

Attachment A: Grant Proposal Template - Format and Required Information

Proposals must include the following and not exceed 18 pages in length (supporting documents, Indirect Cost Rate Agreement, and cover page are not included in this count):

- A. Cover page (one page):
 - 1. Title of Proposal
 - 2. Respondent's Organization and Organization's address
 - 3. Point of Contact for the proposal, including title, phone, and email (may list more than one)
 - 4. UEI and sam.gov expiration
 - 5. Requested start and end dates
 - 6. Brief background for proposed project

- B. Separate Statements of Work (SOW) for the three programs listed below:
 - 1. Entanglement response program for large whales and sea turtles (through 6/30/27).
 - 2. Entanglement response program for large whales (through 9/30/27).
 - 3. Aerial surveillance and habitat monitoring program for North Atlantic right whales (through 9/30/27).

No more than three pages per Program SOW (nine pages total). Please see Evaluation Criteria for additional guidance:

- a. Describe the approaches, methods, goals, objectives, and outcomes/benefits for each performance period.
 - b. Describe expertise and experience with large whale and sea turtle entanglement response and North Atlantic right whale aerial surveillance and habitat monitoring.
 - c. List any state or federal permits required for large whale and sea turtle entanglement response and North Atlantic right whale aerial surveillance and habitat monitoring. Include the permit number(s) and expiration date of permit(s).
 - d. Include a timeline of activities with project deliverables and any performance measures to support completeness.
 - e. Explain how the Massachusetts Division of Marine Fisheries Protected Species Program will be incorporated into project communications.
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- C. Budget (no more than three pages per budget; nine pages total): provide detailed costs for the following (write a separate budget for 1, 2a, and 2b):
 - 1. SOW 1: \$100,000 for a large whale and sea turtle entanglement response program (through 6/30/27).
 - 2. \$1,200,000 divided into two programs (through 9/30/27):
 - a) SOW 2: a large whale entanglement response program (without turtle response), and
 - b) SOW 3: a North Atlantic right whale aerial surveillance and habitat monitoring program.

Each budget should detail costs for personnel, supplies, travel, equipment, indirect, and any other expenses necessary to complete the work described in the related SOW. Explain how each expense is necessary to complete the SOW. If indirect expenses are requested, include the current approved federally negotiated indirect cost rate agreement. The amounts in Section C include the estimated funds available through September 30, 2027, and are not a guarantee of contracted funds. Funds will be released as available per their funding source with potential restrictions on reimbursement caps per month. Respondent must assert costs reimbursed through this opportunity will not be reimbursed through another state, federal, or grant opportunity.