



ASSOCIATION *of*  
FISH & WILDLIFE  
AGENCIES

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## **2020 Multistate Conservation Full Proposal Guidelines**

**Full Proposals due July 26<sup>th</sup>, 2019**

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You have been invited to submit a Full Grant Proposal for the Multistate Conservation Grant Program. Before submitting a Full Grant Proposal, please carefully review the instructions contained in this announcement. The following sections are included:

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## **THE FULL GRANT PROPOSAL**

### **FORMAT**

The Full Grant Proposal consists of the following:

#### **Part I: Grant Proposal**

1. Executive Summary (Limit – 2 pages)
2. Project Narrative (Limit – 8 pages)
3. Budget (Limit – 2 pages)
4. Qualifications (Limit – one paragraph per individual or if attaching resumes or CVs – max. one page per individual)

#### **Part II: Required Federal Forms**

1. Application for Federal Assistance (SF 424)
2. Budget Information for Non-Construction Program (SF 424-A)
3. Compliance Assurances for Non-Construction Programs (SF 424-B)
4. NICRA (Negotiated Indirect Cost Rate Agreement) if indirect are requested in the budget.

### **SUBMISSION INSTRUCTIONS**

#### **Part I: Grant Proposal**

- **How to Submit Part I:** Please upload your Grant Proposal **in Microsoft Word format** online before submitting.
- **Deadline:** **Grant Proposals must be submitted online *no later than 5:00pm EST on Friday July 26, 2019*.** You will not be able to submit after the deadline.
- **How to Draft the Grant Proposal:** Please use the “2020 Grant Proposal Template” to draft your grant proposal.
- **Drafting Instructions:** Instructions for completing the template can be found on pages 4 of this document.

## **Part II: Federal Forms**

- **Deadline:** The Association will accept Federal Forms uploaded online with the Full Grant Proposal by Friday July 26, 2019. You will receive a confirmation within 48 business hours of receipt.
- **Accessing the Required Forms:** Required forms were attached to the Full Grant Proposal invitation. Additionally, PDF fill-able/printable versions can be downloaded from the USFWS' Wildlife and Sportfish Restoration Programs Toolkit (Please click the link below).  
<https://fawiki.fws.gov/display/WTK/Forms>
- **Available Funds for the 2020 MSCGP:** With the additional funding needs for the 2021 National Survey of Fishing, Hunting, & Wildlife-Associated Recreation and the continual impacts of sequestration, the estimated available funds for the 2020 MSCGP cycle to be announced. The National Grants Committee encourages applicants to consider the limited funds when preparing project budgets.
- The National Grants Committee will only approve funding for calendar year 2020. Please indicate in your proposal if your project will continue over multiple years and you intend so submit a proposal for ongoing activity in subsequent years.

## **INSTRUCTIONS FOR PART I (Full Grant Proposal)**

### **2020 Multistate Conservation Grant Program** **Part I: Grant Proposal**

#### **Executive Summary** (Limit – 2 Pages)

- 1. Project Title.** Please provide a short, descriptive name of the proposed project ( $\leq 20$  words)
- 2. Full Legal Name of Organization.**
- 3. Organization Information.** Please indicate the appropriate classification of your organization. If you are a nongovernmental organization, please indicate the type of NGO:
  - a. **Applicant Classification:** (1) State (or group of states), (2) State Instrumentality (such as a state university), (3) U.S. Fish & Wildlife Service to carry out the National Survey, or (4) Nongovernmental Organization
  - b. **Nongovernmental Organization Classification:** (1) 501(c)(3), (2) 501(c)(6), or (3) Public or Private Institution of Higher Education
- 4. Lead Applicant's Contact Information.**
- 5. Name and Affiliation of Co-Investigator(s)/Partner(s) (if applicable).**
- 6. Project Length.** The Grants Committee is only approving single year funding. Please indicate the expected length of your project and if you intend to submit for a grant next year to continue it.
- 7. Funding Requested.**
  - a. Total Amount for 2020: \$\_\_
- 8. Estimate of Partnership Funds to be Leveraged (if applicable): \$      (%)**
- 9. Funding Source.** Multistate grants can be funded with Wildlife Restoration (WR) funds, Sport Fish Restoration (SFR) funds, or both. If your proposal benefits wild birds/mammals only, please indicate “100% WR.” If your proposal benefits sport fish only, please indicate “100% SFR.” If your proposal benefits both, please indicate the appropriate percentage of WR and SFR funds based on your assessment of the benefits to wildlife versus sport fish.

\_\_\_\_\_ % WR      \_\_\_\_\_ % SFR

- 10. State Benefit Requirement.** Please choose one of the following categories that best describes the geographic scope of the project:
- a. Project benefits all 50 states.
  - b. Project benefits at least 26 states. Using states abbreviations, please list all states that will benefit.
  - c. Project benefits a majority (over 50%) of the states in a U.S. Fish & Wildlife Service Region. Please indicate the USFWS region(s) (<http://www.fws.gov/where/>) that will benefit and list the states in each region that will benefit (use state abbreviations).
  - d. Project benefits a majority (over 50%) of the states belonging to a regional association of state fish and wildlife agencies. Please indicate the regional fish and wildlife association that will benefit and list the states in each region that will benefit (use state abbreviations).
- 11. Primary National Conservation Need (NCN) Addressed.** (Please include only the number and title of the NCN)
- 12. Terms and Conditions.** *Use of MSCGP Grants - All applicants must ensure that their proposed project does not fund, in whole or in part, an activity that promotes or encourages opposition to the regulated hunting or trapping of wildlife or taking of sport fish.* If you accept these terms, please state “I agree with the above terms and conditions.”
- 13. Summary Statement.** The Summary is the first aspect of your hard work that the National Grants Committee members will see, if not drafted carefully, may be the last. The summary must not exceed 200 words, but should be a cohesive overview of the fundamentals of your proposal.

The summary is the first opportunity to outline your project, certainly, but also impress the importance of your proposal to your proposal reviewers. Be sure and indicate local need for said project, alternatives in the absence of federal support, as well as the benefits of the project both before and after its implementation. The consequences of the proposal after funds are allocated should certainly be highlighted, essentially ensuring that the National Grants Committee members reviewing the proposal will see clearly, from the first page, the benefits of allocating funds.

## **Project Narrative**

(Limit – 8 Pages)

**Instructions:** The Project Narrative must not exceed 8 pages in length. Supplemental information or materials (e.g., pamphlets, booklets, fliers, etc.) will not be accepted. All information the applicant wants considered during the selection process should be presented in the Project Narrative. The technical scoring criteria included in this package reference specific information requirements relative to project scoring. Proposers are encouraged to carefully review the technical scoring criteria and ensure proposals are accurately responsive in this regard. The Project Narrative should include the following information:

### **Problem Statement** (Identifying the Issue)

This should be a clear and concise account of the problems or issues that need to be addressed, and which were the foundation for applying for this specific grant in the first place. The important aspect is to present the data in relation to your proposal to clarify a need that only grant funding can relieve. Applicants will want to note how the organization or individual came to notice the problem or issue, the nature of the problem, what is currently being done, and the purpose for developing the proposal. Also include the remaining, (if limited), alternatives if funds are not allocated, and what will happen if the project or problem is not addressed.

By a detailed chronicle of the problem or need, the facts, the solution, and the overall benefits from your solution along with the unappealing alternatives, the Problem Statement can effectively make the case for why the proposed grant funds are a necessity. Explain how this project addresses the desired outcomes described in the NCN under which this proposal was submitted.

### **Project Goals and Objectives**

The Project Objectives portion of your grant proposal identifies all objectives related to the desired outcome of your proposal. The best way to address this is with quantitative and measurable goals and objectives. Your goals and objectives will be used to measure progress, so don't embellish the numbers. Be realistic, and make sure your objectives can be measured, as well as obtained.

- Clear and specific goals, objectives, milestones/deliverables, timelines for accomplishing the project and completing the project on time.
  - Provide goals supported with clear, measurable objectives. Be sure to include when your evaluation tasks and steps will be completed and disseminated, but do not explain how you will evaluate your project as that is provided in a later section of your proposal.
  - In the next section – not here – you will be asked to describe your technical approach and details.

## **Program Methods and Design:** (A Detailed Solution)

The program methods or design section will outline how the methods and tasks will function in order to address the issue in the Problem Statement. The project should be based on sound science and methodologies with achievable outcomes. Describe the techniques and methods that will be used to meet the project's goals(s) and objective(s) you presented earlier, and indicate why this approach has been chosen rather than alternative approaches.

You will want to include the following in this section of the proposal when applicable, as clearly and concisely as possible:

- A description of technical methods and steps to be taken to produce quality and timely results.
- If contractors/sub-recipients will be used to complete project-related work, be sure to indicate which tasks the contractor will complete. Identify specific costs for any contractor/sub-recipient in the budget. It is essential to be detailed yet concise, and prove that every aspect of your proposed project is both covered and financially necessary to proceed.
- Do not describe your monitoring and evaluation steps in this section. These are provided in the next section.

## **Deliverables and Benefits:**

Describe the deliverables to be provided, including the evaluation results, how the results will be disseminated to the intended users, and the benefits of each deliverable. As best as possible, the benefits should be expressed in measurable outcomes when possible (i.e., number of participants likely to continue the learned outdoor activity and purchase licenses in the future).

- Proposals should clearly address in specific detail how grant products / materials / programs will be used, by whom, and the initial and continuing benefits beyond the life of the grant.
- Clearly describe the anticipated, extended use/life of the project's results / products / services after the project is completed and how this extended use/life will be accomplished.

## **Monitoring and Evaluation**

Most federal agencies that distribute grants require some sort of project or process of evaluation among the grantees to ensure the funds allocated have been used as intended and milestones are being met. As such, it is incredibly helpful to both the reviewers and the applicants to include a proposed evaluation process to showcase how the project will be reviewed during and after its completion.

The proposal should include monitoring and evaluation processes to assess and measure the project's effectiveness in accomplishing the desired goals and objectives described earlier.

The original evaluation design may be altered as the project progresses, but having a solid background of how an evaluation will take place is helpful, as well as an idea how the effectiveness of the project will be monitored by the grant recipient after the grant has ended.

## **Experience**

Include a brief history of previous work conducted by the applicant and/or others that substantiates experiences and abilities to successfully complete this project and address the NCN. Personal Qualifications will be provided later.

## **Certification Regarding Fishing/Hunting**

All proposals must include a fishing/hunting certification as required by law (16 U.S.C. 669h-2 and 16 U.S.C. 777m). It is recommended that you use the following certification statement: "By submitting this proposal, the organization's primary contact and/or authorized representative identified in this grant application certifies that the (insert name of organization) (1) will not use the grant funds to fund, in whole or in part, any activity that promotes or encourages opposition to the regulated hunting or trapping of wildlife or the regulated taking of fish; and (2) that the grant funds will not be used, in whole or in part, for an activity, project, or program that promotes or encourages opposition to the regulated hunting and trapping of wildlife or the regulated taking of fish."

## **Certification Regarding Partnership Funds (if applicable)**

All proposals that identify partnership funds in the budget must include a certification from the applicant (not the partners), which is required by the National Grants Committee, confirming applicants understand the administrative responsibilities of contributing partnership funds and the potential ramifications if funds are not provided. It is recommended that you use the following certification statement: "By submitting this proposal, the organization's primary contact and/or authorized representative identified in this grant application certifies that the (insert name of organization): 1) understands that partnership fund contributions are assessed in the Association's review and selection of its priority list of MSCGP projects, but are not considered by the USFWS to be an official non-federal match/cost-share; 2) will provide the partnership funds identified in order to complete the proposed project; 3) understands that if the promised partnership funds are not provided, and there is not a sufficient explanation, potential consequences could include a poor "quality assurance" evaluation by the National Grants Committee for the organization's future MSCGP applications; the imposition of "special award conditions" on this proposed grant and/or future grants (pursuant to 43 CFR 12); and if the failure to provide partnership funds affects the scope/objective or deliverables or other terms and conditions of the grant, then the USFWS could take necessary enforcement and termination actions (pursuant to 43 CFR 12)."

## **Certification Regarding Grant Activity Overlap and Duplication**

By submitting this proposal, the organization's primary contact and/or authorized representative identified in this grant application certifies that the (insert name of organization) There is no overlap between the proposed project and any other active or anticipated projects in terms of activities, costs, or time commitment of key personnel. The proposal submitted for consideration under this program is not duplicative of a proposal that was or will be submitted for funding consideration to any other potential funding source (Federal or non-Federal).

## Budget

(Limit – 2 Pages)

**Instructions:** An itemized budget showing funds requested for each year of the project must be included in the proposal, and cost justifications may be necessary if not provided in the proposal narrative.

- **A budget outline is provided** below to ensure all costs are clearly represented.
- **The format may be modified** by the applicant to accommodate additional expenses or special considerations. Please ensure the budget reflects the project's work plan, either by linking costs to the accomplishment of each objective or if costs are attributable to more than one objective include an explanation.
- **Projects are only awarded for one year** (e.g., January to December 2018.) Match/cost-share is not required, though “partnership funds” are encouraged and awarded bonus points during the review process.
- **Grantees whose projects are expected to last for multiple years and require additional MSCGP funding should indicate this in their proposal.** should also explain if and what partial outcomes can be expected in the first year. Grantees should also indicate if additional partnership funds could be provided in any given year if there are not sufficient Multistate funds. Providing alternative funding options gives the National Grants Committee more flexibility to accommodate projects of merit in instances where limited funds are available.
- **Partnership Funds:** This term is used by the Association to encourage applicants to leverage additional funds (from within their organization and/or other partner organizations). In-kind and cash contributions that are quantified in the budget and listed as “partnership funds” will be used by the Association to award bonus points during the review process, and will not be considered by the USFWS to be an official non-federal match. In order to receive bonus points for partnership funds indicate clearly in the proposal the percentage of the grant request that is matched by partnership funds from 5% to 100%. In an effort to provide more accountability for these funds, applicants requesting partnership funds are required to include a certification in their proposal (see section immediately above).
- **Indirect costs:** If requesting indirect costs, applicants must submit a copy of their organizations' approved Negotiated Indirect Cost Rate Agreement from their cognizant agency. Applicants can only request a maximum of 20% indirect cost rate for the use of MSCGP funds (this also applies to all sub-recipients and contractors). However, if the organization's approved rate is higher than 20% (or if requesting less than the agency approved rate, for instance 15%), you may count any difference between the rate requested and the agency approved rate as partnership funds. Please clearly indicate this in your budget. If the organization does not have an agency approved indirect rate, you are not allowed to request indirect costs and instead should include as many costs as possible as direct costs.

## Sample Budget Outline for Multistate Conservation Grant Proposals

**PLEASE NOTE:** This table represents the Association's preferred budget format. However, applicants are not required to use it. If an applicant wishes to use it, they may modify it to meet their needs as long as they include the budget categories required by the Federal Forms.

Expenses	2020	
	MSCGP	P.F.
<b>Objective 1:</b>		
Personnel		
Fringe ( __ %)		
Travel		
Supplies		
Equipment		
***Contractual (Total)		
1. Contractor 1 - \$ _____		
2. Contractor 2 - \$ _____		
3. Contractor 3 - \$ _____		
4.		
Other (Specify)		
1.		
2.		
3.		
<i>Subtotal</i>		
Total Direct Costs		
Indirect Costs** ( __ %) (Note: 20% cap for MSCGP request)		
<b>Total Expenses</b>		

**\*Partnership Funds:** In order to receive bonus points for partnership funds (P.F.), please 1) express all contributions in monetary terms; 2) ensure that you have included the required certification; 3) indicate clearly in your proposal the percentage of the grant request that is matched by partnership funds from 5% to 100%. Partnership funds will not be considered by the USFWS to be an official non-federal match. However, you are still responsible for the financial commitments listed and your contributions will be monitored by the USFWS and the Association.

**\*\* Negotiated Indirect Cost Rate** – If you have an agreement please attach a copy of the agreement

### **Qualifications of Key Personnel**

(Limit - one paragraph per individual or if attaching resumes or CVs, maximum one page per individual)

**Instructions:** Succinctly describe the qualifications of key personnel working on the project. A one-paragraph summary per person is ideal; however, resumes or CVs no longer than one page per

## **PROJECT SELECTION & THE NGC PRIORITY LIST**

**Review and Selection of Priority List of Projects:** The Association's National Grants Committee will recommend a "priority list" of project proposals for state directors to approve at the Business Meeting during the Association's September Annual Meeting. The Association will submit its priority list of projects to the USFWS by the mandated October 1, 2020 deadline.

**Applicants and other interested parties may attend the National Grants Committee's selection meeting to be held during the Association's Annual Meeting in September. However, applicants will only be allowed to speak about their proposal if asked a question by a member of the National Grants Committee. Any attempt to discuss a proposal with a Committee member outside of this meeting is considered lobbying and is strictly prohibited**