

**U.S. Fish and Wildlife Service  
Division of International Conservation**

**WILDLIFE WITHOUT BORDERS-AFRICA**  
Catalog of Federal Domestic Assistance (CFDA) Number: 15.651

**NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS**

**I. DESCRIPTION OF FUNDING OPPORTUNITY**

The *Wildlife Without Borders-Africa* Program funds projects designed to strengthen the ability of African institutions to manage and conserve species, habitats, and ecological process for the benefit of the people of Africa and the world. Of particular interest are projects that build the human and institutional capacity to effectively conserve and manage natural protected areas in Africa. Of particular interest are projects that provide training to:

1. Increase human and institutional capacity to mitigate the impact of extractive industries, climate change, human / wildlife conflict, illegal trade in bushmeat, and/or wildlife disease in and around protected areas;
2. Strengthen human and institutional capacity to manage protected areas by focusing on: human resource management, financial management, vehicle and facility maintenance, grant writing and project implementation, community outreach and education, conflict resolution, and coalition building;
3. Increase the capacity of universities, colleges or other institutions to deliver training programs on protected area management;
4. Strengthen decision makers' knowledge of concepts relevant to protected area design, legislation, policy and finance, and the importance of harmonizing these with other national sectoral policies.
5. Assess the capacity of protected areas and/or institutions responsible for their management.

Training must focus either on protected areas in general or on a specific protected area. For the purposes of this fund, protected areas are defined as sites which are publicly or privately owned with recognized legal status accorded by national, provincial, or local government, containing primarily unmodified natural systems managed for long-term protection. Examples include: national parks, forest reserves, buffer zones, community reserves, and privately held land conservancies. The priority audiences for the training include:

- protected area managers and administrators
- protected area guards and rangers
- protected area outreach and education specialists
- individuals living in and around protected areas who have a significant impact on resource use
- conservation educators, including professors, teachers, and trainers
- decision makers, including public officials, legislators and activists

Projects should take place in Africa. If work is to be conducted outside Africa, the proposal must explain how the proposed activities will further protected area conservation and management within Africa to be eligible for funding.

**II. AWARD INFORMATION**

Due to the limited funds available, preference is given to proposals requesting less than \$50,000.00. Higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this Fund is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This Fund uses grant and cooperative agreements as the primary assistance instruments.

### **III. ELIGIBILITY INFORMATION**

**Eligible Applicants:** Applicants under this program can be: federal, state and local government agencies; non-profit, non-governmental organizations; and public and private institutions of higher education. U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) non-profit status.

**Applicants must have a valid DUNS number to receive funding.** U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number". Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

**Eligible Activities:** Training for one or more of the target audiences and covering one or more of the target subject areas (or other topics, as appropriate) from the list in Section I above. Training must focus either on protected areas in general or on a specific protected area as defined in Section I.

**Ineligible Activities:** The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan and Syria.

**Applicant and Partner Contributions:** Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

### **IV. APPLICATION AND SUBMISSION INFORMATION**

**SUBMISSION DEADLINE:** The deadline for the first year of this program is **June 15, 2008**. The deadline for all subsequent years will be the last business day of January each year.

**APPLICATION FORMAT AND CONTENT:** You may submit your proposal in English or French. If you submit a proposal in French you must include a project summary in English. Your proposal should include these elements:

#### **APPLICATION FORMAT AND CONTENT:**

##### **A. Application Cover Page**

Complete the Application Cover Page located on the Internet at <http://www.fws.gov/forms/3-2338.pdf> according to the instructions included on page 2 of the form.

##### **B. Project Summary**

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries and expected products. **If you submit a proposal in French you must include a project summary in English.**

### C. Project Narrative

1. **Statement of Need:** Describe why this project is necessary and include supporting information. Summarize previous or on going efforts (of your organization, and other international, national, regional and/or local organizations or individuals) relevant to the proposed work.
2. **Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, realistic, and time-sensitive (attainable within the project's period of performance).
3. **Project Activities, Methods and Timetable:** State the proposed project activities and describe how they relate to the objectives. Provide a detailed description of the method(s) for each activity. Provide a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the proposal narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period. Go to <http://www.fws.gov/international/dicprograms/sample%20timetable.pdf> to view a sample project timetable.
4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated with and involved local resource managers and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results.
5. **Anticipated Benefits and Outputs:** Describe all expected project products/outputs (examples include: training manuals, number of people trained, workshops held, hours of training provided). Once identified, describe the intended impact of the products/outputs on the target resource. Detail how products will be distributed to the host country government, resource managers, researchers and other interested parties.
6. **Project Monitoring and Evaluation:** Describe how you (or others) will monitor project progress and measure the project's effects. Include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.
7. **Sustainability:** Explain which project activities will continue beyond the year described in your proposal, and how these activities will be funded in the future.
8. **Description of Organization(s) undertaking the Project:** Provide a brief description of the applicant organization and all cooperating organizations and agencies. Describe past experience of the individual or organization in running training programs for conservation professionals. State which activities each group or individual is responsible for. Provide brief (**1-2 pages**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
9. **Project Budget Table**  
**Things to consider when developing your Budget Table:**
  - **Federally Funded Equipment:** Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.
  - **Indirect Costs:** We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their

proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

- **Program Income:** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to, income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Under this Program, income earned during the project period of performance of an approved Award shall be retained by the Recipient and used in one *or more* of the following ways:
  1. added to the funds requested from the FWS for the project and those committed by the Recipient/other partners and used to conduct additional activities that will further the project objectives; OR
  2. used to finance the non-Federal share of the project.

If your project will generate program income provide: (1) a description of how the income will be generated, (2) an estimate of how much income will be made during the period of performance, and (3) a description of how the funds will be used. If the income is to be used to conduct additional activities you must include a Program Income column in your budget table and include all cost categories/items and associated amounts that the program income will cover.

**Instructions:**

**Begin your project budget table on a new page.** The budget table should include a column for all cost categories/items for the project, one column to show the cost calculation, a column for the total costs, one column for the requested USFWS funding, one or more columns for applicant and partner contributions, and (if applicable) a column for any program income that will be used to conduct project activities, as demonstrated here:

Category/ Budget Item	Cost Calculation	TOTAL COST	USFWS	“Applicant”	“Partner X”	“Partner Y”	Program Income <i>(if applicable)</i>
<b>Totals</b>							

**Present all amounts in U.S. dollars.**

Go to <http://www.fws.gov/international/dicprograms/Sample%20Budget.pdf> to view a sample project budget table.

- 10. Budget Justifications:** Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example, a \$3,300 line item for lodging costs should be shown as a formula: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.* Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority. Formulas or calculations should be shown on the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.
- 11. Governmental Endorsement:** Non-governmental applicants should include a recent letter of support from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant’s proposal.
- 12. Map:** Provide a map showing the location of your project site at the regional or national level.

**PROPOSAL APPLICATION CHECKLIST**

**ALL PROPOSALS MUST INCLUDE:**

- Signed Grant Application Cover Page (must be signed by Authorized Representative)
- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement
- Map

**PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:**

- A complete, signed SF 424-Application for Federal Assistance  
<http://www.fws.gov/international/DICprograms/sf%20424.pdf>
- A complete Standard Form 424b-Assurances
- <http://www.fws.gov/international/DICprograms/sf%20424b.pdf>
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

**SUBMISSION INSTRUCTIONS:** Proposals may be submitted by mail, by e-mail or on-line through Grants.gov. Please select **ONE** of the following submission options.

***How to submit a proposal by mail:***

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal and attachments to:

Attn: Wildlife Without Borders - Africa  
U.S. Fish and Wildlife Service  
Division of International Conservation  
4401 North Fairfax Drive, Room 100  
Arlington, Virginia 22203-1622 USA  
Tel: 703-358-1754

***How to submit a proposal by e-mail:***

Format all of your documents to print on Letter (8 1/2" x 11") paper. Format all pages to display and print page numbers. We prefer to receive all e-mailed documentation (cover page, narrative, budget and other required attachments) incorporated into **ONE** file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at [WWB\\_africa@fws.gov](mailto:WWB_africa@fws.gov).

***How to submit a proposal through the Internet using Grants.gov:***

*Applicants are not required to submit proposals through Grants.gov.* If you choose to submit your proposal Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. You must meet all stated submission deadlines

regardless of submission method. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered go to <http://www.grants.gov/search/basic.do>. Enter the CFDA Number located on the top of page 1 of this document in the field under **Search by CFDA Number** to view this program's Grants.gov Grants.gov announcement. Follow the instructions found under the How to Apply section of the Grants.gov announcement.

## **V. APPLICATION REVIEW**

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

**Review Criteria:** To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project:

- Makes a significant contribution to the protection, maintenance and/or enhancement of biodiversity;
- Provides a catalyst for activities in a previously neglected area with significant conservation value;
- Addresses conservation of a previously neglected species of significant conservation value;
- Develops a model project or program that will be replicated at other sites;
- Addresses an emerging issue with potential significant conservation value;
- Utilizes funds in an efficient, cost-effective manner to accomplish project objectives;
- Complements activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource and avoids duplication of other ongoing activities;
- Addresses a conservation need identified by a specialist group, or by a regional, national or global strategy;
- Conducts activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Implements an important element of a larger scale/scope project that would provide synergetic value;
- Applies the best scientific and technical information available in support of project activities;
- Provides project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- Includes the participation of local people in the project activities, or otherwise contribute to local empowerment;
- Promotes networking, partnerships and/or coalitions;
- Provides for the development of a demonstration activity that can be replicated for widespread use;
- Implements a training program that has the potential to be sustained beyond the life of the grant.

These considerations are not listed in order of importance. All considerations listed do not necessarily apply to every proposal.

## **VI. AWARD ADMINISTRATION**

**Award Notices:** Following review, applicants may be requested to provide revisions to the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

**Administrative and National Policy Requirements:** Go to <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> to review the Division of International Conservation's *Assistance Award Guidelines* document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their application. See Section III above for additional information on the DUNS requirement.

**Reporting:** A project with a period of performance of one year requires, at a minimum, the submission of a final performance report and a final financial status report, identifying all expenditures, at the end of the project period of performance. A project with a longer period of performance will require additional reporting, the frequency of which will vary depending on the length of the period of performance. The project-specific reporting requirements, including expected reporting frequency, will be included in the text of each Assistance Award. See the Division of International Conservation's *Assistance Award Guidelines* document at <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> for additional reporting information.

## **VII. AGENCY CONTACT**

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