ESRP Beach Restoration Small Grants Program Application Attachment Checklist

All ESRP applications must be submitted in PRISM Online. Note that PRISM is designed to check for certain required attachments, but it cannot check for all. Use the application checklist below to ensure you attach all required application material to PRISM.

|  |  |  |
| --- | --- | --- |
|  | **PRE-PROPOSAL PRISM Online Attachment Checklist Items** | **Template / Form Link** |
|   | **Draft Budget Worksheet.** RCO recommends using its template or similar format. Attach in PRISM and clearly label “Draft Budget Worksheet.”   | [Spreadsheet](https://rco.wa.gov/wp-content/uploads/2019/03/Copy-of-ESRP-SmallGrantBudSpreadsheet-2025rev.xlsx) |
|   | **Restoration Worksite Map** that depicts all major elements of your proposed restoration project. | Applicant Creates  |
|  | **All Available Design Materials for Restoration Projects.**  | Applicant Creates  |
|  | **FINAL APPLICATION PRISM Online Attachment Checklist Items****(the following are in addition to your Pre-Proposal Application requirements)** | **Template / Form Link** |
|   | **Final Budget Worksheet.** Update the Draft Budget Worksheet, as needed, and attach in PRISM labeled “Final Budget Worksheet.”   | [Spreadsheet](https://rco.wa.gov/wp-content/uploads/2019/03/Copy-of-ESRP-SmallGrantBudSpreadsheet-2025rev.xlsx) |
|  | **Visual Scope of Work** (see [examples](https://rco.wa.gov/wp-content/uploads/2022/01/ESRP-VisualScopesofWorkExamples.docx) on RCO Website) | Applicant Creates  |
|   | **Landowner Acknowledgement Form** is required for projects on land not owned by the applicant or on state-owned aquatic lands.  | [Form](https://rco.wa.gov/wp-content/uploads/2019/10/SAL-LandownerAckForm.docx)  |
|  | **Letter of Support** from Marine Resources Committee, Lead Entity, Lead Integrating Organization, and/or Shore Friendly Program | Applicant Creates  |
|  | **Draft Communication Plan** (see [guidance](https://rco.wa.gov/wp-content/uploads/2022/01/ESRP-SmallGrantsComPlanGuidance.docx) and [example](https://rco.wa.gov/wp-content/uploads/2022/01/ESRP-SmallGrantsComPlanExample.docx) on RCO Website) | Applicant Creates  |
|   | **Applicant Resolution and Authorization** is required for any non-tribal applicant who will sign the grant agreement. A tribal sponsor will instead submit a resolution with their agreement, once funded. | [Form](https://rco.wa.gov/wp-content/uploads/2020/05/ApplicantAuthorizationResolution.pdf)  |
|   | **Project Site Photographs.** At least two photographs of site conditions before project implementation are required in .jpg file format.  | Applicant Creates  |
|  | **RCO Fiscal Data Collection Sheet.** This form collects information about the applicant’s indirect rate and other financial information | [Form](https://rco.wa.gov/wp-content/uploads/2019/03/FiscalDataCollectionSheet.pdf) |
|  | **Tribal Notification Letter.** This is required for all projects. (See RFP for more information.) | [Template](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Frco.wa.gov%2Fwp-content%2Fuploads%2F2024%2F04%2FCCA-TribalNotice.docx&wdOrigin=BROWSELINK%22%20%5Ct%20%22_blank) Letter |
|   | **Other Materials (optional)** graphs, parcel maps, letters of support, etc.  | Applicant Creates  |