



Estuary Management Plan (EMP) Small Grants Program

Frequently Asked Questions (FAQ)

Q: What types of projects may qualify for EMP Small Grants funding?

A: A qualifying project must advance at least one of EMP goals and be an outreach and/or planning project in nature. No ground disturbance or construction can occur as a part of funded projects.

Q: What types of organizations can apply for EMP Small Grant funding?

A: Any organization (nonprofit, municipality, academic institution, etc.), that serves the communities surrounding the Hampton-Seabrook Estuary (Hampton, Hampton Falls, and Seabrook) and serves the greater Hampton-Seabrook Estuary Watershed (Kensington, Exeter, Stratham, and Salisbury) are welcomed to apply.

Q: How much funding is available per project?

A: We anticipate project budgets to range from \$5,000 - \$25,000 per project. The funding for this program is a total of \$93,000 to be awarded across all funding rounds. It is at SHEA's discretion how much will be awarded each round. Proposed project budgets can exceed \$25,000 and will be considered for robust and high-priority projects. Applicants are highly encouraged to discuss project budgets with SHEA (ctweeddale@shea4nh.org) prior to submission.

Q: How do we get paid for our project?

A: Grantees will have to cover any upfront project costs as reimbursement will be the only method of award disbursement. Grantees will be reimbursed for project expenses by submitting invoices (monthly, quarterly, or at project completion) to SHEA who will review to ensure alignment with project scope and budget. The processing and issuance of a reimbursement payment can take up to 30 days.

Q: Is there a match requirement?

A: No, there is no match requirement for EMP Small Grant Program funding. However, if grantees choose to provide a match or obtain funds from other sources to supplement total project costs, SHEA requests that the Grantee include those amounts as appropriate in the financial portion of their biannual reports.

Q: Is there a time limit for completing our project?

A: Yes, all components of the project must be completed by January 1, 2028, regardless of the funding round.

Q: Can we submit different project proposals for two separate EMP grants within the same grant cycle?

A: Yes, organizations can submit more than one project proposal for funding consideration. However, these projects must differ significantly in scope, audience, and/or project location to justify separate applications. Similar projects can be combined into one larger project with a larger budget. Please reach out to SHEA (ctweeeddale@shea4nh.org) for further advice.

Q: Can two organizations within the same town apply for two EMP grants within the same grant cycle?

A: Absolutely! As the EMP covers a large scope of goals, objectives, and actions, we encourage a diversity of work in each project location/town. We also encourage collaboration, so similar work and projects can be combined by partnering with a local or regional partner.

Q: If we have already been awarded an EMP Grant Program grant, can we apply for another?

A: Yes, if your organization has been awarded an EMP Grant in a previous round, you are welcome to apply again. However, your application will compete equally with other applications in that round, even if it is an extension of previous work funded by an EMP Grant.

Q: What project costs are eligible for EMP Grant funding?

A: Project costs that cover personnel (including benefits), travel, supplies, contractual services (i.e. consultants), subawards (i.e. project partners), and indirect costs (costs of project administration) are all eligible to be covered by EMP Grant funding.

Q: Are there reporting requirements for funded EMP projects? If so, what are they?

A: Yes, there are. Grantees will be required to meet quarterly and on an as-needed basis with SHEA to provide project updates. There will also be biannual progress reports that grantees will submit to provide updates on overall project budget and project activities that will be due each Spring and Fall. Grantees will also be required to provide a final project summary to be featured on SHEA's website and for sharing with the public. Reporting templates will be provided by SHEA.