Virginia Fishery Resource Grant Program
Application

1. Project title: _____
2. Name of applicant: _____
3. Company (if applicable): _____
4. Telephone: _____
5. Address: _____

   _____

   _____
6. Priority addressed by project (see list): _____
7. Fishing license/permit number(s): _____
8. Social security (last 4 digits) or federal tax ID number:
   _____
9. Funding requested: _____
10. Project dates: beginning _____ _____ completion
11. Other project participant(s), affiliation, address and phone:

[Note: Use additional pages as needed to respond to the items below.]

12. Give a brief summary of the situation or problem to be addressed.

13. What is the purpose (objectives) of the project?

14. What work do you intend to do, and how do you plan to accomplish it?

15. Explain how the expected results will address the problem and/or enhance fishery resources.

16. Explain how the expected results will be made available to the fishing industry.

17. Briefly outline who will be responsible for each aspect of the work plan (attach letters from cooperators outlining their participation).

18. Briefly summarize the qualifications of each participant.

19. Provide project budget and cost justification.

ITEM/CATEGORY	AMOUNT
a. Personnel Costs (time x unit cost)	
b. Travel (trip or mileage x unit cost)	
c. Supplies	
d. Equipment (items more than $500)	
e. Contractual Services (itemize)	
f. Other Costs (itemize)	
g. Total Project Costs	

20. Provide budget item justification and/or explanations.

Applicant Signature: _____ Date: _____

Virginia Fishery Resource Grant Program
Application Guidelines

1. Provide a title that summarizes the project.

2. Give the full name of the applicant; it will be used to issue payments for the project.

3. Give the name of your company or corporation if applicable, or the institution of your employment. If self-employed, say so.

4. Applicant's complete telephone number including area code.

5. Mailing address for correspondence and mailing payments, etc.

6. Which priority are you addressing? The attached listing gives this year's priorities under the four-program areas equipment/gear, environment, aquaculture and seafood.

7. Give fishing license or permit number(s) that authorize you to do the work proposed, if applicable. Also denote additional permits needed to do the proposed work that you do not yet possess, but will be applying for (if applicable).

8. Social security or federal ID number is required for grant payments.
   For the application purpose, the last 4 digits of a social security number will suffice.

9. Total amount of funding requested (see budget section).

10. Give the date that you plan to begin work and the date that we can expect a completion report.

11. List all other personnel involved in the project and their affiliation. This includes all those who have a major responsibility for some aspect of the work.

****Use additional pages as needed to fully answer items 12 through 18****

12. Describe the nature of the situation or problem that your proposed work will address.

13. What is the purpose of your proposed work?

14. **This section is very important!** Please explain how, where and when you will conduct each work task (the statement of work). Explain how tests will be run and how the data will be analyzed. Describe the tests you plan to conduct, the surveys you will make and/or plans for making something. Your methodology must withstand questions about its validity and/or potential to yield the results you need to solve the purpose of your work (described in number 13 above).

15. Describe how the outcome of your proposed work will help address the problem described in number 12 above.

16. Describe how you plan to get the results of your work to other members of the fishing industry for their use. It is not enough to just discover something. It must also be usable. If you are going to rely on someone else to extend the results, be sure to have an agreement and arrange to cover those expenses.

17. Who is going to be responsible for each component of the statement of work? Each participant (including the applicant) must be responsible for some part of the work. You must have letters of endorsement from other participants to confirm their participation in the project. For example, if personnel from VIMS will conduct the statistical analysis, then an agreement letter from VIMS is required.

18. Give a brief statement describing the experience of each participant and the applicant that qualifies them to do the tasks outlined above.

19. Carefully compute the funds needed (rounded to the nearest dollar) for all of the work described in the proposal. Be sure to include any subcontractors (budget item e.) for lab work, consultants, extension, services, etc. The funding for these grants does not permit indirect costs (overhead). Be sure to check your budget total figure.

20. Please justify the budget figures. For example: "We will need a deckhand for 150 hours @ $7/hour," or "We will need to design and build a trawl that requires $1,200 for materials," etc.

- **Be sure to sign the application!** Applications without a dated signature will be rejected as incomplete.

- **Mail the signed original to:** VFRGP/Marine Advisory Program, Virginia Institute of Marine Science, P.O. Box 1346, Gloucester Point, VA 23062.

- Applications must be postmarked no later than ***January 15, 2020***. Applications may be delivered to the Marine Advisory Program office in Gloucester Point only until 5:00 pm on ***January 15, 2020***. **Late proposals will be returned to the applicant without being considered.**

- If you need assistance completing the grant application, a resource list is available from Karen Hudson or Bob Fisher (phone: 804-684-7742 / 804-684-7168; email: khudson@vims.edu / rfisher@vims.edu).

- This RFP and application form is available at this website: http://www.vims.edu/adv/frg.