

## **TWG Proposals Format Recommendations**

*This sheet is provided in a text format rather than PDF so that you can use it in drafting your proposal if you choose to do so.*

- (1) A proposal should not exceed 24 pages in its entirety.
- (2) Use a reasonably readable font style and size (ex. Times New Roman and size 11-12).
- (3) Use one staple in the top left corner.
- (4) When creating an electronic copy of your proposal please use Word or WordPerfect to make a single file. Documents that cannot be included may be summarized (e.g., Letter of Support, from Superintendent of XYZ National Park noting benefits to ongoing relevant research and partnership).

The following proposal format is recommended and is helpful in scoring your proposal:

**Cover Page** (May include tribal logo, seal and/or photo)

Please include the following information in the upper RIGHT corner of the cover page:

Tribe:  
Project title:  
Federal (TWG) funds requested:  
Project contact's title:  
Project contact's name:  
Project contact's phone number:  
Project contact's e-mail address:  
Date:

## **SF-424**

This form and detailed instructions are included in this grant application kit or may be acquired on our internet site at <http://www.fws.gov/grants/tribal.html> or from the appropriate Regional NAL listed in Table 1. The completed form (without the instructions) should be included in your proposal.

## **Index**

The following sample covers the main components of the proposal. You may wish to provide a more detailed index that indicates where specific scoring criteria or additional supporting information are addressed.

Index	
Cover Letter .....	page ____
Program Summary .....	page ____
Program Narrative .....	page ____
Budget Table/Narrative .....	page ____

Additional Materials (optional) .....page \_\_\_\_  
Resolution of support .....page \_\_\_\_

### **Cover Letter**

The *cover letter* transmits the project proposal and briefly states its main features.

### **Program Summary**

The *program summary* describes the type and duration of activity that will take place if the Service funds the program and should not be longer than one-half page.

### **Program Narrative**

The *program narrative* clearly identifies the problems that the proposal will correct or help solve for the benefit of wildlife and their habitat, including species of tribal cultural or traditional importance and species that are not hunted or fished. It must articulate the following information:

- (1) Assessment of needs
- (2) Objectives
- (3) Proposed timeline; a table/Gantt chart is helpful, see [http://en.wikipedia.org/wiki/Gantt\\_chart](http://en.wikipedia.org/wiki/Gantt_chart)
- (4) Methodology
- (5) Geographic location (maps optional)
- (6) Number of impacted acres and/or miles of stream or shore line
- (7) Monitoring plan
- (8) Identification of clear, obtainable, and quantifiable goals and performance measures that will achieve the management goals and objectives of TWG and relevant Service and Tribal performance goals.

The Service wishes to inform the public of how our tribal partners are helping to address our shared resource concerns. To this end, we encourage you to include how your proposal takes on some of the measures that the Service regularly reports. *For example, every TWG proposal that is awarded addresses the Service's goal of Building Partnerships in Natural Resources with Indian Tribal Governments.* Other items that the Service reports upon are the sustainability of fish and wildlife populations; inter-jurisdictional fish; marine mammal management; species of international concern and invasive species; and habitat conservation off of Fish and Wildlife Service lands.

*This information is for reporting purposes only and will not be used in scoring or ranking proposals.*

### **Budget Table/Narrative**

The *Budget Table/Narrative* clearly justifies all proposed costs and indicates that the grantee will provide adequate management systems for fiscal and contractual accountability, including annual

monitoring and evaluation of progress toward desired project objectives, goals, and performance measures. It should include discussion of direct cost items such as salaries, equipment, consultant services, subcontracts and travel, as well as project matching or cost sharing information.

Applicants may cover new administrative costs, but they cannot include administrative costs incurred before project approval. Any partners providing funds or in-kind services must be listed in the grant proposal with a letter of commitment from each.

### **Resolution of Support**

The *signed resolution of support* must be included from the appropriate Tribal governing body or letter from an individual with delegated Tribal authority stating their support for the proposal. The designation letter to sign grant reporting documents does not extend to providing support for proposals.

### **Additional Materials (optional)**

Additional materials might include letters of support, attachments, resumes, contract agreements, color maps of project sites, photos, etc.