

Salmon Recovery Funding Board

Grant Application Schedule

Chehalis Basin Collaborative for Salmon Habitat Lead Entity (2025)

Date	Action	Description
December 11	Call for Proposals	Call for proposals for salmon projects in the Chehalis Lead Entity region for SRFB funding in 2025. Coordinator will distribute press release and post all materials on website.
December - February	Submit Conceptual Project Forms	Sponsors submit Conceptual Project Forms to the Lead Entity Coordinator. The more thorough the conceptual project form, the more feedback can be provided for strengthening the proposal. Staff will review proposal for “fit to strategy” and provide early feedback.
December - February	<i>(Optional)</i> Pre-Application Meeting	Sponsors may set up a pre-application meeting with the Lead Entity Coordinator to discuss their project, it’s fit to the Lead Entity Strategy, and funding options.
January 6	Habitat Work Group	Conceptual Project presentations before Habitat Work Group (HWG). The goal of these presentations is for the committee to gain an understanding of the basic components of each project and provide feedback and ideas for potential improvements.
January 6	Approve Review Team Members	Approve list of technical experts and community volunteers on the Local Review Team.
February 3	Habitat Work Group	Conceptual Project presentations before HWG.
February 3	<i>(Optional)</i> Application Workshop	Optional workshop for potential project sponsors wanting tips on writing a successful grant application specific to the Chehalis Basin Lead Entity.
February 28	DUE DATE: Conceptual Project Form	Deadline to submit the Conceptual Project Form to Lead Entity Coordinator if SRFB funding is desired. Applicants will receive a PRISM # to begin the formal application process. Coordinator distributes detailed CBLE SRFB evaluation criteria to all sponsors.
March 3	Habitat Work Group	Conceptual Project presentations before HWG.

March 21	DUE DATE: Complete Application	Deadline for Project Sponsors to enter Complete Application into PRISM Online.
March 26		LE Coordinator distributes application materials to Local Review Panel team.
April 7	Habitat Work Group Meeting	Regular meeting, followed by a “Spring Renewal” activity at Lake Sylvia State Park, TBD
April 8-10	Project Site Visits	Local Review Team, SRFB Review Panel members, and RCO grant manager visit each project site. Project sponsors attend and present their project concept.
April 28-30	Salmon Recovery Conference	Salmon Recovery Conference, to be held in Yakima, WA
May 1	Feedback	Lead Entity Local Review Team provides feedback to the sponsors via the PRISM online module.
May 6	Habitat Work Group Meeting	Regular meeting
May - TBD	Local Review Team Project Ranking Day	Local Review Team meets to rate the proposals submitted by project sponsors on their technical merits, benefits to salmon, certainty that the benefits will occur, and certainty that the project can be completed within the grant timeframe and within the proposed budget, community values considered, community support, and partner support. Only Local Review Team members need attend. This meeting will result in a ranked project list.
May 30	Comment forms from RCO to applicants	Applicants receive SRFB Review Panel comments identifying projects as “Clear,” “Conditioned,” “Needs More Information,” or “Project of Concern.” RCO staff accepts “Clear” applications and returns “Conditioned,” “Needs More Information,” and “Project of Concern” applications. The Monitoring Panel will provide comments for monitoring projects.
June 2	Habitat Work Group	Local Review Team presents project ranked list. Habitat Work Group votes and recommends a Lead Entity Project List, including alternate projects to be considered for funding. List will be submitted as recommended at this meeting.

June 9 & 10	Conference Call (optional)	Lead entity coordinators may schedule a 1-hour conference call with project applicants, RCO staff, and one SRFB Review Panel member to discuss “Needs More Information,” “Project of Concern,” or “Conditioned” projects.
June 12	SRFB Decision on Grant Round \$	We know how much funding will go to this grant round!
June 23 - noon	Due Date: Applications due.	Applicants submit final revised application materials via PRISM. See Application Checklist .
June 23	Due Date & End	For applicants with Cleared project – Submit your application online. This is the end of the process!
June 25	Local Review Team ranking day	Local Review Team reviews project list develops final project ranking.
July 1	HWG Meeting	Sponsors share their project status and responses to Review Panel comments.
July 16, 17	SRFB Review Panel meeting	SRFB Review Panel and RCO staff meet to discuss projects and complete comments.
July 25	Final comment form	Applicants receive the final SRFB Review Panel comments, identifying projects as “Clear,” “Conditioned,” or “Project of Concern.” The Monitoring Panel will provide final comments for monitoring projects.
July 25	Coast Salmon Partnership	Coast Salmon Partnership Board decides on moving unallocated regular SRFB funds between Coast Lead Entity ranked lists. This only applies when one Lead Entity doesn’t use its full allocation. Final Board approval of ranked list.
August 5	Habitat Work Group	Regular meeting
August 7	Due Date: accept SRFB Review Panel condition	Applicants with “Conditioned” projects must indicate whether they accept the conditions or will withdraw their projects.
August 8	Due Date: Lead Entity SRFB ranked list	Lead entities submit ranked lists of regular SRFB projects via PRISM.

August 13	Due Date: Regional submittal	Regional organizations submit their recommendations for funding, including alternate projects (only those they want the SRFB to consider funding), and their Regional Area Summary and Project Matrix.
September 16 & 17	SRFB funding meeting	Salmon Recovery Funding Board awards grants. \$\$\$\$\$.