#### **Coastal Management and Digital Coast Fellowship Project Proposal Template**

**Instructions:** Use the text in blue italics as guidance to complete each section. Do not include the blue guidance language in your final proposal. Proposals must be no longer than eight pages. Please include a cover page with a signature.

**1. Background and Introduction**

*Define the problem, the need for the project, and how it will add value to the host organization. Digital Coast projects must also identify how the project will add value to the* [*Digital Coast*](https://coast.noaa.gov/data/digitalcoast/pdf/digitalcoast-strategic-plan.pdf) *and the partnership.*

**2. Goals and Objectives**

*Provide project goals and quantifiable objectives. Find* [*more information on writing SMART objectives here*](https://coast.noaa.gov/digitalcoast/training/writing-smart.html)*. Most projects have a coastal, marine, or environmental sciences focus, but consider a project that is multidisciplinary and includes components of the social sciences, policy, communications, or public health. These additional components may attract a broader selection of qualified candidates.*

**3. Milestones and Outcomes**

*Highlight specific target milestones, timelines, and products or services to be completed within the two years of the fellowship. If travel is anticipated, it should be included on the timeline. Note that costs for any travel related to the fellow’s project, including attending the host organization’s annual conference (if applicable), should be covered by the host.*

**4. Project Description**

*Detail the specifics of the project (no more than three pages). Be sure to discuss how the project will live on after the fellowship.*

**5. Diversity, Equity, Inclusion, and Justice**

*NOAA is committed to advancing the principles of diversity, equity, inclusion, and justice (DEIJ), and is asking fellowship applicants to identify ways the fellowship project could advance DEIJ. NOAA believes that DEIJ should be considered in all the work we do as coastal managers, and are asking that the proposals describe how the project advances DEIJ principles. This fellowship has not changed scope to be a DEIJ program, and projects do not have to be solely DEIJ focused.*

*Describe how the project has considered and will advance the principles of diversity, equity, inclusion and/or justice in one or more of the following areas: conducting needs assessments, developing project outcomes, developing project scope, engaging with project partners, working with stakeholders and targeted communities, and conducting outreach.*

*This can include work such as meaningfully engaging with and supporting underserved and historically marginalized communities; broadening access to information (e.g., through translation of communications and products); analyzing and addressing the needs of underserved or vulnerable populations related to coastal hazards, ocean and Great Lakes resources, or public access; or advancing diversity, equity, justice, and inclusion policies and practices of the organization.*

*Definitions of terms:*

***Diversity1****: there are many different kinds of diversity, based on race, gender, sexual orientation, class, age, country of origin, education, religion, geography, physical, or cognitive abilities. Valuing diversity means recognizing differences between people, acknowledging that these differences are a valued asset, and striving for diverse representation as a critical step towards equity.*

***Equity2****: the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.*

***Inclusion1****: being included within a group or structure. More than simply diversity and quantitative representation, inclusion involves authentic and empowered participation, with a true sense of belonging and full access to opportunities.*

***Justice3****:**the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys the same degree of protection from environmental and health hazards; and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.*

*1: from Race Forward:* [*The Center for Racial Justice Innovation Race Reporting Guide*](https://www.raceforward.org/sites/default/files/Race%20Reporting%20Guide%20by%20Race%20Forward_V1.1.pdf)

*2: from* [*Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/) *(EO 13985).*

*3: from the* [*US EPA*](https://www.epa.gov/environmentaljustice/learn-about-environmental-justice)*’s definition for environmental justice*

**6. Fellow Mentoring**

*Identify the mentor(s) by name in the proposal. Mentors can include:*

* *A single mentor at a single host organization.*
* *A mentoring team at a single organization. If one person can't commit the time or if a team is beneficial to the project, a mentoring team may be proposed. One individual needs to be identified as the main contact for the fellow and for NOAA. A detailed coordination plan within the team will be required if this approach is taken.*
* *Multiple mentors across partner organizations. If organizations propose to share a fellow, each organization must designate a mentor and/or point of contact and the primary mentor must be located at the host office.*
* *A mentor and a project supervisor at the host organization. One person can fill both these roles or two different people can fill these roles.*

*If the primary mentor is not located in the same geography as the fellow, the host must discuss the communication plan between the mentor and the fellow in the proposal.*

*Discuss how the host agency will incorporate the fellow into staff activities and encourage the fellow's professional development, including training and staff events. Discuss how the mentor will provide day-to-day supervision and on-the-job education to the fellow. Mentors are encouraged to provide opportunities for their fellows to participate in other projects and initiatives at the office to increase the fellow’s professional development and learning. NOAA particularly encourages the host to get fellows involved in other DEIJ projects at their organization to gain a broader experience. Mentors should work to ensure the fellow experiences an inclusive workplace environment.*

**7. Office Environment**

*Describe the current and future plans for work status in your office with regard to staff working in the office vs. teleworking. Discuss whether the mentor, fellow, and rest of staff will be in the office full-time, part-time, or not at all. Describe how the mentor will communicate and meet with the fellow, and how the fellow will interface with other staff members in the organization. Describe how the host will provide networking opportunities for the fellow, especially if the majority of the staff is teleworking. Describe what the host will provide to the fellow if they work from home, such as a computer, keyboard, mouse, headset, ergonomic desk/chair, or other accommodations that may help facilitate a successful work-from-home environment. Discuss how the host will provide in-kind support such as specialized software, supplies, or other equipment needed for the project.*

**8. Project Partners**

*Provide a summary of existing efforts and partnerships and how the project will integrate these efforts. Feel free to attach letters of support from partners.*

**9. Cost-Share Description**

*Discuss how the host will provide the $15,000 fellowship match ($7,500 for each year of the fellowship). This money cannot be in-kind support. The source of the $15,000 cost sharing must be defined; if the source of this funding is not defined, the proposal will not be considered. In the past these funds have had to come from a non-federal source, but that is no longer a requirement.*

**10. Strategic Focus Area**

*Discuss how the proposed project addresses one or more of the following strategic focus areas:*

*Healthy Coastal Ecosystems*

*Healthy coastal ecosystems provide many important benefits, including valuable habitat, enhanced water quality, reduced impacts from severe storms and flooding, and economic benefits related to fisheries, recreation, and tourism.*

*Projects can include (but are not limited to) topics such as:*

* *Facilitate use of the best available science by delivering integrated data, tools, and information to guide decisions about complex ecosystem and coastal management challenges.*
* *Provide training, guidance, and best practices that help coastal decision makers and coastal management officials understand and apply the science-based tools that inform effective policies and management approaches.*
* *Support conservation and restoration of coastal habitats and ecosystems.*
* *Engage and convene meaningful partnerships with federal, state, territorial, and local agencies, as well as nongovernmental organizations and the private sector, to leverage investments and address the scope and scale of coastal ecosystem challenges.*
* *Provide multiple fellowship opportunities to cultivate emerging leaders in coastal management and provide professional development opportunities for the next generation of coastal management practitioners and environmental stewards.*
* *Increase and enhance opportunities for the public, students, and teachers to understand and appreciate coastal ecosystems, and motivate community involvement in resource management.*

*Resilient Coastal Communities*

*Coastal communities are among the most densely populated in the nation and are increasingly at risk from climate change.*

*Projects can include (but are not limited to) topics such as:*

* *Provide coastal hazard- and climate change-related data, tools, guidance, training, and technical assistance to people working to enhance community resilience and to communicate risk to the public.*
* *Increase public awareness of current and future coastal hazard risks and impacts, and of actions undertaken to reduce loss of life, property, and economic opportunity.*
* *Increase the understanding, application, and cost-benefit estimation of natural and nature-based infrastructure to protect communities.*
* *Foster engagement and coordination among public-and private-sector partners to leverage resources, as well as to share resilience-related expertise, lessons learned, and best practices.*
* *Build the capacity of coastal leaders to incorporate resilience in both pre-disaster mitigation and post-disaster recovery, and to engage communities in effective planning or policy development by providing actionable information, skill building, and funding.*
* *Increase understanding of the equity issues that arise as communities face coastal hazard and climate impacts, and foster inclusion and meaningful assistance for all.*
* *Support a resilience-based management approach in coastal zone management and place-based programs focused on coral reefs and estuarine systems.*

*Vibrant and Sustainable Coastal Economies*

*Coastal and ocean economies are a major engine for the national economy. Included are a wide range of sectors, from energy and security to tourism and recreation. These industries co-exist within a relatively small area, and many depend on healthy coastal ecosystems.*

*Projects can include (but are not limited to) topics such as:*

* *Increase the understanding of the social and economic implications of coastal and ocean management approaches.*
* *Promote policies and practices that foster transparent, predictable, and efficient government decisions to manage coastal and ocean uses that affect coastal industries and economic development.*
* *Integrate socioeconomic data and methods with biophysical data to provide actionable information that supports ocean commerce, sustainable infrastructure, energy development, and conservation.*
* *Provide funding and assistance that enable states and protected areas to support public access and recreation in an environmentally sustainable manner and to prepare for emerging coastal and ocean uses.*
* *Understand, quantify, and communicate the value of coastal ecosystem services to inform decision-making, including the economic costs and benefits of natural infrastructure.*
* *Protect economic investments along the coast, including important ecological, cultural, and historical areas, for public enjoyment.*
* *Coastal communities invest in actions that reduce vulnerability, particularly vulnerabilities related to repetitive natural hazards.*