

San Francisco Bay Joint Venture Small Projects Funding Guidelines

The SFBJV has limited funding for projects or programs that help implement our **goals** (hyperlink to goals page). Proposals may be submitted to any SFBJV staff for projects that support our 5-year strategic plan and/or annual work plan, address the highest priority monitoring or research needs as identified in the SFBJV Monitoring and Evaluation Plan, or are identified in the JV Implementation Plan (*Restoring the Estuary*) and its updates.

◦ Criteria include:

- Projects that have regional significance. Locally-focused projects will have region-wide implications
- If the purpose is public outreach, the project or program will reach a wide audience.
- Any habitat projects seeking support will have been previously adopted by the SFBJV, as represented by the project tiered lists.
- Funds will help save or rescue a project or will enable a new phase to be completed.
- The proposed project or program has strong partnership support from SFBJV members and staff.
- The applicant is a member of Management Board or active with one of the SFBJV working committees or is conducting a project that supports the SFBJV goals as described above.
- The funding might leverage larger amounts.

The SFBJV will, under extraordinary circumstances, consider support for program operations, although it will not do so on an ongoing basis. Such support will only be considered if a deliverable project meets the purpose of the SFBJV Funding Criteria, as identified above.

Process for Funding Consideration

Inquiries should be made directly to SFBJV staff. Proposals will be made by invitation of the Coordinator as per the above criteria and are to include:

- A one-page letter with an outline and timeline for the project,
- A description of partnerships and documentation,
- a simple project budget.

Although there is not a specific maximum or minimum amount that the Joint Venture will approve, applicants should consider submitting for \$5,000 or less.

Project Proposal and Review Process

Funding inquiries can be made to any JV staff. The Coordinator will consider which proposals to invite and review applications to determine whether a project meets the qualifications for funding. If it does, two or more members of the SFBJV Management Board with expertise on the type of project, geographic location, or qualifications of the applying contractor will be consulted for approval of the recommended project or to provide a valid reason why it should not be funded, within 3 days. If concerns are expressed, the Coordinator or other JV staff will secure more information and provide it to reviewing Management Board members for a final decision. Information about the projects supported by JV contracts will be reported to the SFBJV Management Board in the quarter in which a project is funded. These guidelines and the review process will be reviewed by the Management Board as needed to remain current.

Requirements of the Contractor

The SFBJV shall be credited for all event support and products produced. The SFBJV logo should be incorporated on products, signs, reports, or other publications. When products are produced, at least 2 copies must be provided to the SFBJV. In the case of events or project activities, a summary paragraph will be submitted to the Coordinator to report to the Management Board upon project completion. If a project cannot be completed within the agreed-upon time frame, funds will be returned to the SFBJV to be made available for other projects. Recipients will adhere to the requirements and funding process or risk losing full or partial payment.