

# U. S. Fish and Wildlife Service Private Stewardship Grant Program for FY07

## HELPFUL TIPS FOR DEVELOPING AN APPLICATION

### Information Frequently Asked:

- Due Date:** Proposal must be received in the Regional Office by close of business on February 14, 2007.
- What:** A completed grant application includes two parts:  
1. A **signed** Standard Form 424, Application for Federal Assistance  
2. A **Project Proposal**
- Copies:** Please submit one original and two copies of the project proposal – all signed and unbound to the Regional Office at the address below. While not required, it would help processing if you would please submit an electronic copy of the proposal (in word) to Mike\_Gantt@fws.gov This will help us tremendously in getting the proposals to the diverse panel in a timely manner, but it is optional.
- Application:** The submission of the formal project proposal (one original and two copies all signed and unbound) should be sent as a hard copy to the address below. Please also email the proposal to [Mike\\_Gantt@fws.gov](mailto:Mike_Gantt@fws.gov). Do not send the application by fax.
- Where to Submit:** **Attention: Acquanetta Reese**  
**Private Stewardship Grant Program**  
**U. S. Fish and Wildlife Service**  
**1875 Century Blvd., Suite 200**  
**Atlanta, GA. 30345**
- Questions:** Ms. Mike Gantt, Private Stewardship Regional Coordinator  
919 856-4627; email: [mike\\_gantt@fws.gov](mailto:mike_gantt@fws.gov)
- Webpage:** [http://www.fws.gov/angered/grants/private\\_stewardship.html](http://www.fws.gov/angered/grants/private_stewardship.html)
- Local FWS Office:** <http://www.fws.gov/southeast> We encourage applicants to coordinate their project proposal with the appropriate Ecological Services Field Office so that both the Field Office and the Regional Office know about the potential project.
- Form 424:** Standard Form 424 – Application for federal assistance. This is the major form needed for applying for a Federal grant. **It must be a part of the project proposal and must be signed to be considered eligible for funding.** Please refer to the full Notice of Availability of Federal Assistance for the FY2005 Private Stewardship Grant Program for other Administrative and National Policy Requirements that may apply. Forms are available at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html)
- Ranking Criteria:**  
The proposed projects will be ranked by a diverse panel using the below-listed criteria.  
**Structuring the proposal such that it clearly addresses each of the ranking criteria will be helpful.**

- (1) the number of federally-listed, proposed, candidate, or at-risk species that will directly benefit from the project. (5 or fewer species = 1 point; 6 or more species = 2 points)
- (2) The importance of the project to the conservation of the target species, including the duration of the benefits, the magnitude of the benefits and the urgency of the project. (Qualitative: 1 – 5 points)
- (3) Other Proposal Merits, such as whether the project complements other projects in the area, the project's unique qualities, feasibility of the project, or any other appropriate justifications, including particularly strengths in the above categories (e.g., extraordinary benefits). (Qualitative: 0 - 3 Points)

## Helpful Tips

### What should go into the narrative description of the project proposal?

1. **Title Page.** – Think of this as an abstract page of your project. It should have the following information summarized:

**-Project Title**

**-Project Objectives.** Specify succinctly what is to be accomplished.

**-Project Duration.** We are seeking projects that can be accomplished within a year. Projects that will take longer are still eligible to apply, but there is no guarantee that the project will be funded in subsequent years.

**-Summary of Costs (funding requested and cost sharing).** Clearly articulate the total cost of the project, the amount of funding being requested and the cost share contributions that will be made by the applicant and/or other partners involved in the project.

**-Statements as to whether or not partial funding could help accomplish the proposed project, including the minimum partial funding amount needed, its match, and what could be accomplished with partial funding. This is particularly important because sometimes projects are partially funded. If the project lends itself to partial funding, please let us know what is the minimal partial funding that would still allow the project to be successful and specifically state what would be accomplished with the partial funding).**

**-Contact Information, including phone and address**

2. **Project Description.** – This section should describe the project and answer the following questions:

**-Which species will benefit and how will they benefit? We strongly encourage that applicants have a table showing the species and identifying which species are Federally-listed as endangered, Federally-listed as threatened, candidate species, State-listed as endangered, State-listed as threatened, or an at-risk species. This should be a listing of the target specie/s that will directly benefit from the proposed project.**

**-What is the project significance to each target species? This essentially means....what are the specific goals and objectives for this project? What will be the benefit for the targeted species?**

**-This section should describe how the location of the project and its role in the landscape will affect the conservation of target species.**

**-Identify at least some of the private landowners who will be involved in the project or explain how full landowner participation is expected.**

**-What other sources of funding will be used to assist with this project and how much? (Identify partners and their contributions).**

**-Identify any government programs (State, Federal, local, tribal) that would be affected by this project. This will help us better understand if the project will benefit some other landscape or watershed effort.**

**-Please be aware that when the Service funds fire management on private lands, the activity must be conducted by qualified personnel who meet agency or interagency standards as identified in established policy for wildland fire management activities (See September 16, 2005 Director's Memorandum "Final Addendum to Chapter 18 of the Service Fire Management Handbook Regarding Prescribed Burning Off-Service Lands).**

**3. Project Statement of Work – This is the action plan. Fully describe how you will do the proposed project.**

**(a)-What is the project design? Specifically, what will you do?**

**(b)-Who will carry out the project and the various activities?**

**(c)-What are the project milestones? For example, what are the specific things that will be accomplished (e.g., Purchase seedlings; Prepare soil for planting; Plant 10 acres of land with longleaf pine seedlings) and what is the target goal for completion of each of those things (e. g., month 2; month 6)?**

**(d)-Identify what criteria or procedures the project will use to assess the relative success of the project? In other words, what will you do to know if the project has been successful or not? How will you measure this success?**

**(e)- For what period of time will you commit to maintaining the habitat improvements? What steps will you take to ensure that the benefits of this project continue during that time?**

**4. Project Budget:**

**(a) Cost-Share requirements. The Private Stewardship Grant Program requires a 10% cost-sharing. This means at least 10% of the total project cost. The match may be through cash or through in-kind contributions.**

**(b) Reasonably Detailed Budget Required. This section needs to clearly indicate what contribution the partners will be making to this project. While not required, applicants should indicate if partial funding may be considered for**

their project, and if so, what minimum level of funding would be acceptable, what would the match be, and what could be accomplished at that level?

The following form is not required but is provided as an example of what could be submitted:

CATEGORY	PSGP FUNDING REQUESTED	CASH OR IN-KIND OR OTHER CONTRIBUTION FROM PARTNER/S	TOTAL
Salaries			
Supplies/Materials			
Contractual Services (e.g., contract labor; professional services; prescribed burning)			
Equipment (Rental and Purchase)			
<b>Totals</b>			***

\*\*\*A minimum of 10% of the total project cost is needed for the required cost-share requirements of this program. Many successful projects in the past far exceeded the minimal cost-share.

5. **Supporting Documentation:** Submit any supporting documents that might help us better understand the potential project. This could be maps of the area or background documents. For any maps or other information submitted, we strongly recommend that they be on 8 1/2 by 11 format to accommodate scanning and processing for the Diverse Panel members.
6. **DUNS Number:** On June 27, 2003 the Office of Management and Budget published final policy on the use of a universal identifier by grant applicants. This is called a DUNS number and will be used by the federal government to improve its ability to track and monitor grants. Private landowners are not required to have a DUNS number, but those organizations representing private landowners must have a DUNS number identified on their application. To get a DUNS number, call 1-866-705-5711 or go online at <http://www.dnb.com>
7. For information about the administrative requirements for endangered species grant program funding awards, please visit: <http://www.fws.gov/endangered/grants/requirements.html>
8. Lastly, for additional narrative description or for more details, please see the original Call for Proposals which may be found on the internet at [http://www.fws.gov/endangered/grants/private\\_stewardship.html](http://www.fws.gov/endangered/grants/private_stewardship.html). Visit this site and select "Full Text of Program Announcement."