

# Delaware Invasive Species Council



## Request for Proposals

**Proposal Deadline: November 29, 2019 at 5:00 PM EDT**

**Program Description:** The Delaware Invasive Species Council (DISC) is a non-profit organization dedicated to limiting the introduction and spread of non-native and invasive plant and animal species in Delaware.

**DISC:** The mission of DISC is to protect Delaware's ecosystems by preventing the introduction and reducing the impact of non-native invasive species.

**Call for Proposals Summary:** In 2019, the DISC is offering a small grants program and encourages interested groups and individuals to submit proposals for possible funding. The funding for this grant is provided by DISC, the First State Resource Conservation and Development Council, Inc. and DNREC - Division of Watershed Stewardship. This announcement lists DISC priorities and provides information about the format and timetable for submitting proposals. We encourage broad participation from groups and individuals concerned about invasive species issues in Delaware. A proposal submission must address an invasive species problem.

**Program priorities:** The following activities are of high priority to DISC and should be considered in the preparation of proposals. This is not an exclusive list, and it is in no particular order. Projects that address other invasive species issues may also be considered.

- Invasive species removal in ecologically sensitive locations or areas with unique environmental attributes;
- Innovative approaches to invasive species control/eradication or control/eradicate a high priority invasive species population;
- Habitat restoration in areas impacted by invasive species;
- Development of outreach and educational materials for classrooms (such as posters, brochures, presentations, etc.) or for specific audiences to prevent the introduction and spread of invasive species.

**Funds Available:** Approximately \$1,000 is available to fund one or several projects. Program funds will be administered by DISC. Projects that document how the funds can work as “seed money” or to leverage other funding are strongly encouraged. However, projects that would simply use DISC funds to “add-on” to existing programs or that do not specifically address DISC priorities are discouraged.

**Project Duration and Award Period:** The target start date for awards is January 1, 2020. Projects must be completed within one year of the start date. Extensions will be considered on a case by case basis.

**Eligibility:** Any individuals in state, provincial or local agencies, institutions of higher education, commercial or non-profit organizations, professional, lake, watershed, tribes, and organizations are eligible for funding as investigators or cooperators. Projects must be located in Delaware.

**Cost Sharing and Matching:** A 25% financial match is required. DISC funds may not be used as match or cost-share for any other project. However, demonstration of how DISC funds will leverage other resources or seed potential future proposals may be considered in the review process.

**Proposal Format:** Proposals must include the following information. Please use 12-point font, 1 inch margins, and single or double spacing. Please submit all documents as one PDF file. **Proposals must adhere to format instructions or they will be returned without review.**

- A. Signature Cover Sheet
- B. Project Summary (1 page maximum)
- C. Project Narrative (1 page maximum)
- D. Budget
- E. Budget Justification
- F. Project lead contact information and explanation of prior experience with similar projects.

A. *Signature Cover Sheet:* Principal Investigators are responsible for routing the proposal through their organization's research administration or grants/contracts officer to obtain all required institutional signatures prior to submittal. Please include project lead, title, amount requested, and start and end dates.

B. *Project Summary:* Provide the project title at the top of the summary page, and then include an abstract for the project that is no more than 300 words. The abstract should summarize project objectives, methodologies, and rationale clearly and concisely.

C. *Project Narrative (1-2 page limit)*

- 1) Project Description: The project description should detail the activities that are to be accomplished during the budget period of the project. This description should include specific methods or activities that are proposed to accomplish the objective(s).
- 2) Project Location: The location of the project should be specific.
- 3) Benefits or Results Expected: Metrics/deliverables to demonstrate project success.
- 4) Outreach Plan: The proposal must explain how the project results will be disseminated to appropriate audiences.
- 5) Project Timeline: Include schedule and specific deliverables of the project.

- D. *Budget Table*: Include a table outlining your budget for the project. You should list each line item separately by relevant category. Appropriate budget categories include expendable supplies and equipment, publication and documentation costs, and other direct costs.
- E. *Budget Justification*: Provide a description for each budget line item and how it was calculated.
- F. *Address, phone number, and e-mail* for the project lead and co-participants.

**Completing and Submitting Your Application:** Please combine all written components of the proposal into one PDF and submit electronically to [disconline2016@gmail.com](mailto:disconline2016@gmail.com) no later than 5:00 PM EDT on November 29, 2019. Late submissions will not be accepted; incomplete applications will be returned without review. Applicants will receive an e-mail acknowledging receipt of the proposal.

### **Selection Process**

- All proposals will be screened to determine eligibility and whether projects address program priorities.
- All proposals will be reviewed by DISC board members. Proposals will be evaluated and ranked according to:
  - Technical merit and feasibility (45%)
  - Relevance to DISC mission and priorities, outreach and impact potential (45%)
  - Applicants' knowledge of invasive species, previous contributions, feasibility to conduct the work (10%)
- Projects will be selected based on available funds, requested funding support, technical ranking, and DISC priorities.
- Announcement of awards is expected by December 18, 2019.
- Projects selected for funding will be required to work with DISC to complete final budget sheets and budget justifications following funding guidance from DISC.

### **Project Deliverables**

- All project leads must submit a 6 month progress report and then a final report upon project completion. Continuation of funding is contingent on successful project progress and timely submission of annual reports.
- It is expected that award recipients will present final results upon project completion at a DISC meeting (or provide information for a presentation). DISC funding should be acknowledged where appropriate in all presentations and deliverables, and in subsequent related or derivative publications.
- DISC reserves the right to divert funds to another project if project benchmarks are not completed according to plan.
- DISC retains the right to use all documents and materials produced under these grants and disseminate them for use by others, unless other written agreements are in place.

**Contact for technical questions:**  
Delaware Invasive Species Council  
[Rick.Mickowski@state.de.us](mailto:Rick.Mickowski@state.de.us)  
302-365-8979

**To Submit Proposal Email:**  
[DISOnline2016@gmail.com](mailto:DISOnline2016@gmail.com)

