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| ***1. Project Title*** |  |

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| --- |
| ***2a. Primary Contact or Project Manager1*** |
| Name |  |
| Title |  |
| Organization Name |  |
| Organization Tax ID Number |  |
| E-mail address |  |
| Mailing Address |  |
| City |  | State |  | Zip |  |
| Telephone |  | Fax Number  |  |

**1****A paragraph or Statement of Qualifications must be provided in Section 4 of the application form to confirm that**

**anyone designing, installing, or monitoring the proposed project is qualified to do so.**

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| 2b. Execution Address (where contract will be mailed for signature) |
| Name  |  |
| Title |  |
| Organization Name |  |
| E-mail Address  |  |
| Mailing Address  |  |
| City  |  | State |  |  Zip |  |
| Telephone  |  | Fax Number  |  |
| Federal Tax ID Number |  |

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| 2c. Payment Address (where invoice payments will be mailed) |
| Name  |  |
| Title |  |
| Organization Name |  |
| E-mail Address  |  |
| Mailing Address  |  |
| City  |  | State |  | Zip |  |
| Telephone  |  | Fax Number  |  |

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| ***3. Project Description (provide a short summary of the project).***  |
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| ***4. Statement of qualifications (provide a brief explanation of your organization’s qualifications to complete the project)*** |
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| ***5. Project Start Date*** |  | ***Project End Date*** |  |

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| **6. Project Location: Important to submit as completely as possible, especially the Lat/Long coordinates. Only projects which take place within or primarily impact areas in APNEP’s management boundary will be considered for funding.**  |
| Project Location |  |
| River Basin(s) |  |
| Position coordinates of project location | Latitude                     Longitude                      |

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| **7. List which CCMP Actions will be addressed and how the proposed activity will address them:** |
| Link to [**APNEP Comprehensive Conservation and Management Plan**](https://apnep.nc.gov/resources/publications-and-reports/ccmp) **(CCMP)**   |

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| **8. Brief explanation of linkage to APNEP priority areas (1)water quality, (2)submerged aquatic vegetation, (3)coastal habitats, (4)increasing resiliency:** |
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| ***9. List activities that will be used to monitor or indicate the success of the proposed activity/project by listing one or more output and/or outcome metrics that will be measured, documented, and reported after project completion, as well as the expected target for each metric. Please also include a short explanation for how each listed metric assists in measurement of a CCMP Action being implemented by the project. Please see the proposal guidelines RFP*** [***output/outcome example document***](https://apnep.nc.gov/documents/engagement-outputsoutcomes-guidance) ***for details.***  |
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| 10. Description of funds (Combined APNEP and leveraged funds. |
| Description of Service | APNEP | Contract Applicant (Cash, In-Kind, Other)(e.g. In-kind - staff assistance 5hrs/wk\*$13/hr\*10wks=$650) | Other Contributions(Organization, Cash, In-Kind, Other)(e.g. NC DMF - In-kind – staff assistance 5hrs/wk\*$13/hr\*10wks=$650) | Total |
| Personnel/Salary |  |  |  |  |
| Fringe Benefits |  |  |  |  |
| Project Supplies  |  |  |  |  |
| Equipment  |  |  |  |  |
| Transportation/Travel |  |  |  |  |
| Sub-contract Services |  |  |  |  |
| Other Direct Costs |  |  |  |  |
| Total Direct Cost |  |  |  |  |
| \*Indirect Cost (F&A) (not to exceed 10%)(e.g. 10% of the total direct costs $10,000 = $1,000) |  |  |  |  |
| Total Cost |  |  |  |  |

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| ***11. Describe leveraging of funds from project partners (Optional):*** |
| \*Check with Heather Jennings for more information at 919-707-8632 |

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| 12. Project Partners (may add more if needed) |
| Agency Name |  |
| Agency Address |  |
| Role/contribution to Project |  |
| Contact Person |  | Phone No. |  |
| E-mail address |  |
| Agency Name |  |
| Agency Address |  |
| Role/contribution to Project |  |
| Contact Person |  | Phone No. |  |
| E-mail address |  |

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| ***13. Project Milestone Schedule*** |

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| **Time Period / Date** | **Activities (List specific outputs or activities that will be achieved during each quarter.)** |
| First Quarter |  |
| Second Quarter |  |
| Third Quarter |  |
| Fourth Quarter |  |

**Note: All projects must submit a detailed Final Project Report that is due by the end of the contract for APNEP review and approval. Supplemental information should include (when relevant) a file containing data collected during the project, GIS Data, brochures, outreach tools, photographs or videos taken during the project, and a summary of survey results.**

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| ***14. References and Literature Cited (if applicable)*** |
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