



## Cooperative Agreement Project Description Guidelines



Cooperative Agreements are used by the Coastal Program to legally enter into a partnership and transfer funding. In these agreements both partners have substantial involvement in the development, technical review, and execution of the project. A clear project description is necessary prior to entering into a cooperative agreement with the Coastal Program. The following guidelines have been developed to assist partners in organizing information needed for these agreements.

### PROJECT INFORMATION

#### Project Title

Contact Information: Include name, affiliation, mailing address, telephone, fax, and e-mail address for each principal investigator and co-investigator. Clearly indicate who the applicant is and what form of entity it is (*e.g.*, Federal, state, or local government; academic institution; non-governmental organization; non-profit group; or citizen).

Project Purpose: State the purpose for which assistance is being requested and the objectives of the agreement.

Project Location and Background: Provide a figure or map of the project area and include a brief background of the project and any problems the project seeks to resolve. This section should also include the project's relevance to South Carolina coastal ecosystems. Describe past or current activities that are relevant to the project.

Project Benefits to Coastal Ecosystems: Describe how any state or federally protected species will benefit from the project and outline the anticipated long-term and permanent results.

Contributing Partners & Scope: Identify each partner and what type of entity it is, define its role and responsibilities in completing the project, and clearly itemize what each will contribute (*e.g.*, funds, staff hours, volunteer hours, technical support) and the dollar value. Please list all partners associated with the project, even those not contributing financial assistance. **This section should include the Coastal Program.**

Project Budget: Indicate the total cost to complete the project and provide a detailed budget itemizing individual component costs.

Time Frame: Provide a detailed schedule of project implementation and identify anticipated completion date for each product.

### OTHER INSTRUCTIONS

- Applicants are asked to submit one electronic copy (.DOC file) to the addresses below. The electronic files may be sent via email, but please pay attention to the file size and send multiple emails if necessary. Please limit proposals to three pages in length (excluding map/figure).
- For more information or if you have any questions, please contact:

**Tera Baird**  
**Coastal Program**  
**U.S. Fish and Wildlife Service**  
**176 Croghan Spur Suite 200**  
**Charleston, SC 29407**  
**Email: [tera\\_baird@fws.gov](mailto:tera_baird@fws.gov)**