

***The Southeastern Massachusetts
Aquaculture Center
Request for Proposals***

2012-2013 Massachusetts Mini-Grant Program

October 1, 2012

Administered by the SouthEastern Massachusetts Aquaculture Center
Barnstable County
Cape Cod Cooperative Extension
P.O. Box 367
Barnstable, MA 02630

Proposals are due by 4:00 PM, Friday November 16, 2012 at the Office of
Cape Cod Cooperative Extension in the Deeds and Probate Building off Main Street
(Rt. 6A) in Barnstable Village

SEMAC 2012-2013 Mini- Grant Program

These guidelines contain the information and forms required to respond to the 2012-2013 SEMAC Mini-grant Program. The mini-grant RFP is designed to address priorities generated by industry members and fellow growers. These grants will fund projects to be completed with final reports filed by November 15th, 2013. The SEMAC priorities of funding for the 2012-2013 grant program are listed below.

Please read these guidelines carefully!

The SouthEastern Massachusetts Aquaculture Center is one of the three centers that comprise the Massachusetts Aquaculture Centers Network, and functions under the auspices of the Barnstable County Commissioners, while working collaboratively with the Northeastern Massachusetts Aquaculture Center at Salem State College, and the Western Center for Sustainable Aquaculture at University of Massachusetts Amherst, and the Massachusetts Dept. of Agricultural Resources.

Mission Statement:

The mission of SEMAC, the Department of Agricultural Resources Aquaculture Program and the Massachusetts Aquaculture Centers Network is to foster the sustainable development of private/public aquaculture endeavors throughout the Commonwealth of Massachusetts through coordinated efforts including education and research, best management practices and demonstration projects, technical and economic assistance.

Only proposals which advance the aquaculture industry, or address an industry problem will be considered. Priorities for this round include:

1. Development and/or testing of new innovative aquaculture gear and technologies or remedies for bottlenecks in existing gear and technologies.
2. Development of improved shellfish seed supply (e.g., decreased disease risk, disease resistant strain, faster growth etc.) either through hatchery innovations or improved wild spat collection.
3. Development and/or testing of alternative methods for holding smaller seed purchased from hatcheries.
4. Encouragement of alternate species culture - Shellfish examples: razor clams (*Ensis*), slipper shells (*Crepidula*) or blood arks (*Anadara*) – Finfish or land-based examples: baitfish, commercial species (flounder, sea bass, etc.), freshwater prawns (*Machrobrachium*) or shrimp – Sea vegetable or seaweed examples: kelp, (*Latissima*), red algae (*Gracilaria* or *Porphyra*)
5. Improved methods for predator and pest control (finfish facilities included)
6. Improved water usage and treatment or energy use at aquaculture facilities.
7. Use of green technologies and implementation of best management practices or methods which will provide for environmental stewardship.
8. Development of collaborative or cooperative efforts among industry members to improve overall business viability.
9. General public aquaculture promotional or public relations events and marketing of Massachusetts grown aquaculture products.
10. Development and/or testing of systems to improve market viability and safety of finfish or shellfish.

Eligible Applicants

Eligible applicants include, but are not limited to the following, however all proposals must have at least one private industry partner. (Private industry partner - defined as those individuals holding a current aquaculture permit)

- Industry Members
- Educational Institutions
- Trade organizations
- Private consultants.
- Non-profits or economic development organizations

Funding:

Funding is through SEMAC which has a contract with the MA Dept. of Agricultural Resources. A total of \$14,500.00 is available to fund projects in 2012. Mini-grants of \$500.00 to \$5,000.00 are envisioned, but a strong proposal requesting a larger amount will be considered.

Duration: Unless granted special consideration, funded projects are to be structured for a period within the years of 2012-2013, beginning with the initiation of a contract and ending with submission of the final report by November 15th, 2013.

Usual Funding Schedule (Other funding sequences may be used, depending on content of the proposal)

- 75% funds upon award notification, receipt of a signed contract, and submission of first invoice.
- 25% funds received upon submission of final report and final invoice.

Match Requirement:

The aquaculture grant program is intended to provide incentive funds for a broader public and private sector investment in sustainable aquaculture activities. No specific matching funds are required, but match is encouraged, and will be considered when reviewing the proposal.

The match can come from a variety of public/private sources, and can include either cash or in-kind services. Contributions, other than cash contributions, that you apply to match *SEMAC* funds are called “in-kind contributions” and represent the dollar value of services that will be provided toward your project.

Examples of in-kind contributions include:

- Dollar value of your own time
- The cost of a bookkeeper’s maintenance of records
- Time spent attending project related meetings
- Use of equipment, e.g., computer, copier, office space, etc.
- Office supplies (e.g., paper and pens)
- Photocopying, printing, and postage
- Telephone calls
- Use of meeting space

Eligible Expenses:

Any materials or expenses, which are directly applied to and necessary for achieving your proposed objectives, will be considered. Mini-grant compensation for time and labor is discouraged. Eligible expenses include:

- Supplies/equipment
- Construction materials
- Travel expenses
- Administrative/operational costs

Application Submission:

Applicants must use the enclosed forms. Please be brief and supply only the necessary information to describe your project. There is no need to write a long narrative!!

Applicants must also use the enclosed title/cover page.

Proposals must be received by 4:00 PM on Friday November 16, 2012, if hand delivered; or must be postmarked no later than Wednesday November 14, 2012, if mailed.

If hand delivered, proposals should be brought to the Cape Cod Cooperative Extension Office in the Deeds and Probate Building, 3195 Main Street (Rt. 6A), in Barnstable Village.

Submit forms to:

**Josh Reitsma
Cape Cod Cooperative Extension
PO Box 367
Barnstable, MA 02630**

For electronic submissions email: jreitsma@barnstablecounty.org

*****Proposals delivered to the wrong location, or arriving late will be rejected!*****

Questions should be directed to: Diane Murphy (508) 375-6953 or Josh Reitsma (508) 375-6950. If necessary, leave a message on voice mail, and someone will get back to you. You can also email questions to: dmurphy@barnstablecounty.org or jreitsma@barnstablecounty.org

Electronic versions of application forms can be supplied upon request.

Proposal Review and Evaluation:

Proposals will be reviewed by committee over several weeks following the due date, and will be evaluated upon clarity, responsiveness to the listed priorities, collaboration and partnerships, degree of innovation, applicability of project results to the aquaculture industry, and how the project information will be disseminated to the industry and the general public, the ability of the applicant to complete the work proposed, proper permits, technical and economic feasibility, appropriate budget, matching funds and leveraging of other resources.

Process for Award – Approximate Timeline:

- Request for Proposal announcement October 1, 2012
- Proposals due by 4:00 PM on Friday November 16, 2012
- Proposals reviewed by committee before December 1, 2012
- Grant award notification – Generally about 3 weeks after proposal deadline.
- Contract issued for signatures on or about December 17, 2012
- First check issued, usually within three weeks after the contract is received fully signed.
- Interim report due July 17, 2013 (***required***)
- Final report (***required***) no later than November 15th, 2013.

SEMAC 2012-2013 Mini-Grant Program Application Form
TITLE/COVER PAGE

Project Title: _____

Applicant Information:

Applicant or Principal Investigator: _____

Affiliation/Organization: _____

Complete Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Please include email if you would like to receive future SEMAC activity correspondence

Budget Information:

Amount (SEMAC) funds requested: \$ _____

Match/In-Kind Contributions \$ _____

TOTAL PROJECT BUDGET \$ _____

Project Information:

Partners to project

Briefly describe the proposed project:

Applicant Signature: _____

Date: _____

(Typed name in lieu of signature)

Proposal Information (Use an extra blank page if necessary to add additional necessary information)

Describe how you will address the priority interest described on page two.

Who will be involved? (Explain the roles and responsibilities of the partners in this project)

Time Line (Funding allows for projects to run through 2013, and can terminate at any time, but must end by November 15th 2013.)

Intended Start Date _____ Intended End Date _____

Permitting

What, if any, permits are required for proposed project?

Who was consulted and determined which permits are required?

Agency and Contact _____

Do you have these permits? Yes _____ No _____

If no, do you expect to be able to obtain these permits? Yes ____ No ____

If yes, explain how that was determined, and if possible attach a statement of intent or correspondence from Marine Fisheries regarding obtaining the necessary permit.

Additional Information you think we need to know about your project and request:

III. Budget with explanation.

Prepare this budget page followed by a simple justification, showing requested expenses by major categories (supplies, travel, rent, etc.) This should also include any matching funds and the sources of those funds.

SEMAC Funds			Match	Type of Match
Category or purpose	Amount		Amount	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Request		Total Match		

Budget Explanation/Justification (Please provide a brief description outlining how the requested funds will be used; if necessary use another sheet of paper):