



**North Carolina
Coastal Recreational Fishing License
Request for Proposals
Issued June 2013 (for Funding Year 2014)**

The N.C. Marine Fisheries Commission and the N.C. Wildlife Resources Commission are issuing a request for proposals for consideration of funding from the Marine Resources Fund. The Marine Resources Fund is composed of proceeds from the sale of the Coastal Recreational Fishing License. The N.C. General Assembly created the fund to manage, protect, restore, develop, cultivate and enhance the marine resources of the state.

The N.C. Division of Marine Fisheries is the state agency that provides liaison between projects and the Marine Fisheries Commission and Wildlife Resources Commission. The purpose of this document is to announce a request for proposals, to identify project areas and priorities eligible for funding by the Marine Resources Fund in accordance with the [Strategic Plan for the Conservation and Improvement of North Carolina Marine Resources](#), and to assist you in preparing the proposal. Please read all of the enclosed information closely. Proposals and all supporting documents must be received by the director of the Division of Marine Fisheries by 5 p.m. on **July 31, 2013**.

The overall goal for the use of Coastal Recreational Fishing License funds is to manage and enhance the marine resources of North Carolina based on sound science and strategies. The Strategic Plan for the Conservation and Improvement of North Carolina Marine Resources sets forth a framework of objectives and strategies to meet this goal. The framework provides the basis upon which to evaluate and select proposals seeking Coastal Recreational Fishing License funds. Example priority research needs have been compiled based on [priority needs in fishery management plans](#) approved by the Marine Fisheries Commission, issues identified in the [Coastal Habitat Protection Plan](#), and research needs identified cooperatively with other agencies. The objectives and strategies beginning on page seven are topics of particular interest at this time and do not represent an inclusive list of all priority needs in fishery management plans and the Coastal Habitat Protection Plan.

Eligibility

Only proposals from universities/colleges, local and state governmental entities in North Carolina and their partners are eligible to receive funding. Individuals/groups (i.e. non-profit organizations) desiring funding must partner with one of these eligible agencies. The proposal must include a letter defining the roles and responsibilities of each partner.

Proposal Guidelines

All proposals must be submitted to the Division of Marine Fisheries director by 5 p.m. on July 31, 2013.

Proposals will be evaluated and applicants notified of acceptance or rejection prior to January 31, 2014.

Applicants are strongly encouraged to consult with species and/or program leads regarding potential projects. Consultation with the leads does NOT guarantee funding. For more information on the species and/or program leads, contact Beth Govoni by phone at 252-808-8004 or 800-682-2632 (in North Carolina only) or via e-mail at Beth.Govoni@ncdenr.gov.

If your proposal is approved for funding, you will need to work with the Division of Marine Fisheries by supplying information for the preparation of a state contract to facilitate your receipt of funds. It is important for you to know that this program cannot reimburse you for work that has already begun or been completed. Even if your project is selected for funding, you cannot begin any work until there is a state contract in place or you will not be reimbursed. Should your proposal be selected for funding, a contract should be in place within six months following the date of your funding award letter. Disbursement of funds will be in agreement with your state contract and proposal budget.

If your project is selected for funding and a contract is in place, you will be required to provide semi-annual updates of progress. This report shall be formal and can be submitted via email. The information in each semi-annual update will only be work completed since the last semi-annual update. A formal written comprehensive final report will be required. You may be required to present the results of your project and/or research findings at a Coastal Recreational Fishing License Project Conference. You are required to submit your reports to Beth Govoni, Coastal Recreational Fishing License project coordinator, N.C. Division of Marine Fisheries. She can be reached by mail at P.O. Box 769, Morehead City, N.C. 28557-0769; by phone at 252-808-8004 or 800-682-2632 (in North Carolina only); or via e-mail at Beth.Govoni@ncdenr.gov. Coastal Recreational Fishing License funding proposals, reports, and research data are subject to the N. C. Public Records Act (N.C.G.S. § 132-1 et seq).

Proposal guidelines:

1. Applicants must submit one original and 10 hard copies of the proposal plus one electronic copy of the proposal in Microsoft Word or Adobe PDF to the project coordinator. Please use Times New Roman, 12 point font and provide centered page numbers on the bottom of each page. The hard copies must be submitted on hole-punched paper.
2. All proposals must include a completed copy of the Application for Funding from the N.C. Marine Resources Fund application cover sheet (attached), as **page 1** of the proposal.
3. Proposals are not to exceed 17 pages including figures, tables, drawings, vitae, letters of support, etc.
4. Indirect costs cannot exceed the indirect rate established for the Division of Marine Fisheries (this rate is established annually). Please contact Beth Govoni, Coastal Recreational Fishing License project coordinator by phone at 252-808-8004 or 800-682-2698 (in North Carolina only); or via e-mail at Beth.Govoni@ncdenr.gov for the current rate.
5. All proposals must clearly state how this specific project will enhance or improve the recreational fishing experience for North Carolinians (directly or indirectly), or show how the project will educate anglers about saltwater fishing in North Carolina. Proposals are to identify benefits expected from the proposed activities, including users served, economic benefits to local communities and the state, etc.

6. Proposals for public access must provide estimates on the usage of the facilities, including expected number of recreational anglers who will use the access site.
7. **The Coastal Recreational Fishing License program will not fund land acquisition or construction projects that require other, not yet obtained parcels of land, or are contingent on receiving other grant money before site development can occur.**
8. The Coastal Recreational Fishing License program will not fund the design of potential projects, **unless funding is already secured** and the design portion is only a part of the current proposal.
9. Construction proposals must have minimal adverse habitat impacts, maximum storm water runoff controls, and maintain natural shorelines where feasible. To demonstrate this, all construction proposals must provide a detailed design and description regarding plans for controlling storm water runoff, avoiding submerged habitat impacts, and protecting the wetland shorelines, prior to project approval. Final design plans (i.e. any engineered drawings, specific low-impact development techniques, materials, etc) must be submitted prior to receipt of funds. If dredging is to be a part of the project, detailed justification and information on the area to be affected is required.
10. An appraisal for the purchase of land must be included.
11. All projects that involve site acquisition/improvements must occur in coastal or joint fishing waters. A map of coastal and joint fishing waters may be found at <http://portal.ncdenr.org/web/mf/coastal-joint-inland-waters>.
12. Previously funded projects that were successful in requesting multi-year funding need not reapply unless the original project's funding request ends by June 30, 2014 or if specified in the original award letter. Successful new multi-year projects will receive funding through a state contract that will obligate funds one year at a time. If selected for a first year of funding, the subsequent years funding of multi-year projects will be contingent upon the completion of satisfactory grant performance progress reports as required by grantor, approval by both the Marine Fisheries Commission and Wildlife Resources Commission for subsequent funding, and availability of funds. On multi-year proposals, separate budgets and milestone schedules must be emailed as a word document to the Coastal Recreational Fishing License project coordinator.
13. Projects that are currently being funded can be viewed on the N.C. Division of Marine Fisheries website under [Recreational Fishing Reports/Grants, Programs and Reports](#).

Each proposal is to include the following:

Applicant Name: Identify the name of the applicant and/or applicant's organization.

Project Title: A brief statement to identify the project.

Project Abstract. Applicants must submit a **separate** abstract of the proposed project to be included with the proposal in no more than 300 words. Submit one abstract to the Coastal

Recreational Fishing License project coordinator in Microsoft Word via e-mail to Beth.Govoni@ncdenr.gov.

Coastal Recreational Fishing License Strategic Plan Management Goal, Strategy and Research Need Listed in request for proposals: Identify the Coastal Recreational Fishing License Strategic Plan Management Goal, Strategy and Research Need listed in this request for proposals for which the proposal is being applied. Strategies listed in the Coastal Recreational Fishing License Strategic Plan and *not* within the Funding Year 2014 request for proposals have been funded in the past and thus, most likely successfully achieved.

Project Period: The total period of the project proposed for funding. The award period may be for one or multiple years. However, multi-year projects approved for year one funding will be reviewed annually for subsequent year funding. **All contracts for projects selected for funding will begin no sooner than July 1, 2014.** There are no exceptions to this policy. Please note this time period when developing project milestones.

Need: Demonstrate the need for assistance.

Objective: Address what is to be accomplished.

Approach: List all procedures necessary to attain each project objective.

Expected Results and Benefits: Identify and document the results or benefits expected from the proposed activities and how the project will help manage, protect, restore, develop, cultivate and enhance the marine resources of North Carolina. **A statement detailing how the project will ultimately benefit recreational anglers in North Carolina must be included.**

Data Delivery Plan for Research Projects: Provide a written plan describing how all data, analyses, models, etc. generated from the project will be made available to the Division of Marine Fisheries. The plan must include the format in which data will be submitted and acknowledge the requirements contained in the Coastal Recreational Fishing License [Funding Data Delivery Specifications](#) document. The report and data will receive technical review from the division technical monitor.

Geographic Location: The location where the project will be administered and where the project will be conducted.

Milestone Schedule: An activity schedule in table format for the duration of the project, starting with month one and concluding at the end of the requested award period including a maximum three-month report writing period. On multi-year proposals, a separate budget, scope of work, and milestones must be submitted for each year of the proposal. Schedule should include submission of performance reports due no later than February 15 and August 30.

Match: Coastal Recreational Fishing License proposals do not require matching funds but are encouraged as a way to leverage the Coastal Recreational Fishing License funds. However, if match is offered in a proposal the source of the matching funds must be identified in the budget along with the amount of in kind, cash, etc.

The Division of Marine Fisheries reserves the right to use awarded project grant funds as match for any Division of Marine Fisheries-awarded federal grants. You may not use Coastal Recreational Fishing License awarded project funds as match for any grant without explicit written permission to do so from the Division of Marine Fisheries.

Cost Summary: Detail all costs to be incurred in the project, including, but not limited to personnel, equipment, information technology needs (computers, staff, etc.), travel expenses, etc. Details are to include start-up versus long-term operational costs. Prepare your budget carefully and make it as detailed as possible. **Page/publication costs will not be funded.** The cost summary must be included in the template provided on page 15 of this request for proposals. Changes to the budget after submission are highly discouraged.

Graduate student tuition OR wages can be included in the cost summary. If both are listed, the committee will only consider funding the lesser of the two items.

Travel expenses must be broken down into two sections (no lump sum totals).

1. Travel related to carrying out the specific duties of the project. A breakdown of travel limited to state levels of allowable per diem showing expected amounts for hotels, meals, miles, etc. as separate lines.
2. Travel related to conference attendance. Applicants are allowed to budget for one conference attendance for each project over the course of the entire project. For example, if the proposal is a two-year proposal, you can budget for one conference attendance during a two-year project. If it is a three-year proposal, you can still only budget to attend one conference during a three-year project. Allowable conference charges will be paid for the principal investigator and one student, both of whom must have been integral to the project's success, and one of whom will present project results at the conference. All charges must be reasonable and fall within the state allowed travel and per diem charges. Travel to out-of-state conferences should have preliminary information on the conference being attended. For per diem travel rates visit:
http://portal.ncdenr.org/c/document_library/get_file?uuid=213c82f5-eb2f-42c2-949b-dd8e29e64ce4&groupId=38337

Project Administrator/Principal Investigator: The principal investigator(s) is to be listed and vitae for each principal investigator must be attached. Limit each vitae to two pages. If this is not a research or monitoring project, identify a key contact.

Other Funded Research: Identify all other funding sources currently being received and other funding sources where applications have been submitted and in which project personnel are involved. Include funding title, funding source, funding objective, amount of funding, length of funding, and principle investigator. Include percentage of salary funds by investigator by project.

Other Information: Applications for facilities/access projects must provide estimates of the usage of the proposed facility including number of people and number of current recreational fishing license holders within the area, and any other relevant demographic data and estimates that support the need for the project. All facilities/access projects shall post signage giving appropriate credit to the Coastal Recreational Fishing License fund. A Coastal Recreational Fishing License logo has been developed for your use.

Environmental Considerations: The Division of Marine Fisheries encourages low impact development that protects vegetated shorelines, wetlands, water quality, submerged aquatic vegetation, designated primary nursery areas, and designated anadromous fish spawning areas. Proposals should avoid adverse impacts to these sensitive habitats. In the event that impacts cannot be avoided or minimized through alteration of the project configuration or design, the project may not be considered for funding even though it meets a request for proposals funding priority.

Applicants shall maintain the stated or intended use of the proposed facility/access project for a minimum of 20 years. Projects over \$100,000 must maintain the intended use for 30 years. Any abandonment of the project, conversion of the project to another use, or allowance of uses prohibited by the contract shall automatically trigger repayment to the fund of an amortized portion of the total grant reflecting the remaining life of the project. All projects shall specify dates and deliverables clearly in the proposal.

Incomplete applications and those that do not conform to the above format will not be considered.

Proposal Submission

The Division of Marine Fisheries office in Morehead City must receive one original, 10 hard copies, and one electronic copy of the proposal in Microsoft Word or Adobe PDF by 5 p.m. on July 31, 2013. E-mail proposals to Beth.Govoni@ncdenr.gov. Faxed proposals will not be considered. Mail or deliver hard copy applications to: **N.C. Division of Marine Fisheries, Attention: Coastal Recreational Fishing License Proposal, P.O. Box 769, 3441 Arendell Street, Morehead City, NC 28557**. By state law, late proposals cannot be considered.

Review Process

Only proposals supporting the purpose of the Marine Resources Fund as specified in [N.C. General Statute 113-175.1](#) and meeting the guidelines established in this request for proposals will be considered. Proposals meeting these requirements will be evaluated based on their capability to enhance the marine resources of the state. Proposals being considered for funding but needing revisions, enhancements or clarification to improve the quality of the proposal will be returned to the applicant. The applicant will then have 30 days to make the changes and return to the Division of Marine Fisheries for consideration.

Voluntary amendments to proposals are not normally accepted. One may request an amendment, but a project requesting an amendment to the budget or scope of work will be considered **only** if determined to be meritorious.

Funding Year 2014 Coastal Recreational Fishing License Grant Program Funding Strategies

Management Goal – Fish

For specific needs by species see [Research Priorities for the N.C. Division of Marine Fisheries](#).

Objective 1: Estimate fishing effort, catch, harvest, and mortality of important coastal fish species.

Strategy F.1.1 Increase current recreational sampling levels to obtain estimates with greater precision.

Example Priority Research Need:

Projects investigating the feasibility of using new technologies to gather timely and accurate recreational and for-hire recreational statistics catch and discard statistics, including the use of cellular and internet technologies.

Strategy F.1.2 Develop and expand statistically sound juvenile and adult fishery-independent sampling programs.

Example Priority Research Need:

Establish a juvenile abundance index to fill in gaps in the Division of Marine Fisheries biological database for all important species to evaluate and potentially expand all juvenile indices for use in coast wide assessments. Priority species for this research need are striped mullet, spotted seatrout, black sea bass (south of Hatteras), and gag grouper.

Collect data to estimate population size and age structure of important species.

Strategy F.1.3 Identify and gather life history information needed for stock assessment models for recreationally important fish species.

Example Priority Research Need:

Acquire life history information (maturity, fecundity, size/weight at age) for Central/Southern Management Area striped bass, spotted seatrout, Atlantic croaker, kingfishes, and striped mullet.

Mark-recapture (tagging) studies to estimate the fishing mortality rates, migration, and movement of managed species to develop stock identification techniques to improve understanding of stock definition. Priority species for this research need are red drum, Central/Southern Management Area striped bass, striped mullet, spotted seatrout, spot, Atlantic croaker, and weakfish.

Coordinate and/or facilitate deployment of statewide acoustic tags and receivers.

Collect aging structures from recreational catches harvested by tournaments and for hire vessels.

Research projects designed to provide updated mortality studies of important fish species.

Update maturity schedules and fecundity estimates for important fish species.

Evaluate genetic marking to help determine unit stocks.

Identify spawning and nursery areas for important finfish.

Develop analytical modeling techniques to account for environmental variation (e.g. cold kills) in stock assessment models.

Strategy F.1.4 Conduct surveys of recreational fishermen targeting shellfish, crustacea, and bait.

Example Priority Research Need:

Sample recreational fishermen to determine bait harvest of jumping mullet, gear(s) used, bait mullet species composition (white vs. striped mullet), and discard levels (alive and dead) of striped mullet used for bait.

Strategy F.1.5 Establish a carcass collection pilot program for recreationally important fish to expand age, reproductive and other life history sampling and analysis.

Example Priority Research Need:

Plan, implement, and establish a comprehensive carcass collection program for Atlantic croaker, bluefish, Spanish mackerel, southern flounder, spotted seatrout, striped bass, and weakfish with an emphasis on larger sizes.

Strategy F.1.6 Conduct bycatch and discard mortality studies of recreationally important fish and fisheries.

Example Priority Research Need:

Research projects that model and predict how regulations impact discard mortality in recreationally important fish species with emphasis on determining effectiveness of newly implemented fishing restrictions (such as gill net attendance and circle hook usage).

Research projects that characterize bycatch and estimate and describe discard release mortality. Priority species for this research are Atlantic croaker, bluefish, spot, weakfish, Albemarle Sound Management Area striped bass, red drum, southern flounder, summer flounder, striped mullet, king mackerel, spotted seatrout, American shad, hickory shad, and Spanish mackerel.

Research on deep hooking events of different hook types and sizes on southern flounder.

Strategy F.1.7 Develop gear and methodology for reducing release mortality from recreational

fishing.

Example Priority Research Need:

Develop gear and methodology for reducing release mortality from recreational fishing of red drum, southern flounder, spotted seatrout, and striped bass.

Objective 2: Characterize socio-economic attributes of coastal fisheries.

Strategy F.2.1 Conduct socio-economic surveys of recreational fishermen.

Example Priority Research Need:

Conduct comprehensive socio-economic surveys of the for-hire fishery to assess the impact of this sector on coastal economies and how economic conditions affect this fishery.

Conduct socio-economic analyses of specific recreational fisheries.

Conduct an economic impact analysis of public access sites to local communities and the state as a whole.

Strategy F.2.2 Conduct socio-economic valuation studies of recreational angler preferences.

Example Priority Research Need:

Conduct valuation studies of recreational angler preferences towards various regulatory scenarios.

Management Goal - Habitat

For specific needs by species see [Research Priorities for the N.C. Division of Marine Fisheries](#).

Objective 1: Improve effectiveness of existing programs.

Strategy H.1.1 Establish standard indicators of estuarine and nearshore ocean habitat conditions and conduct coastal habitat status assessments using those indicators.

Example Priority Research Need:

Create an estuarine index of biotic integrity to evaluate estuarine and nearshore habitat conditions or establish and monitor key indicator species for trend analysis.

Strategy H.1.3. Contribute to Department of Environment and Natural Resources initiatives to improve comprehensive water quality monitoring.

Example Priority Research Need:

Install stream gauges and real time continuous monitoring equipment to fill data gaps related to water quality and flow information to assess habitat suitability particularly for all anadromous fish.

Strategy H.1.4 Enhance education of fishermen and the public concerning fish habitats, how they function, and what people can do to protect them.

Objective 2: Identify, designate, and conserve fish habitat and Strategic Habitat Areas.

Strategy H.2.1 Map coastal fisheries habitat such as submerged aquatic vegetation, shell bottom, and other bottom types.

Example Priority Research Need:

Conduct spawning area surveys where none currently exist (river herring, other anadromous fish, red drum, blue crab, etc.).

Map deepwater oyster reefs in Pamlico Sound.

Map low salinity submerged aquatic vegetation.

Strategy H.2.2 Identify and delineate candidate sites for designation as Strategic Habitat Areas.

Example Priority Research Need:

Conduct field research to evaluate and verify the habitat condition of identified strategic habitat areas in the Albemarle and Pamlico Sound regions.

Assist with determining Strategic Habitat Areas in the Cape Fear River Basin.

Strategy H.2.3 Conduct research and monitoring to determine status of and trends in the six basic fish habitats (submerged aquatic vegetation, shell bottom, wetlands, water column, hard bottom, soft bottom).

Example Priority Research Need:

Monitor submerged aquatic vegetation habitats throughout the coastal area, including temporal and spatial change in distribution and health.

Conduct research to evaluate environmental conditions that provide suitable submerged aquatic vegetation habitat.

Determine fish usage patterns of nearshore hard bottom within state waters.

Conduct a condition assessment of nearshore high-relief and low-relief hard bottom within state waters.

Strategy H.2.4 Conduct research to clarify the linkages between coastal fish habitat and fish production and identify the key aspects of habitat function and how these functions are affected by human activities.

Example Priority Research Need:

Research effects of alternative energy projects on fish habitats and stocks.

Develop field and analytical modeling techniques to account for variation in availability and quality of habitat for spotted seatrout spawning success.

Develop tools to quantitatively assess the impact of cumulative effects of land-use changes on fish habitats.

Evaluate the suitability of spawning areas for striped bass, American shad and hickory shad.

Objective 3: Enhance habitat and protect it from physical harm.

Strategy H.3.1 Implement restoration measures where habitat has been degraded or lost.

Example Priority Research Need:

Identify physical impediments to anadromous fish spawning migration routes.

Determine criteria for a fish-friendly culvert design to allow passage of river herring in the Chowan River Basin.

Improve fish passage for anadromous fish spawning migrations through dam removal, fish passage structures, or culvert replacements with fish-friendly culverts or bridges; with specific emphasis on lock and dams 2 and 3 on the Cape Fear River and other low head dams on the Tar River.

Encourage public/private partnerships to implement low impact development storm water retrofit techniques to reduce storm water runoff entering coastal waters. This excludes retrofits that are required as part of a regulatory permit.

Strategy H.3.2 Conduct monitoring programs to evaluate success of restoration and enhancement projects.

Example Priority Research Need:

Conduct fish and benthic monitoring at submerged aquatic vegetation and oyster restoration sites to quantify the level of success and ecosystem benefits.

Strategy H.3.3 Conduct research and refine restoration/enhancement techniques to maximize long-term ecological function and structural integrity of these efforts.

Example Priority Research Need:

Develop a mechanism and strategy to refine materials and techniques that minimize cost and maximize long-term ecological function and structural integrity of restoration efforts.

Strategy H.3.4 Enhance the ongoing oyster sanctuary program.

Example Priority Research Need:

Conduct research to maintain oyster recruitment, growth, and survival data on existing and newly constructed oyster sanctuary structures.

Conduct research to monitor environmental parameters and structural stability of oyster sanctuary structures.

Evaluate alternative materials for use in development of oyster sanctuaries including cost effectiveness, recruitment, and survival rates of oysters, and structural integrity of materials.

Strategy H.3.5 Expand Oyster Shell Recycling Program outreach and public participation to enhance public awareness and foster volunteer, government agency and non-government organization partnerships.

Example Priority Research Need:

Develop a network of grassroots effort to encourage local participation in oyster shell recycling.

Conduct research and solicit cooperation in identifying and solving local and statewide oyster shell recycling issues.

Coordinate oyster shell recycling efforts regionally or conduct oyster shell recycling locally to maintain or enhance established program.

Management Goal – People

Objective 1: Provide fishermen increased access to fisheries resources and enhancement structures.

Strategy P.1.1 Develop fishing access areas and artificial reef structures that are sited to enhance public fishing opportunities.

Example Priority Need:

Improve and develop public fishing and boating access.

Develop a comprehensive siting management plan for public access, mapping current sites and prioritization of future sites in coastal fishing waters.

Strategy P.1.2 Use public fishing access sites and structures for outreach, environmental education and community based environmental enhancement activities.

Example Priority Need:

Coordinate with other agencies and local governments to identify, enhance, conserve, and develop recreational fishing access.

Strategy P.1.3 Increase the function of artificial reefs through refinement of materials and techniques based on research and monitoring.

Example Priority Research Need:

Conduct research on innovative artificial reef materials and monitor their success on N.C. artificial reef sites.

Conduct research on various artificial reef materials and their suitability for use on various conditions and substrates encountered on existing or potential artificial reef sites.

Objective 2. Provide better products and programs aimed at improving public information, education, and enrichment.

Strategy P.2.1 Develop workshops, clinics and materials on ethical fishing practices, conservation methods, and how-to seminars.

Example Priority Need:

Develop comprehensive public education program on recreational fishing practices, including information kiosks at fishing access points.

Develop information programs on catch and release, ethical angling, fishing techniques, reducing release mortality and bycatch.

**APPLICATION FOR FUNDING FROM THE
NORTH CAROLINA COASTAL RECREATIONAL
FISHING LICENSE FUND**

1. APPLICANT INFORMATION:		2. PRINCIPAL INVESTIGATOR INFORMATION:	
Applicant's Legal Name:		Name of Project Administrator/Principal Investigator:	
Street:		Street:	
Mail (PO Box):		Mail (PO Box):	
City, State and Zip Code:		City, State and Zip Code:	
EMPLOYER IDENTIFICATION NUMBER (EIN):		Project Administrator/Principal Investigator Phone number with area code:	
		Project Administrator/Principal Investigator FAX number with area code:	
3. TYPE OF APPLICANT: <input type="checkbox"/> State agency <input type="checkbox"/> County or Municipality <input type="checkbox"/> University <input type="checkbox"/> Other (specify and list partnering entity)		Project Administrator/Principal Investigator Email Address:	
4. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation of previously funded CRFL Project <input type="checkbox"/> Award Revision (Explain):		5. PROJECT TITLE:	
6. PROPOSED PROJECT: Start Date: _____ Ending Date: _____ Number of years: _____		7. STRATEGIC PLAN OBJECTIVE, STRATEGY AND RESEARCH NEED: Management Goal (check one): <input type="checkbox"/> Fish <input type="checkbox"/> Habitat <input type="checkbox"/> People Objective (list number): _____ Strategy (e.g., F.1.1): _____ Research Need (list project need): _____	
8. SOURCES OF FUNDING: a. CRFL Funds Requested : \$ _____ b. Applicant Match: \$ _____ d. Other Match: \$ _____ e. TOTAL: \$ _____		9. AREA AFFECTED BY PROJECT (City, Counties, etc.):	
11. LIST STATE AND FEDERAL PERMITS REQUIRED FOR THIS PROJECT: (Indicate completion date)			
12. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN FULLY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND WILL COMPLY WITH ALL RULES AND REGULATIONS IF THE ASSISTANCE IS AWARDED.			
Full Name of Authorized Representative:		Authorized Administrator Email Address:	
Signature:		Date Signed:	Phone Number (with area code):
Following Boxes are for CRFL Internal Office Use Only			
Date Received by NC DMF:	Tracking Number:	Year 1 Request From CRFL Fund: \$ _____	

Budget template to be used as a guide to help applicants provide an itemized budget per project proposal. Additional needed items may be added and items not necessary are to be deleted.

Expense	Year 1		Subsequent Years	
	No. FTE*	Cost (\$)	No. FTE*	Cost (\$)
Personnel by position title (biologist, technician, computer programmer)		Include % amount of project		Include % amount of project
Fringe (social security, retirement, health)				
Indirect (Rate = ___% of salaries and fringe only)				
Tuition	See page 5 Cost Summary			
Travel (mileage, meals, lodging)	See page 5 Cost Summary			
Conference Cost	See page 5 Cost Summary			
Postage				
Printing/photocopying				
Vessels				
Vehicles				
Telephone				
Computer Equipment (PC, printer, etc.)				
Software				
Office Furniture				
Office Space				
Gas				
Uniforms/Clothing				
Safety Items				
Office Supplies				
Scientific Equipment				
Training				
Office Equipment (photocopier, fax, etc.)				
Maintenance Contracts				
Others				
TOTAL COST				

*Full Time Equivalent

Milestone schedule template to be used as a guide to help applicants provide a listing of planned activities. Schedule should include submission of performance reports due February 15 and August 30.

Task	Year 1: July 1, 2014 - June 30, 2015											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June