



Note: This is an optional template to ensure you have provided the information requested in the Request for Proposals (RFP) found on the [NAAEE website](#). However, you should also refer to the text in the RFP, particularly Section 2: About the Ocean Acidification Education & Outreach Mini-Grant Program, to explain what is expected fully.

The Project Description must not exceed 5 standard letter-sized pages, should be in 11-point or larger font, and have margins of at least 1". Each page of the project description should be numbered. Page limits include figures and other visual materials but exclude title pages, references, budget information, resumes, work plan/milestone charts, and letters of commitment.

You should also carefully review the Review Criteria by which the reviewers will evaluate all applications (see Appendix 1 of the RFP).

1. Objective(s) and Expected Outcomes

- Describe the specific project objective(s) and expected outputs and outcomes of the proposed project.
- Explain how the activities, expected outputs, and outcomes support the goal of this RFP (described in Section 2 of the RFP).
- Describe the basis for determining the need for the project.

2. Description of Proposed Activities

- Describe all activities that will be undertaken and/or products that will be created.
- Explain the need for those products and activities.
- Describe the process used to develop and implement all activities and products.
- Describe how these activities will increase the target audience's knowledge, skills, and confidence to address ocean acidification issues.
- Demonstrate how best practices inform the proposed project.

- Cite appropriate literature references that support the proposed approach and rationale for selecting ocean acidification-related topics for that area.

3. Target Audience(s)

- Discuss the project's target audience(s) that will be served and why.
- Identify where project activities will occur and provide a justification for the scale of program implementation.

4. Project Partners

- Identify any project partners.
- Discuss the project partners' roles and the coordination among project partners.
- Highlight any specific NOAA or NAAEE assets that partners will gain access to.
- Describe how partnerships have been formed to engage partners and incorporate their goals and objectives into the project plan.
- Describe any other collaborations or partnerships with individuals and institutions involved in project activities.
- Describe how partnerships might continue past the project end date.
- Partnerships described in this section should be confirmed with letters of commitment that clearly articulate the partners' roles. Letters of commitment articulating the project partners' roles should be submitted as part of the application package.

5. Dissemination

- Describe how project results will be disseminated beyond the audience immediately involved in the project's activities.
- Describe how best practices and lessons learned throughout the project implementation will be shared beyond project partners.