

# Lake Champlain and Tributaries Restoration Fund

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*Vermont Community Foundation*

## *Lake Champlain and Tributaries Restoration Fund Guidelines*

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### **What We Fund**

Grants will be awarded for long-term or permanent physical enhancements to aquatic and riparian habitat in the tributaries of Lake Champlain, or related implementation feasibility studies, that:

- Protect, restore, and enhance the ecosystem integrity and ecological connectivity of the community of aquatic life
- Protect, restore, and enhance lake sturgeon and their habitats
- Restore a self-sustaining land-locked Atlantic Salmon population in Lake Champlain

Additionally, eligible projects must meet the following criteria:

- Projects must be located in Vermont on a tributary of Lake Champlain. Preference will be given to projects located on a major tributary (i.e. the Lamoille, Missisquoi, or Winooski Rivers) or a lesser tributary going into one of these, though high-impact projects on smaller waters may be considered.
- Riparian buffer projects should include plans for long term monitoring and maintenance beyond the initial planting.
- Projects require a 50% match. In-kind contributions can count toward this match.
- Applicants must demonstrate past experience in working on protection and restoration projects.

Strong preference will be given to proposals that demonstrate partnerships between multiple organizations, are innovative, and build on existing programs.

**Full guidelines are available online here. Applicants are strongly encouraged to call and discuss their project before applying.**

### **Grant Size**

Grants typically range from \$5,000 - \$25,000, though requests are accepted for up to \$50,000.

### **What We Don't Fund**

- In general, the Fund does not support:
- Educational programming

- Research unrelated to a specific physical enhancement opportunity
- Publications
- Capital campaigns
- Normal operating expenses
- Lobbying or advocacy work
- Deficit funding

**All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager.** If you are viewing a PDF version of the application questions, please note that you must log on to your online account to access the online form at [www.vermontcf.org/OGM](http://www.vermontcf.org/OGM). Applications will not be accepted by mail or email.

**Applications are accepted on a rolling basis and reviewed quarterly.**

For questions and to discuss your project, please contact Lauren Bruno, Program and Grants Manager, at [lbruno@vermontcf.org](mailto:lbruno@vermontcf.org) or 802-388-3355 ext. 222.

**Helpful hints for completing this application:**

- The size of text boxes can be adjusted by dragging on the lower right corner.
- Scroll down to the bottom of the page to access the "Save" and "Submit" buttons. The Online Grants Manager will log out after 90 minutes of inactivity so save often!
- Create a PDF version of your application, including attachments, via the "Application Packet" button at the top of the page.
- Character limits include spaces.

## *Request Summary*

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### **Project Name\***

*Character Limit: 45*

### **Project Summary\***

In complete sentences, summarize what you hope to accomplish with this project.

*Character Limit: 200*

### **Amount Requested\***

Minimum \$5,000/Maximum \$50,000

*Character Limit: 20*

## Geographic Area Served\*

Briefly explain the geographic area that will be served by your project in the space below.

*Character Limit: 200*

## Counties Served\*

Check all that apply

### Choices

Addison County  
Bennington County  
Caledonia County  
Chittenden County  
Essex County  
Franklin County  
Grand Isle County  
Lamoille County  
Orange County  
Orleans County  
Rutland County  
Washington County  
Windham County  
Windsor County

## Application Questions

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### Provide a brief summary of your organization's mission, history, and recent accomplishments.\*

Please include current activities related to lake restoration and preservation and examples of relevant past experience.

*Character Limit: 1200*

### If you are collaborating with partner organizations in this project, list their names below.\*

*Character Limit: 300*

### Project Description\*

Describe the issue areas and problems your project is targeting, and explain the specific ways your project proposes to address each of these. Include relevant data to support your response.

*Character Limit: 4000*

### What are your project goals and expected outcomes?\*

*Character Limit: 2000*

**What are your plans for measuring effectiveness of this project?\***

Please identify what will be measured, how it will be measured, and when it will be measured.

*Character Limit: 2000*

**What is the timeline for this project?\***

Please be as specific as possible.

*Character Limit: 1200*

**List the personnel who will work on the project, and their qualifications.\***

*Character Limit: 2000*

**Project Budget - Total Amount\***

*Character Limit: 20*

**Project Budget - Narrative:\***

Provide additional information to help us understand your itemized project budget, including the required 50% match.

*Character Limit: 1200*

**Organizational Budget - Total Amount\***

List the annual operating budget for the applicant organization.

*Character Limit: 20*

## *Required Attachments*

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We require all budget attachments be saved in PDF file format. Sample budget documents can be downloaded from the Community Foundation's website -- visit our Online Grants Center for more details. If you have questions about the attachments, please contact Lauren Bruno at [lbruno@vermontcf.org](mailto:lbruno@vermontcf.org) or 802-388-3355 ext. 222.

**Project Budget - Itemized (PDF format)\***

Upload a PDF copy of your itemized project budget, including expenses and revenue, and indicate whether your funding is pending or secured.

- All projects require a 50% match, which must be reflected in the budget.
- In-kind contributions can count towards the match requirement.
- Contracted services or in-kind donated services require a per-hour or per-diem rate.

*File Size Limit: 1 MB*

**Organizational Budget (PDF format)\***

Upload a PDF copy of your organization's itemized operating budget for the current fiscal year, as approved by your board of directors.

*File Size Limit: 2 MB*

### **Project Map\***

Upload a map of the project area you will be working in.

*File Size Limit: 4 MB*

## *Grant History and Eligibility*

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### **Grant History\***

Has your organization received funding from the Lake Champlain and Tributaries Restoration Fund in the past three years?

#### **Choices**

Yes

No

**If you answered yes, please specify the year(s) and amount(s).**

*Character Limit: 50*

### **Grant Report (If applicable)**

If you received funding from the Lake Champlain and Tributaries Restoration Fund in the past three years, please upload a copy of your most recent grant report.

#### Please note:

The official grant report is now an online form and has been assigned to you in the Online Grants Manager as a Follow-up form connected to your previous grant application. It can be accessed from your account dashboard. From the report form, please select the option at the top of the page to create a "Follow-Up Packet" of your final submitted report and upload the pdf here.

If you are not finished with your project, you must submit an interim report with your new application. For further instructions or if you have questions, please contact Lauren at 802-388-3355 ext. 222.

*File Size Limit: 8 MB*

**Choose which status best applies to the applicant organization:\***

#### **Choices**

Registered 501(c)(3) nonprofit

Municipal entity (i.e., town, public school, or other municipal department or agency)

Other - Please provide details in your answer to the next question.

### **Fiscal Sponsorship (If applicable)**

Our grants must be paid to a registered 501(c)(3) nonprofit or public entity, such as a town, public school, or state agency. If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor. Download a blank Fiscal Sponsor Agreement form and forward it to your fiscal sponsor to print, fill out, and sign. If you have questions, please contact Lauren Bruno at [lbruno@vermontcf.org](mailto:lbruno@vermontcf.org) or 802-388-3355 ext. 222.

Please type the name of your fiscal sponsor below and upload a scanned copy of your signed Fiscal Sponsor Agreement.

*Character Limit: 100 | File Size Limit: 1 MB*

### ***Submission***

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*By submitting your application to the Vermont Community Foundation, you give us permission to share your application with other potential funders, both individuals and foundations.*

**Applications are accepted on a rolling basis and reviewed quarterly.**