OSMB Form B2

OREGON STATE MARINE BOARD
"LET'S GO BOATING" GRANT PROGRAM

PROJECT APPLICATION

(Please Type All Requested Information)

Project Title:	Date:
Organization Name:	County:
Mailing Address:	Physical Address:
Brief Description of Project:	
Requested Amount: $	***Revised Amount: $**
Is your organization a non-profit organization? ☐ Yes (see below) ☐ No	
Proof of IRS tax filing status **MUST be attached**	
Non-profit ID# provided by IRS:	
Authorized Persons Name: _____ Title: _____ Contact #: _____ E-mail: _____	Project Leader Name: _____ Title: _____ Contact #: _____ E-mail: _____
Authorized Signature:	Date:

*Shaded box for Marine Board use only

REQUIRED ATTACHMENTS:

- Exhibit "A" Project Information
- Exhibit "B" Itemized Cost Estimates and In-Kind Match
- Exhibit "C" Vicinity Maps and Photos
- Racial and Ethnic Impact Statement

Submit 1 original and 2 copies of entire application package

OREGON STATE MARINE BOARD
PROJECT INFORMATION

Exhibit A

Project Title:

The questions below are designed to acquaint the Marine Board review team with your project proposal. Please be concise, but complete. Please place "N/A" when the requested information is not applicable to your project.

1. Project Narrative: (Three page limit)

   a. Briefly describe the target audience (i.e. age group, user group, etc).

   b. Briefly describe the project/program educational goals and objectives.

   c. Who will manage the project/program?

   d. Name of Site: _____
      Site Address or Location (if different from application address):

   e. How will the funds be used?

   f. Is your project/program associated with an instructional and/or hands-on boating course? If so, please describe. (Please include course outlines, lesson plans, schedules, budgets, equipment needs or any other supporting information that will help explain your program.)

   g. Does the project proposal support, supplement or enhance an ongoing program or project?

h. Is your project/program open to the general public?

i. Is there a cost associated with your project/program that people would have to pay to participate? If there is a cost, please break down the charge associated with participation. How are the funds spent (i.e. are the funds reverted back into the project/program)?

j. Does your project/program have an informational brochure or application process? If yes, please submit all supporting documents.

k. How will your project/program be advertised or promoted, when completed (if applicable)?

l. Will your project/program impact or benefit your county, city, community, etc.?

m. Can your project/program be adapted by other groups? If yes, explain how.

n. If applicable, how will you maintain any capital improvements?

o. How will you measure the success of the project/program (if applicable)?

p. Will the funds requested enable completion of the project/program?

q. If applicable, please list, <u>and then attach any supportive documentation</u> demonstrating that the public, other organizations and/or agencies have reviewed **this proposal**. Examples would include: any media coverage, a master plan, documents showing organizations or agencies have been contacted/involved and/or have endorsed this project proposal.

r. If applicable, have other funding sources been approved? If so, list the other funding sources and the amounts.

s. Are you providing any match to the proposal?

2. Present a timeline: include estimated completion dates for each phase of the project.

Itemized Cost Estimates and In-Kind Match

(Attach sheets as necessary)

Exhibit B

1. **Itemized Cost Estimates:** (Below see Supplement for Application for directions)

Scope Item Description	Marine Board	Applicant	Total Cost
	$	**$**	**$**
Total:	$ 0.00	$ 0.00	$ 0.00

2. **IN-KIND MATCH:**

Applicants are encouraged to seek additional funding and support from other sources and to identify these other sources in their application. Although a match of dollars or in-kind labor is not a requirement, it is considered a positive asset during the evaluation and scoring process. **<u>The match must be from non-federal funds; participants cannot match federal funds with federal funds.</u>**

8. Cash Amount (non-federal) $ _____

9. Value of any labor or materials provided (non-federal) $ _____
(attach detailed documentation)

10. Other (specify)(non-federal) $ _____

11. In-kind Match (non-federal) $ _____

Name of donating Organization(s) or Group(s): _____

_____

Vicinity Maps and Photos

(Attach sheets as necessary)

Exhibit C

1. **Vicinity Maps**
   If applicable, attach location and site maps; see Supplement for Application for directions

2. **Project Photographs (if applicable)**

   Submit four (4) 4" x 6" color photographs of the proposed project site. The photos should be placed on paper (two photos per paper), if digitalized. Each photo must be labeled with a description of the photo. If sending separate photos, please put description on the back of the photo and encase them in an envelope or plastic photo folder for easy access.

SUPPLEMENT FOR APPLICATION

Itemized Cost Estimates

Complete the Itemized Cost Estimates sheet for each component of the project. As accurately as possible, develop cost estimates based on the anticipated costs of completing that scope item. Estimates should reflect realistic prices anticipated at the time the work would be done. Break down each scope item into materials. The Marine Board column is the amount being requested for the project. The applicant column is the amount, if applicable, being donated by the applicant.

When estimating costs, please take into effect the cost of shipping, if applicable and include the cost into the amount requested.

Example

Itemized Cost Estimates:			
Scope Item Description	**Marine Board**	**Applicant**	**Total Cost**
Life Jackets x20 (5 child, 5 youths, 10 adults)	$ 400	$100	$ 500
Aurora Royalex Kayak	$1,000		$1,000
Mohawk Paddle	$ 50		$ 50
TOTAL	$1,450	$100	$1,550

Location Map

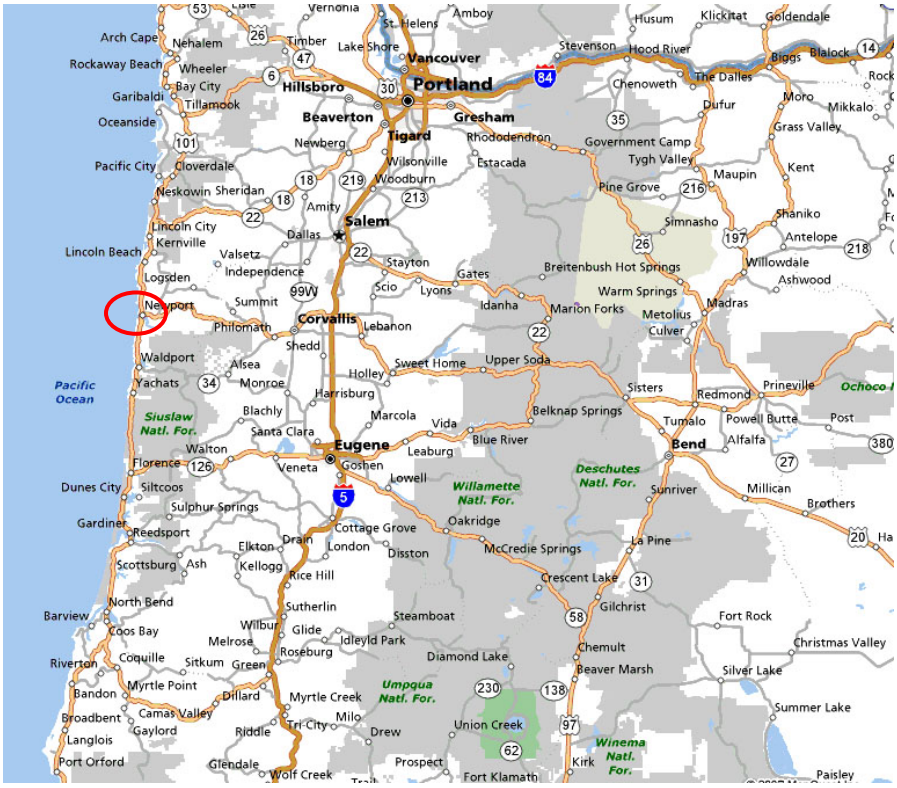
The location map should include the following and should be submitted on paper 8 ½” x 11” in size.

1. Topographic information sufficient to show the project location and area; and
2. North arrow and project title.

For PFD Loaner Stations projects: The location map should indicate the location where the proposed station will be placed.

Example:

Newport – South Beach

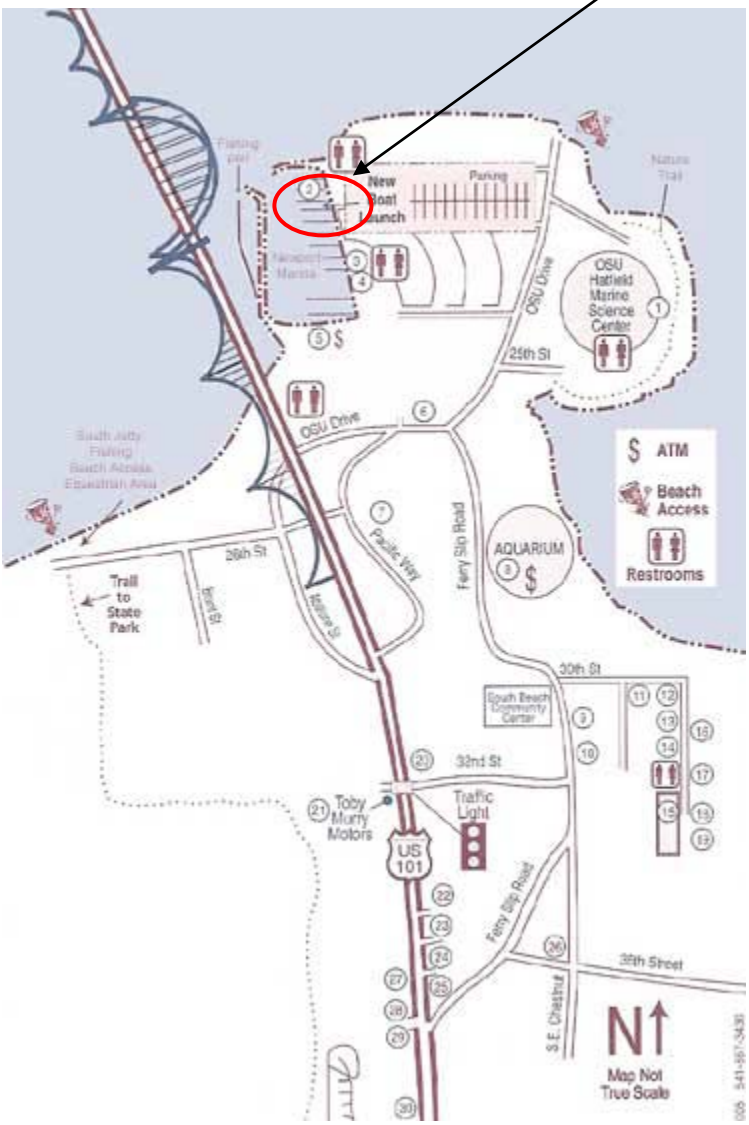


Site Map

The site map should include the following information and should be submitted on paper 8 ½” x 11” in size.

1. Topographic information sufficient to show site of project;
2. Developed access roads within and through the area;
3. General location of existing recreation facilities; and
4. North arrow and project title.

Example:

South Beach Area

Location of PFD Loaner Station