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DEPARTMENT OF MARINE RESOURCES
BUREAU OF PUBLIC HEALTH
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COMMISSIONER

Municipal Shellfish Management Mini-Grant Request for Proposals

Posted February 2, 2023

Deadline: March 10, 2023

The Maine Department of Marine Resources' Nearshore Marine Resource Program invites proposals for projects that will improve management and conservation of municipally managed shellfish resources. Specifically, this funding opportunity seeks to support new or significantly expanded projects that restore shellfish flats, improve shellfish habitat productivity, find and fix pollution sources, work with town and state officials to open closed flats, or increase volunteer participation in municipal management and conservation activities.

Eligibility

Applications may be developed by harvesters, shellfish wardens, town officials, or other stakeholders including non-profit organizations *in partnership with a town that has a Municipal Shellfish Conservation Program, as the town will receive and disburse the grant funding*. Applications must demonstrate involvement of shellfish harvesters. The review committee will favor projects that also include shellfish committee members and shellfish wardens as well as scientists, regulators, managers, and other key partners. Marine Resource Scientists from the Nearshore Marine Resource Program are available to assist with experimental design, field work training, and obtaining any necessary permits. This assistance does not need to be included in the budget of the project, but you must contact the Nearshore Marine Resource Program prior to submitting the proposal, outlining the assistance you are seeking so we can confirm we are able to meet your needs (contact below). If shellfish industry members have a project idea and need assistance connecting with a town official, support will be provided (see contact information for questions below). Though projects are asked to include an outreach component, this fund is not intended to be used for education initiatives.

Types of Projects

Proposed projects can work with any species of shellfish that are municipally managed and must include a component that evaluates the effectiveness of the proposed effort. Eligible projects could include, but are not limited to:

- Seeding efforts to supplement shellfish resources and assessment of success
- Use and assessment of conservation closures to protect shellfish resources
- Remediation of pollution sources
- Efforts to enhance seed growth, for example, with upwellers or other gear
- Spatfall enhancement
- Predator protection

- Population surveys, including innovative survey designs

Eligible Expenses

Eligible expenses include personnel/contractors, supplies, travel expenses, and 'other' (please describe). Indirect is capped at 10%.

Ineligible Expenses

Activities that are an ongoing part of the organization's mission with no clear start or end date, or those that have been implemented for more than three years and are continuing without expansion.

Proposal Evaluation Criteria

- Measurable benefit to shellfish harvesters and the community
- Timeliness and urgency of the proposed activity
- Innovation and relevance to emerging issues
- Well-developed plan for evaluation of project success (ie, comparison against a control, comparison to previous efforts, comparison across multiple locations, comparison to traditional methods)
- Plan for outreach efforts to communicate the results beyond the municipality in which the project was completed

Timing

The deadline for applications is March 10, 2023, with an award period of May 1, 2023 to April 30, 2024. Grant funding may only be used to support costs and activities that occur after the grant has been awarded.

Award Amount

The Municipal Shellfish Management Mini-Grant has a total of \$20,000 available. Individual awards are capped at \$5,000. The Review Committee will consider the total budget in relation to the proposed work. Matching funds are not required.

Deliverables

- Proposed projects must include an outreach effort that extends beyond the municipality in which it is completed. Possible outreach activities include, but are not limited to
 - A presentation of the project and results at a Regional Shellfish Meeting (not the municipality's Shellfish Committee Meeting), the Fishermen's Forum, or other conference
 - A 1-2 page summary of the project presented as an info sheet to be distributed to other municipal Shellfish Conservation Programs.
- Funded projects will be required to submit a final report within 30 days of the project's completion. The Final Report template will be supplied to funded project teams.

Towns that fail to meet the outreach and final report requirements will not be considered for future funding opportunities through this program and will be required to return funding they have received for this project.

Application Materials

The complete application packet should be emailed to DMRPublicHealthDiv@maine.gov by 11:59 PM on March 10, 2023.

The complete application packet includes:

- Contact information for the project coordinator, including name, phone number, and email address
- List of key personnel and project partners, including names, phone numbers, and email addresses for each individual listed
- The name of the town or organization that would receive the grant. Include the staff contact name, title, phone number, email address, and mailing address.
- Start and end date of the project (must be between May 1, 2023-April 30, 2024).
- A statement indicating everyone named in the proposal has been contacted, knows that they are included in the proposal, and that they have agreed to participate.
- **Project budget** for the requested funding, broken down into the following categories. Each category should have a subtotal, and the entire budget should have a total amount.
 - Personnel/Contractors
 - Supplies
 - Travel
 - Other (please describe the expense)
 - Modified Total Direct Costs (sum of above costs)
 - Indirect (capped at 10% of MTDC)
 - Total Budget (MTDC + Indirect), not to exceed \$5,000.
- **Project Narrative** (2-3 pages) with the following sections:
 - *Problem Statement*: What is the problem you intend to address and why does it matter for the health and sustainability of shellfish harvesting?
 - *Solutions*: How will you address this problem? What specific strategies and activities will you engage in, where, and when? What products (if any) will you produce? How will you evaluate the success of your proposed efforts?
 - *Capacity*: Who is involved in this project, what are the specific roles and responsibilities of each key member, and why is this group well positioned to do the work you propose? How will the group involve shellfish harvesters in addition to shellfish committee members, shellfish wardens, scientists, regulators, managers, and/or other key partners? In this section, describe any assistance you are seeking from the Nearshore Marine Resource Program and confirm that you have communicated with us prior to submitting the proposal.
 - *Limiting factors*: Are there any specific challenges or limiting factors that could shape your ability to achieve success in your project? This information will be helpful in identifying opportunities for project advisors to work with and help your group achieve its goals.

- *Outreach*: How will the project team work to archive and share data with the town, state, and other interested parties? Please describe how the team plans to achieve the outreach deliverable of this funding opportunity.

Proposal Review and Funding Mechanism

- Proposals will be reviewed in March by a committee consisting of Department of Marine Resource Scientists and outside reviewers with a background in shellfish management.
- Projects selected to receive funding will be scheduled for milestone check-ins with the Nearshore Marine Resource Program at 3, 6, and 9 months into the project period to ensure progression towards the project goal(s) and to also provide opportunities for questions and assistance.
- Projects selected to receive funding will be funded through a low service contract with the State of Maine and will be eligible to receive Advance Funding for the entire amount of the award, upon submission of an invoice to the Department of Marine Resources. Towns must fill out a State of Maine vendor form, if they have not already done so. Towns must be able to provide the Department a certificate of insurance showing liability insurance covering the proposed work.

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Questions

Meredith White, DMR Nearshore Marine Resource Program Supervisor: meredith.m.white@maine.gov, 207-350-7163

Funding Source

The Commissioner of Maine's Department of Marine Resources has approved the use of \$20,000 from the opportunity fund for the Municipal Shellfish Management Mini-Grant Program on an annual basis.