



Chesapeake Conservation Corps Host Organization Cover Sheet 2015– 2016

www.chesapeakebaytrust.org / 410-974-2941

1. Applicant Information

Name of Organization/Legal Applicant:	Assateague Coastal Trust
Street Address:	9931 Old Ocean City Boulevard
City/State/Zip:	Berlin MD 21811
County:	Worcester
Main Telephone:	410-629-1538
Web Page:	www.actforbays.org
Legal Applicant Federal I.D. Number:	52-1250849
State Legislative District:	38 C
U.S. Congressional District:	MD-1
Executive Director:	Kathy Phillips
Executive Director's Telephone:	410-629-1538
Executive Director's Email:	Coastkeeper@actforbays.org
Name of Application Writer/Initial Contact:	Steve Farr
Contact's Title:	Development Director
Contact's Telephone:	410-629-1538
Contact's Email:	development@actforbays.org
Name of Corps Volunteer Mentor:	Kathy Phillips
Mentor's Title:	Executive Director and Assateague Coastkeeper
Mentor's Telephone:	410-629-1538
Mentor's s Email:	coastkeeper@actforbays.org
Number of Corps Volunteers Sought	1

2. Type of Organization (check one):

- Non-profit organization _____ x _____
- School _____
- Community associations _____
- Service, Youth, or Civic Groups _____
- Institutions of Higher Education _____
- Local government (county or municipality) _____
- Unit of State Government _____

3. Organization Mission:

The Assateague Coastal Trust’s mission is to promote and encourage the protection of the health, productivity, and sustainability of the coastal bays watershed of Delmarva through advocacy, education and conservation.

4. Types of Activities in which a Volunteer Corps Member will be engaged: (see “Corps Volunteer Eligible Activities” section above for description of each activity type. Check all that apply.

Watershed Restoration	<u> x </u>
Energy Conservation	<u> </u>
Agricultural	<u> x </u>
Forestry	<u> </u>
Environmental Education	<u> x </u>
Community Engagement	<u> x </u>

5. Short Description: Please provide a short numbered list (5 maximum) of the Corps Volunteer’s responsibilities and activities. *Keep in mind, this description will be posted online and used to solicit Corps Volunteer Applicants (about 100 words maximum).*

ACT has a small staff and a big agenda, providing significant opportunities for a Corps volunteer to contribute, learn and lead. ACT will engage a Conservation Corps Volunteer in a range of activities including, but not limited to:

- 1) Assist with the Assateague Coastkeeper program including watershed patrolling, water quality monitoring, local/state policy monitoring and community outreach/education
- 2) Assist with all aspects of the Coast Kids family environmental education program
- 3) Lead re-launch of Grow Berlin Green sustainable community engagement initiative

6. General Liability Insurance: Does your agency currently have general liability insurance for its volunteers?

Yes x No

Partnership Application Electronic Signatures

In submitting this partnership application to become a Chesapeake Conservation Corps Host Organization, we attest that all information provided is true to the best of our knowledge.



Signature of Legal Applicant Director

Date



Signature of the Host Organization Mentor

Date

Thank you for applying to be a Chesapeake Conservation Corps Host Organization

1. **Activities and Outcomes:**

Assateague Coastal Trust (ACT) proposes to engage a Conservation Corps Volunteer in a wide range of activities drawn from each of our primary programs: Assateague Coastkeeper, Coast Kids, and Grow Berlin Green, our local sustainable community initiative.

The Assateague Coastkeeper is an on-the-water monitor who patrols the Coastal Bays watershed in search of evidence of pollution or other water quality problems. The Coastkeeper also reaches out to and engages citizens to provide additional eyes, ears and even noses to identify and report possible pollution issues.

The Coastkeeper is an on-the-ground educator who informs citizens about environmentally-friendly practices they can employ to prevent adverse impacts on the land and waters. Whether its teaching about natural shorelines or native plant buffers, the Coastkeeper works with the community to help them help themselves.

Finally, the Coastkeeper monitors policy and regulatory developments at the local and state levels, tracking opportunities and threats to the local environment, while educating and engaging policymakers and citizens about important issues affecting our waterways and communities.

For the Coastkeeper program, the Corps Volunteer would assist with at least the following activities:

Watershed Monitoring -- Regular patrolling of the watershed by boat, on the ground, and sometimes from the air, is a critical element of the Coastkeeper's operation. Whether responding to a citizen tip or complaint, searching for particular pollution sources, providing educational tours for students or policymakers, or just making the rounds to keep a vigilant eye on the state of the waterways, these patrols are the bread and butter of any responsible Waterkeeper.

The Corps Volunteer would have the opportunity to both jointly patrol the watershed with the Coastkeeper and to undertake independent patrols to expand the capacity of this critical monitoring function. Through this activity, the Volunteer would gain a comprehensive and in-depth personal knowledge of the watershed and would be exposed to the range of challenges and threats facing our waterways.

The Corps Volunteer will also assist in the marketing, implementation and management of a new citizen monitoring initiatives – the Coastkeeper mobile monitoring App (“Water Reporter”). The mobile monitoring App is a mobile device application that allows citizens to identify, document and report known or suspected water quality issues to the Coastkeeper.

Water Quality Monitoring -- Everyone has a right to safely surf, swim or recreate in his or her local waterway. Within the Coastal Bays, however, only one public swimming pier is monitored for bacteria levels by Worcester County. Yet each summer, thousands of people recreate in the water throughout our Coastal Bays watershed – surfing, swimming, jet skiing, waterskiing, tubing behind a boat, or just walking on a mud flat digging for clams. The Coastkeeper will continue and expand a program of monitoring for enterococci bacteria (the primary water-laden bacteria tested to determine public health of waterways), and will post results to ensure authorities and the public are kept aware of water safety conditions.

The Corps Volunteer will assist with all aspects of the water quality monitoring program, including collecting samples, testing samples with our in-house equipment, analyzing the test results and posting the results both on the Coastkeeper website and the new Waterkeeper Alliance Swim Guide site. The Volunteer will also have the opportunity to assist in the effort to recruit and train community volunteers to expand the monitoring program to a broader range of sites around the watershed.

Coast Kids is the family-focused environmental education program of ACT. Its purpose is to create fun opportunities for kids and their parents to learn about and experience the natural resources of the coastal bays area, and to encourage them to be the next generation of environmental stewards. The program revolves around monthly excursions and activities for families to engage directly with the landscape and waterways, and often to undertake projects that will benefit the ecosystems that sustain both the human and wildlife populations of the coastal region. Coast Kids has also launched a community-based component bringing the same interactive approach to community-based organizations and home school families in the area. In 2014 Coast Kids launched the Nature Explorers Summer Enrichment Program, a two-week summer camp for area youth.

For the Coast Kids program, the Corps Volunteer would assist the Program Manager with all aspects of the monthly family event, community-based and summer camp components, including:

- Program marketing to expand participation, particularly among low-income and minority populations
- Designing and developing activities and lesson plans; and
- Delivering outdoor education activities

Grow Berlin Green (GBG) is a campaign to establish Berlin, Maryland and the surrounding area as a model community for participatory environmental protection, conservation and smart growth policy and practice.

Objectives of the GBG campaign are to:

- Educate and engage citizens and public officials in Berlin and the surrounding area on environmental protection, conservation, and smart growth issues, activities and policies.
- Promote and facilitate community action to achieve measurable impact on a range of environmental and conservation priorities, including water resources management and conservation (*e.g.*, stormwater management), energy conservation, waste reduction/recycling, and smart growth development; and,
- Build broad-based community capacity for a sustainable movement to protect, promote and enhance the environmental quality of the Berlin area.

Launched in 2009, GBG achieved a number of significant accomplishments over the ensuing four years, culminating in Berlin becoming the first certified “sustainable community” in the state. Due to resource and staff constraints, GBG has been largely dormant for the past year or so, but we have great interest in its revival. In this regard, we would leverage the acquisition of a Conservation Corps member to spearhead a re-launch of the campaign with activities to include:

- Outreach events and activities to solicit community input on priority needs and interests, and to build foundation for citizen and policymaker participation in campaign activities;
- Educational events and materials to inform community about environmental challenges and empower citizens and policymakers to engage in practical and policy solutions; and

- Conservation projects (e.g., rain barrels, rain gardens, buffers) with Berlin households, schools and businesses;

1. Outcomes

- Approximately 5-10 hours of watershed patrolling per week from April to October
- Water quality monitoring, testing and reporting from at least 7 sites from May to October
- Assisting in recruitment and training of volunteers to expand the reach of the water quality monitoring program to additional sites
- Assisting in the development and provision of monthly environmental educational programming to local families and a two-week summer camp through Coast Kids program
- Helping to lead the re-launch of Grow Berlin Green, including conservation and restoration projects with the Town of Berlin, local schools and households

2. Advancement of mission

ACT is a small organization with a big mission. With just two full-time and two part-time staff, the organization's capacity is chronically strained to meet programmatic demands, much less administrative requirements. In this regard, the addition of another full-time volunteer would dramatically boost our capacity to not only fulfill our established programmatic agenda, but to institute some key program enhancements and expansions.

The mission and capacity boost provide by the Corps Volunteer would include:

- Increased time patrolling watershed
- Increased water quality monitoring and establishment of volunteer water quality monitoring corps
- Expanded reach of Coast Kids program
- Reinvigoration of Grow Berlin Green campaign

3. Key Staff

The Corps Volunteer will work closely with all staff at ACT, including:

Kathy Phillips, Executive Director and Coastkeeper – Lead mentor and supervisor for Coastkeeper activities

Verena Chase, Coast Kids Program Manager – Supervisor for Coast Kids activities

Steve Farr, Development Director – Supervisor for Grow Berlin Green activities

Matt Heim, Office Manager

4. Work Skills Training

The training component will be primarily experiential. on-the-job training as ACT staff work with the Corps Volunteer on the various activities outlined above. We will also seek out more formal training opportunities for the skills required to complete the identified activities through local and regional workshops, conferences and possibly relevant academic opportunities at local educational institutions.

Budget of Matching Resources

	<i>Value</i>	<i>Type of Match (Cash or In-kind)</i>
Parking - required	\$0	In-Kind (no charge for parking)
Mileage Reimbursement - required	\$300+	Cash (as needed for eligible mileage)
Conference attendance costs - optional	\$300+	Cash (as needed for at least one relevant conference)
Telephone/Internet - required	\$200+	In-Kind (as needed)
Office Space - required	\$0	In-Kind (existing space covered)
Volunteer training supplies - optional	Up to \$300	Cash (as needed for relevant training opportunities)
10% of the Volunteer stipend (\$1500) - required for three-consecutive-year Hosts		
TOTAL	\$1,100+	

Assateague Coastal Trust, Inc.
Organizational Chart

Board of Directors

Coastkeeper/ Executive Director
Kathy Phillips

Office Manager/Outreach
Matt Heim

Development Director
Steve Farr

Coast Kids Program Manager
Verena Chase

ACT 2015 Budget

Income	
4000 · Membership revenues	\$8,800.00
4001 · Contributions	
40012 · Contributions-Legal Resource	\$12,000.00
4001 · Contributions - Other	\$60,000.00
Total 4001 · Contributions	\$72,000.00
4005 · Tickets	\$4,000.00
4006 · Auction revenues	\$3,000.00
4007 · Program Fee	\$2,000.00
4010 · Grant revenues	\$125,000.00
4012 · Rent Income	\$4,800.00
4030 · Sales - Retail (Taxable)	\$4,500.00
4031 · Sales - Wholesale (Non-Tax)	\$1,000.00
4999 · Interest income	\$500.00
Total Income	\$225,100.00
Expense	
5009 · Payroll processing	\$700.00
5012 · Subcontractor	\$1,000.00
5015 · Meeting Expense	\$1,000.00
5016 · Hospitality	\$200.00
5018 · Communications / Marketing	\$1,750.00
5030 · Accounting/Audit	\$5,050.00
5040 · 5040 Sales Tax	\$150.00
5050 · Insurance	\$6,200.00
5055 · Legal Fees	\$10,000.00
5060 · Supplies	\$11,400.00
5063 · Small Equipment	\$1,100.00
5067 · Dues & Subscriptions	\$3,200.00
5070 · Office supplies	\$2,500.00
5072 · Printing	\$8,000.00
5073 · Telephone	\$1,500.00
5074 · Square Service Charge	\$510.00
5075 · Postage	\$1,450.00
5079 · Website expenses	\$490.00
5080 · Rent Expense	\$12,000.00
5081 · Utilities	\$6,900.00
5090 · Travel	\$6,000.00
5091 · Conference Registration	\$500.00
5092 · Boat	\$2,500.00
66000 · Payroll Expenses	\$141,000.00
Total Expense	\$225,100.00

