



Estuary Management Plan (EMP) Small Grants Program- Round 4

APPLICATION INSTRUCTIONS

Instructions

Thank you for your interest in applying to the EMP Small Grants program! To aid applicants in preparing their project proposal, we have created fillable documents & templates for all required application materials, which can be found on [SHEA's grant webpage](#).

Please see the checklist below for all required & optional application materials. **Before Submission, a mandatory virtual pre-application meeting is required to be scheduled with SHEA** to ensure proposal alignment with program goals and budget ([Schedule Meeting here](#)).

Application Packages are due by 4pm EST on September 18, 2026 via email to ctweeddale@shea4nh.org for consideration in the fourth round of funding. Please include "EMP Grant Program Application" in the subject line of your email. Faxed or mailed applications will not be accepted. *When possible, we request that all application materials be compiled into a single PDF document. If this is not possible, please list all included application attachments in the body of your email.*

Have Questions or want help developing your project idea? Reach out to Colette Tweeddale, HSE Collaborative Coordinator, at ctweeddale@shea4nh.org or schedule on-demand Office Hours with SHEA [here](#).

Applicant Checklist

Required Documents:

- ☐ [Project Description & Narrative](#)
- ☐ [Budget Table](#)
- ☐ [Budget Narrative](#)
- ☐ **Letter of Commitment for Key Project Partners**
- ☐ **IRS Determination Letter for Qualifying 501(c)(3) Nonprofits**

Optional Documents:

- ☐ [Project Timeline Table](#)
- ☐ Key Project Staff Resumes
- ☐ [Project Planning Table](#)
- ☐ Letter of Support from non-partner organizations (*encouraged*)

Required Actions: ☐ Meet with SHEA ([Schedule](#))

Applicant Resources

- [Schedule Office Hours with SHEA here](#)
- [Sortable Table of EMP Objectives & Actions](#)
- [Grant FAQ Document](#)
- [Science Communication Guide](#)
- [Round 1 Webinar Recording](#)