



2020 R3 Multistate Conservation Grant Program
Full Grant Proposal Guidelines
Due July 3rd, 2020

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. Project Narrative
2. Budget
3. Qualifications (Limit – one paragraph 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

SUBMISSION PROCEDURE

Please apply online at <https://afwamscgp.smapply.io/>. Read carefully all the instructions before you start your application.

Step 1. Create an Account (if you have an account from previous applications you don't need to create a new one)

New applicants (first-time users of this software) can create an account by clicking the "Register" button on the top right. Returning applicants, please sign in by entering your e-mail and password using the "Sign In" button on the top right.

Step 2. Complete the Eligibility Quiz

Fill out a brief eligibility quiz. Upon completion, if you are eligible Multistate Conservation Grant Program will display.

Step 3. Submit a Complete Application

Proceed to complete the application. Please complete all application requirements using the online application system.

Review application carefully before submitting. Once you submit, you can't go back to make changes!

- **Deadline: Grant Proposals must be submitted online *no later than 5:00 pm EST on Friday July 3rd, 2020*.** You will not be able to submit after the deadline.

Part II: Federal Forms

- **Deadline: The Association will accept Federal Forms uploaded online with the Full Grant Proposal by Friday July 3rd, 2020.** You will receive a confirmation within 48 business hours of receipt.
- **Accessing the Required Forms:** PDF fillable/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>

INSTRUCTIONS FOR PART I (Full Grant Proposal)

2020 R3 Multistate Conservation Grant Program Part I: Grant Proposal

1. **Project Title.** Please provide a short, descriptive name of the proposed project (≤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. **Nonprofit 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 National 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. **Funding Source.** _____% WR All proposals under this request must benefit 100% Hunter Recruitment and Recreational Shooter Recruitment.
9. **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 state 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 [U.S. Fish & Wildlife Service Region](#) 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 ([WAFWA](#), [MAFWA](#), [NEAFWA](#),

[SEAFWA](#)). Please indicate the regional fish and wildlife association that will benefit and list the states in each region that will benefit (use state abbreviations).

10. The Strategic Priority Addressed

11. 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.”*

12. Summary Statement. The Summary is the first aspect of your hard work that the National Grants Committee members will see and, 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

Instructions: 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 Strategic Priority 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 Strategic Priority. 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 Grant Activity Overlap and Duplication

By submitting this proposal, the organization’s primary contact and/or authorized representative of (insert name of organization in the blank box below) identified in this grant application certifies that

- 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

A sample table is included in the Initial Proposal template attached to this document. Please be sure to include the following information:

- The total cost of the project broken into three general categories:
- Salaries and benefits (If State employees are part of the team, they must not get paid from the state with Federal funds for their normal salary. If they get paid from the state with State funds, they can be paid with Federal funds from the grant. You should document this)
- Project related expenses (such as: travel, communications, supplies, consultants etc.)
- Equipment (purchases of tangible, personal property **over \$5,000.00** that will be used for a year or more)

Indirect Cost: The best source to calculate Indirect Cost is 2CFR200. *The MSCGP program has traditionally asked applicants to voluntarily cap their overhead at 20% in order to make more funds available for programmatic activity. Please contact the Association if you have any questions or concerns about this.*

The Indirect cost is calculated based on Modified Total Direct Cost for the MSCGP.

- Modified Total Direct Cost (MTDC) means all direct salaries and wages, fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000.
- MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000 (See 2 CFR 200 for more details).

In order to charge indirect costs higher than 10%, a copy of your most recent Negotiated Indirect Cost Rate Agreement (NICRA) is required. If your organization never had a NICRA, you can charge 10% De Minimus on MTDC.

SF-424A, Budget Information

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For non-construction programs or projects, applicants must complete and submit the [SF-424A, “Budget Information for Non-Construction Programs”](#) form. All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles per the Service’s General Award Terms and Conditions. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the “Budget Summary” section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program’s CFDA number(s) in the corresponding fields on the form.

Catalog of Federal Domestic Assistance (CFDA) Number: 15.628

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
	R3 MSCGP
Objective 1:	
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)	
Total Expenses	

* **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 individual

Application Review Information

The Association develops the scoring criteria, ranks, and selects proposals for funding and produces an annual Priority List according to the [Wildlife and Sport Fish Restoration Programs Improvement Act of 2000 \(Pub. L. 106-408\)](#). WSFR awards the proposals that are published on the Priority List.

Criteria

Final Proposal Review and Selection Process: Once proposals have been submitted to the Association, they will be distributed to the Technical Review Committee to review and score. The technical scoring criteria used to evaluate proposals are listed below. The members' responses will be used to develop a relative ranking of proposals for the final review stage of the grant selection process. Each criterion listed below should be scored on a scale from 0-5, with 0 representing the lowest score and 5 representing the highest score.

Scale: 5 = Exceptional
4 = Very Good
3 = Good
2 = Fair
1 = Poor
0 = Very Poor

Criterion One: Impact

Does the proposal adequately respond to the strategic priority and consider the most relevant science and/or other best practices for the strategic priority?

- Proposal does not demonstrate understanding of scientific background of the priority or best practices around the subject matter of the Strategic Priority, score 0.
- Proposal demonstrates clear understanding of the science and or best practices related to the strategic priority and adequately explains how it will respond to or incorporate them, score 1-5.

Criterion Two: Objectives and Methods

Do the project's proposed methodology and methods accomplish/produce the proposed project objectives/goals?

- Objectives cannot be accomplished using the proposed methodology, score 0.
- Objectives can clearly be accomplished using the proposed methodology, score 1-5.

Criterion Three: Project Objective Clarity

Are the project objectives clearly defined, achievable, measurable, and connected to specific goals, milestones/deliverables, and timelines (i.e., a work plan) for completion?

- Project objectives are ambiguous; project lacks specific goals linked to milestones/timelines for project completion, score 0.
- Project objectives are clear, concise, and outline specific goals which are linked to milestones/timelines for project completion, score 1-5.

Criterion Four: Project Costs

Are the proposed project costs reasonable and do they compare favorably with those of other proposals submitted in this category?

- Project is too expensive for objectives/benefits; cost is too high relative to other proposals submitted with the same objective, score 0.
- Project costs are reasonable for objectives/benefits; cost is reasonable for benefits received/produced, score 1-5.

Criterion Five: Anticipated Life of Deliverables

Will the project have a long-term, sustainable impact and can that long-term impact be adequately quantified?

- Value of project results ends when the project ends, score 0.
- Value of project results continues for years after the project ends and is clearly stated and described in the proposal, score 1-5.

Criterion Six: Monitoring and Evaluation

Does the proposal/project include a monitoring and evaluation process to assess and measure the project's meaningful contributions, benefits, and congruence of desired outcomes to those specified in the strategic priority under which this proposal was submitted? Is this evaluation process clearly identified, described, and included in the proposal as part of the tasks to be completed and information to be disseminated in a final report?

- Proposal does not include an evaluation process to assess/measure the project's meaningful contributions, benefits, and desired outcomes versus actual outcomes, score 0.
- Proposal does include a specific evaluation process to assess/measure the project's meaningful contributions, benefits, and desired outcomes versus actual outcomes, score 1-5.

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. The Association will submit its priority list of projects to the USFWS by July 31st, 2020.

By September 2020 the Service will award the grants from the Priority List and publish the list soon after in the *Federal Register*. The Service can only award projects that appear on the Priority List.