



**Cost Reimbursement.**

Grants are managed through a reimbursement schedule that will be described in the contract. Reimbursement for prior expenses will be made quarterly.

**Proposal Evaluation Process.**

Attachment A is an example of a workplan to be submitted for consideration. It is strongly suggested that applications be submitted only after preliminary discussions have taken place. For this, or any questions about the grant process, please contact:

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Applications must be submitted as a Microsoft Word or a Rich Text Format (RTF) document transmitted via e-mail. Documents, databases, and spreadsheets must be compatible with Microsoft Office 2000. All photographs must be sent as jpegs.

# ATTACHMENT A

## Sample Workplan

The successful application will contain the following materials (at a minimum):

- Name of Project
- Name of Applicant Organization
- Contact Information
- Project Objective
- Project Location
- TMDL(s) Addressed
- Abstract
- Project Description
- Milestones
- Budget Table
- Letters of Support (if any)
- Applicant background and summary of qualifications

The budget table should appear in the following format. Please use as many lines as necessary to itemize all expense categories.

LINE ITEM	TDEC	GRANTEE MATCH*	TOTAL
Personnel			
Travel**			
Lab Fees			
Indirect Cost (no more than 20%)***			
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\*Grantee match is expected to be at least 50% of the total cost of the project.

\*\*Travel is reimbursed at the current state-approved rate.

\*\*\*Indirect Costs apply to agency and educational institutions.

Budget Summary:

TDEC Grant Amount: \$ \_\_\_\_\_

Grantee Match Amount: \$ \_\_\_\_\_

Total Grant Amount: \$ \_\_\_\_\_