



GIS Capacity Grants

Guidelines and Application

Applications must be postmarked by February 28, 2006

Maine Coast Protection Initiative
c/o Maine Coast Heritage Trust
1 Main St, Suite 201
Topsham, ME 04086

GIS Capacity Grant Guidelines & Application Forms also available at:

www.protectcoastmaine.org

1.18.06

Introduction

Maine Coast Heritage Trust is pleased to announce the *Maine Coast Protection Initiative GIS Capacity Grants Program*. The Maine Coast Protection Initiative (MCPI) is a 3-year program providing support and funding for existing organizations who will work together to increase the pace of proactive coastal land conservation in Maine, especially conservation of habitat, coastal access and scenic and cultural resources. During 2004, a coalition of over 70 organizations participated in a planning process to develop a strategic framework that will guide the work of the program. The Strategic Conservation Framework can be downloaded from the MCPI website at www.protectcoastmaine.org. All organizations and public agencies with an interest in coastal land conservation that meet the eligibility requirements are invited to apply for a GIS Capacity grant.

GIS Capacity Grant Program Overview

This program will support projects that create and enhance the capacity needed to address the GIS needs of Maine's coastal land trust community as identified in the MCPI GIS Needs Assessment (available at http://www.protectcoastmaine.org/Grants/Application_Info.htm).

Specifically, this grant program will support projects that 1) serve to increase GIS usage within Maine's coastal land trust community and/or 2) help to increase the capacity of GIS users and providers so that they are able to develop quality data that is easily shared with others for the purpose of regional conservation planning and data analysis that will, in turn, advance proactive coastal conservation in Maine.

Three categories of GIS Capacity Grants are available:
(Organizations may apply for 1 or more categories of grants)

Service Center Grants:

The GIS Needs Assessment identified the potential value of regional centers that would provide GIS services to area land trusts and help to increase GIS usage throughout the coastal land trust community.

Service center grants are cash grants available to land trusts and other NGO or public entities interested in or already serving as GIS service providers for area land trusts. The funds are available as seed money for operations (either for start-up providers or for existing providers looking to expand their services) and may be used for hardware, staffing, and other needs. To insure broad coastal coverage, the geographic distribution of applicants and their clients will be taken into consideration.

Recipients of Service Center Grant funding will be expected to:

1. Provide GIS services, including, but not limited to, map production, spatial analysis, and data collection and development to Trusts in their service area on an on-call, fee basis.
2. Customize and provide a CDROM based databundle containing commonly used datasets to the land trusts in their service region. Each Service Center Grant recipient will be provided with a CDROM containing layers commonly available from ME OGIS. The CDROM will also include a contour layer and the set up files for ArcReader, Arc Explorer and a tutorial for both.

The Service Center will create and distribute copies of the disk to each land trust in its service area, adding additional layers containing data specific to the area being served, including: Beginning with Habitat, digital ortho-quads (b/w and color), aerial photography, regional parcel data, and regional protected lands (in accordance with data use agreements). The disk will also include one project file for displaying local data and a free software program of the Service Centers choice (ie. ArcExplorer, ArcReader, GoogleEarth) enabling the land trusts to utilize the data for basic mapping tasks.

This data bundle is intended to provide Trusts with little or no GIS experience the tools and data necessary to perform basic mapping tasks.

3. Meet with the appropriate agency staff at the outset of the grant period to discuss the appropriate use and updating requirements for the datasets.
 4. Grant recipients will be expected to host at least one training session to introduce Land Trusts in their service area to the types of data included on the CD. The training will teach land trusts how to use the included software to view, add data, and produce maps within the capability of the software provided.
 5. Work with those it serves to create quality data, utilizing shared standards, developed in conjunction with the Maine Land Trust Network GIS Council to ensure uniformity and ease of data exchange between Service Centers and other conservation organizations.
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6. Collect conserved lands data for Clients interested in this service to be used in accordance with usage agreements between the Service Center and its Clients. All data will be kept in accordance with the standards developed and accepted by the MLTN GIS Council.
7. Service Centers will meet after a year's time to share information on their services and facilitate coordination between Centers. Continual annual meetings geared at providing coordinated services to coastal land trusts are encouraged.

A total of \$70,000 is available for Service Center Grants. MCPI anticipates funding 3 to 4 Service Centers in the range of \$15,000 to \$25,000.

ArcView Software Grants:

Six (6) copies of ArcGIS/ArcView 9.0 are available through this grant program to GIS Service Centers and MCPI Supporting Organizations who have a need for in-house GIS capacity. Preference will be given to Service Centers filling the expectations noted above.

The following extensions/services will be bundled with ArcView 9.0 for recipients:

- ArcScan
- ArcPress
- ArcPublisher
- Spatial Analyst
- 1 year of technical support

ArcIMS Software Grant:

One (1) copy of ArcIMS is available through this grant program to an entity interested in using this software to develop an internet mapping site (IMS) to display and distribute spatial data needed by the conservation community, such as digital parcel data, aerial and satellite imagery, priority habitat areas, and public access locations. The IMS developed should be consistent with the overarching goals of the Maine Coast Protection Initiative as noted in the Strategic Conservation Framework.

Please note: GIS Capacity Grants are intended for GIS capacity building activities as specified above and NOT for individual data collection and analysis projects.

Eligibility

1. Land trust applicants must be current members of the Maine Land Trust Network and the Land Trust Alliance.
2. All applicants must be MCPI Supporting Organizations (for more information on becoming a supporting organization visit www.protectcoastalmaine.org).

Please read the grant details in the program overview for additional eligibility requirements.

Grant Application and Review Process

Application materials must be postmarked by **February 28, 2006**. A selection committee comprised of 5-6 MCPI Coalition members and GIS experts will review applications and make recommendations to the full MCPI Steering Committee which has final decision making authority. Awards will be announced by March 31, 2006. The grant funds are expected to be expended within 24 months.

Please direct any inquiries about the GIS Capacity Grants program to Megan Shore, Maine Land Trust Coordinator at (207) 729-7366 or mshore@mcht.org. Inquiries about the Maine Coast Protection Initiative can be directed to Amy Owsley, the Land Trust Alliance's (LTA) Maine Field Representative at (207) 729-7366 or aowsley@lta.org.

Application

Applications must be postmarked by February 28, 2006.

Please submit applications to: MCPI GIS Capacity Grants
c/o Maine Coast Heritage Trust
1 Main Street, Suite 201
Topsham, ME 04086

Each applicant must submit **5 copies** of the application materials (described below) **collated into 5 distinct sets** and **1 set** of supporting materials (listed on application form). Please use the following outline to organize your application materials and use recycled paper and double sided copies when feasible. Please use size 11 font or larger.

- 1) **Cover Page:** Application form (attached)
 - 2) **Project Budget:** Budget form (attached)
 - 3) **Project Description:** A narrative of no more than 3 pages describing: project goals, how it will be carried out, why your organization is qualified, how the work will continue beyond the scope of this grant (sustainability of your project), and how it will meet the goals of MCPI (<http://www.protectcoastmaine.org>) and in particular meet the purposes of this grant program.
 - a) *Service Center Grant applicants* are required to submit a business plan with the application materials that details (1) their service region and land trust customers; (2) the service request process and fee structure; and (3) how the service center will remain operational beyond the two-year term of this grant. Service Center applicants should provide a description of current GIS capabilities and staffing, and how the prospective Center plans to expand, if necessary, to meet customer demand. If the Service Center applicant is currently providing services to land trusts, the applicant should provide a brief description of current projects.
 - b) *Software applicants* should indicate what hardware they will be using to run the software, what GIS software the organization currently has in house, and what GIS capacity currently exists among organization staff and/or volunteers.
 - c) *ArcIMS applicants* should present a description of the IMS product they plan to develop, including new or existing data that will be displayed and/or distributed. Applicants should also describe their capacity and existing or planned infrastructure to support the IMS. ArcIMS applicants should have ArcIMS experience or access to an ArcIMS developer.
 - 4) **Project Schedule:** Please provide a realistic timeline for project activities.
 - 5) **List of Key Personnel:** Include names, position/role in organization, and a brief description of qualifications. Please specify who will be responsible for overall supervision of the project. *Service Center Applicants* should provide a list of existing and potential customers if applicable. Letters of support from current/proposed clients are welcome.
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Grant Requirements

Grant Agreement:

Recipients will be sent a Grant Agreement along with the notification of award. **No grant funds will be disbursed until the signed grant agreement is received by Maine Coast Heritage Trust.** When preparing a proposal, carefully assess the organization's commitment to the project's scope, objectives and products. Significant changes in projects are strongly discouraged and generally will not be approved. Grantees will work with Maine Coast Heritage Trust to plan publicity and outreach for completed projects.

Reporting requirements:

Grant recipients are required to submit a progress report **6 months** after the grant is awarded. A second report shall be submitted **24 months** after receiving the grant. Report forms will be provided by Maine Coast Heritage Trust.

If a grant recipient fails to comply with the terms of the grant agreement or to file a final report, it may be required to repay the entire grant award to Maine Coast Heritage Trust.

**Maine Coast Protection Initiative
GIS Capacity Grants**

APPLICATION FORM

Please write or type directly on this form

Please submit **5 copies** of the application materials, including this form and all attachments (**collated into 5 separate sets of applications**), and one set of supporting materials (see application checklist below).

Applications must be postmarked by February 28, 2006.

1. Project Title:

2. Name of Organization/Division:
Address:

Telephone: Fax: E-mail:

Contact Person: Title:

When was your organization founded?

How many staff do you have? Full-time: Part-time:

3. Amount requested (*for Service Center Grant Applicants only*): \$

4. Circle appropriate grant category: Service Center ArcView ArcIMS

5. Project Summary (1-2 sentences):

APPLICATION CHECKLIST

5 sets (collated) of:

- Application Form
- Project Budget Form
- Project Description
- Project Schedule
- List of Key Personnel

1 set of supporting materials:

- List of Board of Directors (if applicable)
 - Recent Annual Report of lead/primary organization
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**Maine Coast Protection Initiative
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BUDGET FORM

Please write or type directly on this form. If additional space is needed please follow this format.

Primary/Lead Organization/Division Name:

Primary/Lead Organization/Division's current annual operating budget: \$

Project Budget Categories <i>e.g. Hardware</i>	Project Total	Funds Requested From This Grant	Matching Funds***	Who/What is Source of the Match***	Status of Matching Funds*** (received/pending)
Total					

*** Match is not required, but is encouraged and will be taken into consideration by the Selection Committee. Please note who/where match is from (foundation, donor, or applicant funds), whether it is cash or in-kind, and if the match has been received or if a request is pending. In-kind donations must be verified by a bill of service and may include:

- Donation of professional services (legal, facilitation, mapping , etc.)
- Meeting room costs, equipment rental, staff time on the project, travel costs, printing, food or refreshments

Proposal prepared by: _____ **Title/Position:** _____

Signature: _____ **Date:** _____
(Executive Director, Department Head, or Board President)
