

approved by the Grants Officer as part of the terms when the award is made.

#### B. Award Limits

The B-WET Program anticipates that typical project awards for "Meaningful" Outdoor Experiences for Students and Professional Development in the Area of Environmental Education for Teachers will range from \$20,000 to \$50,000. Proposals will be considered for funds greater than the specified ranges.

#### C. Funding Instrument

Whether the funding instrument is a grant or a cooperative agreement will be determined by the amount of NOAA's involvement in the project. A cooperative agreement will be used if NOAA shares responsibility for management, control, direction, or performance of the project with the recipient. Specific terms regarding substantial involvement will be contained in special award conditions.

#### D. Cost-sharing Requirements

The NOAA strongly encourages applicants applying for either area of interest to share as much of the costs of the award as possible. Funds from other Federal awards may not be considered matching funds. The nature of the contribution (cash versus in-kind) and the amount of matching funds will be taken into consideration in the final selection process. Priority selection will be given to proposals that propose cash rather than in-kind contributions.

### IV. Instructions for Application

#### A. Eligible Applicants

Eligible applicants for both areas of interest include state, local and Indian tribal governments, institutions of higher education, other non-profit organizations and commercial organizations. These may include K-through-12 public and independent schools and school systems and community-based organizations.

The Department of Commerce/ National Oceanic and Atmospheric Administration (DOC/NOAA) is strongly committed to broadening the participation of historically black colleges and universities, Hispanic serving institutions, tribal colleges and universities, and institutions that work in underserved areas. The NOAA encourages proposals involving any of the above institutions.

#### B. Project Award Period

The B-WET Program will make awards for a period of one year. Projects should begin no later than October 1, 2003.

#### C. Format and Requirements

Proposals must be complete and must follow the format described in this notice. Potential recipients may submit separate proposals for each area of interest (i.e., "Meaningful" Outdoor Experiences for Students or Professional Development in the Area of Environmental Education for Teachers). Applicants should not assume prior knowledge on the part of the NOAA as to the relative merits of the project described in the application.

1. *Proposal format:* Applicants are required to submit one signed original and two copies of the full proposal (submission of five additional hard copies is encouraged to expedite the review process, but it is not required). Proposal format must be in at least a 10-point font, double-spaced, unbound, and one-sided. Brevity will assist reviewers and program staff in dealing effectively with proposals. Therefore, the Project Description may not exceed 15 pages. Tables and visual materials, including charts, graphs, maps, photographs, and other pictorial presentations are not included in the 15-page limitation. Appendices may be included but must not exceed a total of 10-pages in length. Appendices may include information such as curriculum, resumes, and/or letters of endorsement. Additional informational material will be disregarded. Proposals must include the following information:

a. *Project summary (1-page limit):* It is recommended that each proposal contain a summary of no more than one page that provides the following:

- (1) Organization title.
- (2) Address, telephone number, and email address of applicant.
- (3) Area of interest for which you are applying (i.e., "Meaningful" Outdoor Experiences for Students; Professional Development in the Area of Environmental Education for Teachers).
- (4) Project title.
- (5) Project duration (1-year project period beginning to end dates, starting on the first of the month and ending on the last day of the month).
- (6) Principal Investigator(s) (PI).
- (7) Project objectives.
- (8) Summary of work to be performed (include number of teachers and/or students that will be involved in your project).
- (9) Total Federal funds requested.
- (10) Cost-sharing to be provided from non-Federal sources, if any. Specify whether contributions are project-related cash or in-kind.
- (11) Total project cost.

b. *Project description (15-page limit):* Describe precisely what your project will achieve why, how, who, and where.

(1) Why: Explain the purpose of your project. This should include a clear statement of the work to be undertaken and include the following:

-Explain which area of interest your project addresses (i.e., (1) "Meaningful" Outdoor Experiences for Students; (2) Professional Development in the Area of Environmental Education for Teachers).  
-Specifically describe how your project addresses each of the elements and types of activities relating to the project's particular area of interest (i.e., Section II.A for the "Meaningful" Outdoor Experience for Students area or Section II.B for the Professional Development in the area of Environmental Education for Teachers area).

(2) How: Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished. Explain your strategy, objectives, activities, delivery methods, and accomplishments to establish for reviewers that you have realistic goals and objectives and that you will use effective methods to achieve them. When accomplishments cannot be quantified, list the activities in chronological order to show the schedule of accomplishments and target completion dates.

-Project Objectives: Objectives should be simple and understandable; as specific and quantitative as possible; clear as to the "what and when," but should avoid the "how and why." Projects should be accomplishment oriented and identify specific performance measures.

(3) Who: Explain who will conduct the project. Include the following:

-List each organization, cooperator, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

-Identify the target audience and demonstrate an understanding of the needs of that audience (include specifically how many students and/or teachers are involved in your project). (4) Where: Give a precise location of the project and area(s) to be served.

c. *Need for government financial assistance:* Demonstrate the need for assistance. Explain why other funding sources cannot fund all the proposed work.

d. *Benefits or results expected:* Identify and document the results or benefits to be derived from the proposed activities.

e. *Project valuation:* Explain how you will ensure that you are meeting the goals and objectives of your project. Evaluation plans may be quantitative and/or qualitative and may include, for