



**PORT ROYAL SOUND FOUNDATION GRANTS PROGRAM**  
FUNDING FOR RESEARCH, EDUCATION, CONSERVATION AND CULTURAL RESOURCES

REQUEST FOR PROPOSALS  
Due Date: 12/31/21

**Background**

The Port Royal Sound Foundation (PRSF) seeks to support and partner with researchers developing additional information on the waters of the Port Royal Sound, the lands and watersheds around the Port Royal Sound, the culture and history of the Port Royal Sound area, and the lives of the plants, animals and humans that have been or are an important part of this special place. This area is a major economic driver with a rich cultural history, is the largest expanse of salt marsh in the southeast and is largely understudied.

All research supports the PRSF mission to preserve the Port Royal Sound for the environmental, cultural, and economic well-being of our area. The role of PRSF is to provide direct or matching funding to researchers and to assist in convening parties interested in providing funding for research. The more knowledge we have of the Sound and the life within it, the better we can take action to protect it.

**Eligibility**

Eligible organizations and researchers shall be engaged in research, education or conservation or shall demonstrate their ability to conduct research of the nature being proposed. Applicants are preferred who are associated with public agencies, educational institutions, or non-profit entities.

**Funding Availability**

Most awards will be between \$5,000-\$50,000 with the potential of one or more grants awarded with higher budgets.

**How to Apply**

Proposals must be submitted as a single PDF file to [grants@portroyalsoundfoundation.org](mailto:grants@portroyalsoundfoundation.org) by 5 PM on 12/31/21. Please include the words "PRSF Grants Proposal, *your name*" in the subject line of the email. Award notification is projected for end of March 2022 with funds potentially available by May 2022

The PRSF Research Committee consists of individuals with broad and diverse backgrounds in research, education, conservation and management. This committee will be charged with review, evaluation and ranking of each proposal. Outside experts may also be consulted for review.

## **Guidelines**

Proposals must be related to the Port Royal Sound Area (PRSA) natural and cultural resources.

- Projects should have clear deliverables that can be completed within one year of funding.
- Lead investigators must agree that research results will be in the public domain.
- Multi-year projects may be considered, but each subsequent year will compete for funding as a new proposal on an annual basis.
- Research projects must have the potential for peer-review published results.
- Education and public outreach proposals directly related to the PRSA will be considered. Education projects must have a clearly defined and appropriately targeted audience, demonstrable needs, and measurable outcomes.
- While not required, consideration will be given to proposals that leverage PRSF funding with existing (not pending) matching funds or in-kind services. Evidence of any identified matching funds or in-kind services must be specifically detailed and documented with letters of commitment from the providing institution.
- PRSF grants are for special projects only and are not intended to fund core operations.
- When PRSF funds requested are only a portion of a larger project budget, the activities they will directly support must be clearly defined.
- Given the high likelihood of longer-term funding needs to follow PRSF start-up grants, a detailed description of probable future sources and uses of the funds required should be provided.
- Conservation and restoration projects that include volunteers or “citizen/community scientists” will only be considered if the participants are thoroughly trained and supervised by qualified individuals.
- All publications and presentations resulting from PRSF funded projects must include a specific acknowledgement of the Port Royal Sound Foundation funding that enabled the project to be conducted.

## **Port Royal Sound Grant Proposal Format**

PRSF requires the submission of one electronic copy of the proposal in .pdf format, including:

Page one of the proposal should be a **Cover Letter** (one page maximum) that:

- briefly introduces the proposed project
- states the amount of funding requested
- establishes the applicant as an educational institution, a nonprofit entity, or a qualified researcher (that is not an educational institution or nonprofit entity)
- includes a description of where the research will be conducted
- agrees to the Grant terms and conditions outlined in this document
- designates a contact person including contact information
- is signed by the Project Leader

The **Project Description** (five pages maximum) should describe:

- critical research, educational or conservation areas to be explored
- project significance - how the proposed activities will enhance knowledge gaps for the Port Royal Sound Area
- objectives of the proposal
- scope of work proposed
- deliverables
- deliverable timelines
- roles and qualifications of all team members
- scientific methods and procedures to be employed, if applicable

The proposed **Project Budget** (two pages maximum) should describe in detail all proposed expenditures over the life of the project. Personnel expenditures in particular should be sufficiently documented to enable the Review Committee to determine whether the resources will be efficiently and cost-effectively utilized. The expenditures should include, but not necessarily be limited to:

- salaries
- fringe benefits
- equipment
- materials and supplies
- travel
- consultants and/or subcontractors
- other direct costs
- indirect or overhead costs - if indirect or overhead costs are proposed they should be no higher than the applicant's reasonable, usual and customary rates. An explanation of the rates should also be included as well as the identification of the applicant's cognizant agency, if applicable.
- a detailed description of *future* sources and uses of funds required for any longer-term funding needs to follow a PRSF start-up grant

**Supplemental Documents** that may be included are:

- references cited (one page maximum),
- CVs for each PI (2 page maximum per person),
- letters of support (one page maximum per letter), and
- in-kind or matching funds commitment letter (one page maximum)

**Required Deliverables** include a detailed Interim Progress Report and a detailed Interim Financial Report which will be due at the midpoint of the project year and no later than six months into the award period. A detailed Final Technical Report, a detailed Final Financial Report, and a one-page Executive Summary appropriate for marketing purposes will be due at the end of the project and no later than twelve months into the award period. The PRSF Logo shall be prominently displayed on all Reports. All successful applicants may be required to make a formal presentation of their project and the results it achieved and agree to participate in press releases regarding your results, subject to conflicts. All publications and presentations resulting from PRSF funded projects must include a specific acknowledgement of the Port Royal Sound Foundation funding that enabled the project to be conducted.

Please email [grants@portroyalsoundfoundation.org](mailto:grants@portroyalsoundfoundation.org) if you are interested in applying. Questions regarding this RFP and final submittals should be directed to [grants@portroyalsoundfoundation.org](mailto:grants@portroyalsoundfoundation.org).