the minimum (\$25k/yr)



Submit Early!

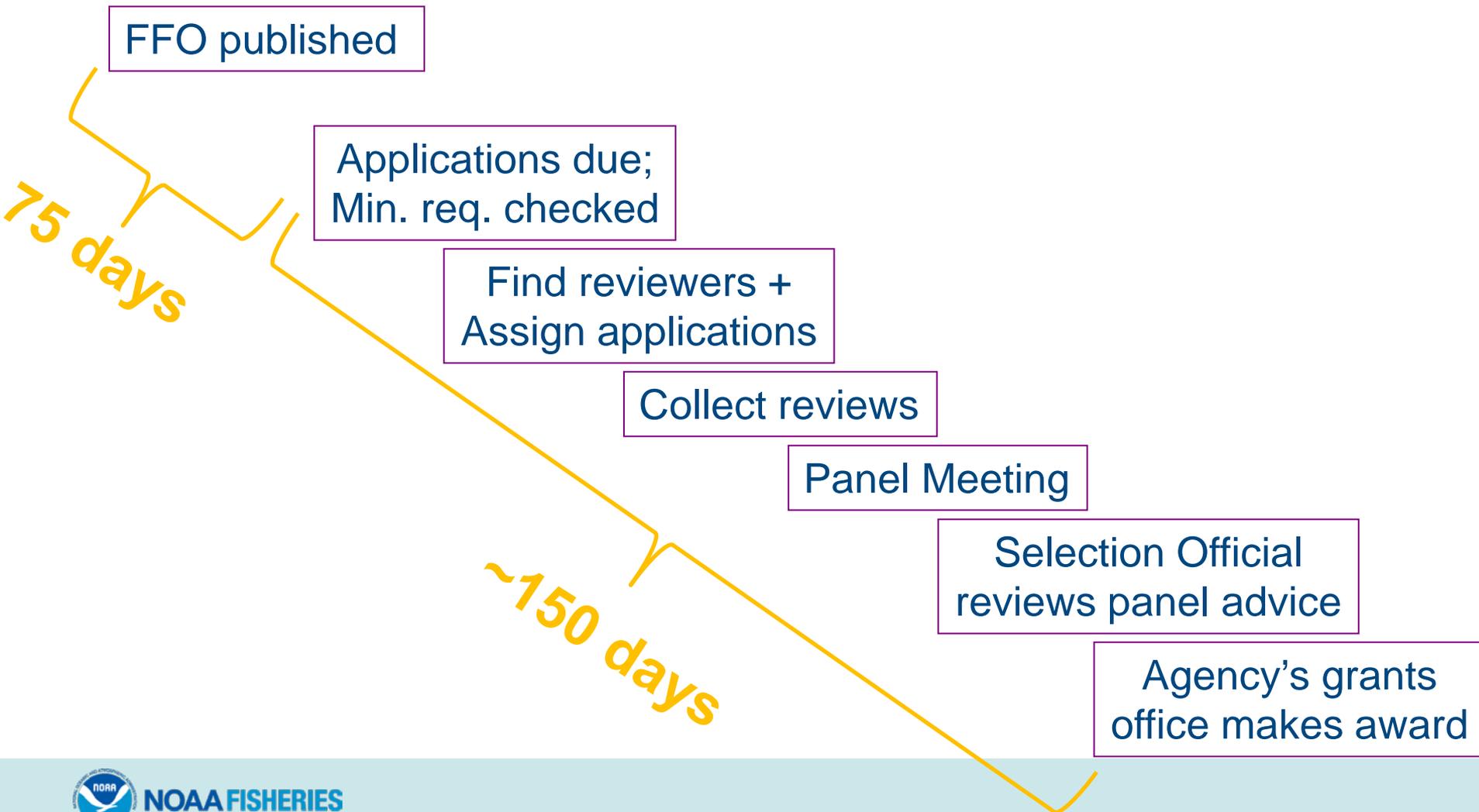
Due Date: on or before 11:59 p.m. Eastern Time, October 28, 2016.

Electronic submission preferred. Wait for three electronic notices from grants.gov:

- Confirmation of receipt
- Confirmation of validation – or rejection
- Confirmation that validated applications have been forwarded to us for review

Patience!

Review & Selection Process Overview



Federal Grant Review Process

- Initial screening for completeness
- Competition review requires at least 3 reviewers for each proposal – subject matter experts and educators
- Panelists use published review rubric
- Panel discussion to establish ranking. Multiple panels are common
- Selection official **must** use ranked list

TIP: Respond to Announcement and Follow Directions

- Know the Granting Organization's Philosophy & Priorities
- Know the Process
 - Forms
 - Grant Criteria & Guidelines
 - Deadlines
 - **Format!**
- Call the federal program officer **AFTER YOU HAVE READ THE FFO** if you continue to have questions
- Make a compelling argument
 - Provide sufficient detail, **follow reviewer evaluation criteria**



Tips

- Budget:
 - Align your budget with your project description
 - Budget templates can guide simple, clear narratives
- Don't assume the reviewer knows your project/organization
- See oesd.noaa.gov/grants/docs/DosandDonts_Handout2015.pdf

Tip:

Carefully Format & Organize the Text

- Follow the suggested project format (p. 18 – 29)
- Make succinct statements on project goals & deliverables. Provide necessary detail to back up the summary
- Use plain language: avoid jargon, respect clarity and brevity, use an active and consistent voice
- Use bullets, headers, text boxes, etc. to organize and emphasize key points
- Use a third party proofreader



Questions?

Colleen.Coogan@noaa.gov 978 281-9181

Deirdre.Kimball@noaa.gov 978 281-9290

Useful links:

- greateratlantic.fisheries.noaa.gov/educational_resources/bwet/applicants/noaa-nmfs-garfo-2016-2005001_ffo_report.pdf
- grants.gov/
- noaa.gov/office-education/grants/noaa-assets
- noaa.gov/education/noaa-in-your-backyard
- legislative.noaa.gov/NIYS/
- ioos.noaa.gov/regions/neracoos/
- oceantoday.noaa.gov/





Bonus: Budget Cost Category Guidance

Budgets should be thought about in terms of object class (cost) categories

- Cost categories help think through actual costs
 - If you cannot break request down into this level of detail, you probably need to think more about the project!
- Common Cost Categories include:
 - Personnel: Salary for staff **directly** involved in project. Provide # of hours or % of time.
 - Fringe benefits: Benefits for staff requested in Personnel category. Usually % of personnel.
 - Travel: Mileage, busses, overnight accommodations, etc.
 - Equipment: Big equipment - generally any item priced over \$5000 per unit (not cumulative)
 - Supplies: All other “equipment” and supplies
 - Contractual: Any contracted services (Example: outside evaluator)
 - Indirect charges: “The cost of doing business” – phones, facilities, internet, etc.

