



# Wisconsin Citizen-based Monitoring Partnership Program 2019-2020 Request for Proposals & Application Guidelines

Issued April 11, 2019



## Background

Since 2004 the Wisconsin Department of Natural Resources (DNR) and the Wisconsin Citizen-based Monitoring Network have sought to foster public and volunteer participation in natural resource monitoring by providing funding and assistance to projects throughout the state. Partnership Program funds for 2019-2020 will focus on building capacity for citizen-based monitoring (CBM) within historically underrepresented regions or groups through contributions to DNR priority monitoring needs for natural communities and rare flora and fauna. Grants of up to \$5,000 are available for work done July 1, 2019-May 15, 2020.

## 2019-2020 Funding Priorities

### Required Component

Successful proposals must **build capacity for citizen-based monitoring within groups of people or regions of the state that have been historically underrepresented in citizen-based monitoring**. This includes but is not limited to the northwest and northeast portions of the state, people of color, people with disabilities, and veterans.

### Preferred Components

Among proposals meeting the requirement listed above, priority will be given to those that:

- 1) Align with existing monitoring programs listed in the Priority Programs List on Page 6.
- 2) Propose new activities and programming on the part of the applicant, rather than the continuation of existing work.

## Eligibility for Funding

Partnership Program proposals/ projects/ applicants must:

- 1) Have direct, substantial volunteer involvement or be relevant to the conduct of citizen-based monitoring projects.
- 2) Be current with all deliverables for past Partnership Program projects;
- 3) Be for one or more of the following eligible costs: wages, purchase of supplies and equipment, cost of leased equipment and facilities, travel expenses, computer time and data processing, printing costs, or costs of contract or subcontracts for project activities
- 4) Not be for fines and penalties, administrative or ordinary operating expenses, purchase of boats, vehicles, furniture, or supplies and equipment not directly used in training or monitoring; and
- 5) Be conducted by individuals, non-profit organizations, tribal organizations or governments, local and county governments, or academic institutions.

## Funding Limits & Details

Applicants who are awarded funding must enter into a grant agreement with the DNR. Upon acceptance of the grant agreement, recipients may request up to 50% of the total amount of the grant as an advance payment. Interim payments may also be possible and must be negotiated prior to signing the grant agreement. The remainder of the payment will be made upon receipt of the final grant report and other deliverables to the DNR.

Funding requests may not exceed \$5,000 per proposal. Funding requests should be for the estimated cost of conducting the project; applicants *should not* simply target the maximum allowable amount unless demonstrated costs equal or exceed \$5,000. Funding may be approved for an amount less than requested, contingent on agreement with the project leaders.

Grant recipients must comply with Wisconsin Administrative Code NR 58.

### **Proposal Evaluation and Selection**

DNR staff and monitoring program coordinators will rank proposals according to their alignment with funding priorities and the applicant's capacity to provide their stated deliverables. Past monitoring efforts, estimated volunteer numbers and hours, project location and scope, and target audience will all be considered in the review process. Failure to obtain funding does not necessarily indicate a poor proposal; funding requests typically far exceed the amount available. Unsuccessful applicants are encouraged to contact the Citizen-based Monitoring Coordinator to discuss how their proposal may be strengthened to re-apply in subsequent years.

### **Clarifications & Revisions**

Applicants may be contacted for clarification, to discuss merging similar projects, or to negotiate other changes in project terms and funding levels.

### **Deliverables**

Upon completion of the grant, recipients must submit:

- 1) Final report, including project summary, methods, results, discussion, conclusions reached, documentation of any modifications to the initially proposed projects, documentation of all public information and educational activities conducted throughout the project, and products developed as a result of the project
- 2) Monitoring data collected through the project
- 3) Copies of all news releases and publications resulting from the project grant

All work must be completed by May 15, 2020. All deliverables are due by Jul 15, 2020. Deliverables shall include:

- 1) Electronic copies of project data;
- 2) Copies of any training materials, summaries, and reports;
- 3) A final written report summarizing the project including methods, participation, results, and photographs.

### **Funding Timeline**

Request for Proposals :	April 11, 2019
<b>Proposals Due:</b>	<b>midnight, May 12, 2019</b>
Award Notification:	May, 2019
Signed agreements:	June, 2019
Funding Available:	July 1, 2019 to May 15, 2020
Final Invoice and Report Due:	July 15, 2020

### **How to Apply**

Please complete the [online application](#) by midnight on May 12, 2019. All questions are required, and word limits are mandatory. Only complete applications will be considered for funding. We recommend first composing your answers in a word document and then copying and pasting them into the online application. Application questions are located on Page 4 of this document.

**Questions may be directed to:**

**Eva Lewandowski**

Citizen-based Monitoring Coordinator  
Bureau of Natural Heritage Conservation  
Wisconsin Department of Natural Resources  
(608) 264-6057  
[eva.lewandowski@wisconsin.gov](mailto:eva.lewandowski@wisconsin.gov)

## **Application Questions** (To be completed [online](#))

**1. Proposed Project Title**

**2. Amount Requested** (maximum \$5000)

**3. Project Location-** List counties where work will occur (or list as statewide)

**4. Project leader or contact person information:**

- First name
- Last name
- Email address
- Phone number
- Mailing address
- Organizational affiliation (if any)
- Organizational website (if any)

**4. Prior CBM Partnership Program funding.** List the project titles, years, and funding amounts.

**6. Project Summary-** Provide a brief summary of your project. Include the main purpose and describe the actions you will take (word limit: 25)

**7. Project Proposal** (100 word limit per bullet point)

- What historically underrepresented groups or areas of the state will be involved in your project?
- What type of activities will you conduct? Describe how you will build capacity for citizen-based monitoring within underrepresented groups or areas. Describe what type of citizen-based monitoring your project will conduct.
- Who will be involved in the project (specify organization personnel, agency partners, volunteer groups, community members, etc.) and what will be their roles?
- Where and when will your project occur?
- If you are monitoring with an existing program (see **Priority Programs List**), please specify the name.

**8. Volunteer Involvement-** How many volunteers do you expect to be involved in your project? How many hours of monitoring activity do you expect your volunteers to conduct over the course of the project period? (word limit: 50)

**9. Monitoring Methods-** *If you are establishing a new monitoring program or contributing to one not listed in the **Priority Programs List**, please describe your proposed methods in detail.* (word limit: 400)

**11. Project Capacity-** What resources, skills, and experiences do you or your organization possess that will help your project succeed? Please include skills related to building capacity for citizen-based monitoring and conducting a monitoring project. (word limit: 100)

**12. Project Deliverables-** All funded projects must submit electronic copies of data, a final written report, and other agreed upon deliverables by July 15, 2020. If your project involves the creation of

other deliverables, such as training manuals or outreach resources, please list them here. (word limit: 50)

**13. Timeline-** Please provide a short timeline for your project, describing when key project activities will occur. Work can occur July 1, 2019-May 15, 2020. (word limit: 100)

**14. Budget-** Note that the CBM Partnership Program is prohibited from paying administrative fees.

For each expense type, indicate how much money you are requesting and provide a brief description of how you will use the amount requested. Round your answers to the nearest dollar amount; do not include a "\$" in your answer. Example: 450

	Funds Requested	Funds from other Sources	Description of How Funds Will Be Used
Wages, salaries, and stipends			
Equipment and supplies			
Travel (mileage, lodging, per diem)			

## Priority Programs List

Project	Coordinator	Email
<b>Birds</b>		
<a href="#"><u>American Kestrel Nest Box Monitoring Program</u></a>	Bill Mueller	wpmueller1947@gmail.com
<a href="#"><u>Annual Midwest Crane Count/International Crane Foundation</u></a>	Anne Lacy, Sara Gavney Moore	anne@savingcranes.org, sgm@savingcranes.org
<a href="#"><u>LoonWatch Program</u></a>	Erica LeMoine	elemoine@northland.edu
<a href="#"><u>Wisconsin Bird Monitoring – Marshbirds, Nightjars, or Owls</u></a> -Contact Ryan Brady prior to submitting application	Ryan Brady	ryan.brady@wisconsin.gov
<a href="#"><u>Wisconsin eBird Portal</u></a>	Nick Anich, Ryan Brady	nicholas.anich@wisconsin.gov, ryan.brady@wisconsin.gov
<b>Invasive Species</b>		
<a href="#"><u>Statewide Aquatic Invasive Species Snapshot Day</u></a>	Natalie Dutack	ndutack@wisconsinrivers.org
<a href="#"><u>Wisconsin First Detector Network</u></a>	Anne Pearce	anne.pearce@wisc.edu
<b>Invertebrates</b>		
<a href="#"><u>Bumble Bee Brigade</u></a>	Eva Lewandowski	eva.lewandowski@wisconsin.gov
<a href="#"><u>Dragonflies and Damselflies</u></a>	Bob DuBois	robert.dubois@wisconsin.gov
<a href="#"><u>Karner Volunteer Monitoring Program</u></a>	Chelsea Gunther	chelsea.gunther@wisconsin.gov
<a href="#"><u>Integrated Monarch Monitoring Program</u></a>	Jennifer Thieme	jthieme@monarchjointventure.org
<a href="#"><u>Monarch Larva Monitoring Project</u></a>	Wendy Caldwell	info@mlmp.org
<a href="#"><u>Wisconsin Mussel Monitoring Program</u></a>	Jesse Weinzinger	jesse.weinzinger@wisconsin.gov
<b>Mammals</b>		
<a href="#"><u>Snapshot Wisconsin</u></a>	Christine Anhalt-Depies	Christine.AnhaltDepies@wisconsin.gov
<a href="#"><u>Volunteer Carnivore Tracking</u></a>	Nate Kluge	Nathan.Kluge@wisconsin.gov
<a href="#"><u>Wisconsin Bat Monitoring Program – Mobile Acoustic Surveys</u></a>	Paul White	john.white@wisconsin.gov

<a href="#">Wisconsin Bat Monitoring Program – Roost Monitoring</a>	Heather Kaarakka	heather.kaarakka@wisconsin.gov
<b>Plants</b>		
<a href="#">Wisconsin Rare Plant Monitoring Program</a>	Kevin Doyle	kevinf.doyle@wisconsin.gov
<b>Reptiles and Amphibians</b>		
<a href="#">Wisconsin Frog and Toad Survey</a>	Andrew Badje	andrew.badje@wisconsin.gov
<a href="#">Wisconsin Turtle Conservation Program</a>	Andrew Badje	andrew.badje@wisconsin.gov
<b>Water</b>		
<a href="#">Citizen Lake Monitoring Network (water quality and AIS)</a>	Paul Skawinski	paul.skawinski@uwsp.edu
<a href="#">Water Action Volunteers – Stream Monitoring (water quality and AIS)</a>	Ilana Haimes, Peggy Compton	ilana.haimes@wisconsin.gov, peggy.compton@ces.uwex.edu

## [Online Application](#)