

PAIIF 2011 Full Proposal Instructions:

All full proposals must consist of the following elements (with the exception of F and G which are optional) to be considered for funding:

A. Cover page – please follow the format shown in the example.

B. Abstract – a brief narrative describing an overview of the project. It should be located at the bottom of the cover page and should NOT take up more than ½ of that page.

C. Project Description – make sure to answer the questions listed below and include a brief description of what the PAIIF funds will be used for. This section is NOT to exceed 3 pages.

1. How does this project preserve, protect, or enhance historic NOAA properties or heritage assets?
2. How does this project incorporate unique local or regional cultural heritage?
3. What partnerships within NOAA and outside of NOAA does this project facilitate?
4. How does this project incorporate education and outreach?
5. Who is the intended audience for the end result of this project?
6. How many people could this project potentially reach once completed?
7. Once this project is completed, what do you see as the next step (furthering preservation efforts, continued outreach opportunities, etc)?

D. Schedule Outline – give a realistic estimate of the amount of time you will need to complete each task, and the projected total amount of time necessary for the completion of the entire project.

E. Budget – provide a table with the breakdown of how the total funds (including matching, partner supplied, etc) for the project will be spent. You also need to include the spending mechanism for each purchase (contract, purchase card, etc.) If you are unsure, you should speak with your organization's financial advisor. Make sure that they understand that if you are awarded funding, it will NOT be coming through the NOAA Grants Office.

F. Photos or diagrams – this section is optional. You may include up to 2 pages of photos or diagrams to illustrate your proposed project. Do not exceed 2 pages.

G. Letter(s) of support – The letter(s) should include information about the amount of time, money, or in-kind service they will be providing. (If you are not working with a partner(s), you do not need to complete this element for funding consideration.)

H. Consent Form – signature from your supervisor acknowledging that you have permission to complete the proposed project if your application is accepted.

Examples of the above sections can be found on the [PAIF home page](#).

E-mail a completed electronic copy to the project coordinator listed below. Please use Times New Roman 12 point font for all body text and a one inch margin on all sides.

We should be in possession of the e-mailed copy by 11:59pm EST on Friday December 17, 2010. Late submissions will not be considered. Send your completed application to katie.collins@noaa.gov.