



**2017 Multistate Conservation Full Proposal Guidelines**  
**Full Proposals due August 5<sup>th</sup> 2016**

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 – 10 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 indirects are requested in the budget.

## SUBMISSION INSTRUCTIONS

### Part I: Grant Proposal

- **How to Submit Part I:** Please **email** your Grant Proposal in **Microsoft Word format (not PDF format)** to [grants@fishwildlife.org](mailto:grants@fishwildlife.org) by the submission deadline.
- **Deadline:** **Grant Proposals must be submitted to the MSCGP Coordinator no later than 5:00pm EST on Friday August 5, 2016.** Late submissions will not be accepted.
- **How to Draft the Grant Proposal:** Please use the “2017 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

- **How to Submit Part II:** Three of the four Federal Forms require the applicant’s original signature. The Federal Forms must be **mailed** in hard copy to the Association’s MSCGP Coordinator at the following address:

Association of Fish and Wildlife Agencies  
Attn: MSCGP Program  
1100 First St, NE  
Suite 825  
Washington, DC, 20002

- **Deadline: The Association will accept Federal Forms postmarked by Friday August 5, 2016.** 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: <http://fawiki.fws.gov/display/WTK/Forms>.
- **Available Funds for the 2017 MSCGP:** With the additional funding needs for the 2016 National Survey of Fishing, Hunting, & Wildlife-Associated Recreation and the continual impacts of sequestration, the estimated available funds for the 2017 MSCGP cycle will be \$2.3 million. 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 2017. 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)

## 2017 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 2017: \$ \_\_\_\_\_
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.
  - a. Funding Source
  - b. Percent WR
  - c. Percent SFR
10. **State Benefit Requirement.** Please choose one of the following categories that best describes the geographic scope of the project:
  - Project benefits all 50 states.
  - Project benefits at least 26 states. Using states abbreviations, please list all states that will benefit.

- 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).
- 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 list the primary NCN that the project addresses.
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.** In 200 words or less, please provide a summary describing the project's main objectives and the anticipated outcomes and benefits, including how and why the expected results of the project will meet the primary NCN. In addition, include a short description of methodologies and evaluation.

## **Project Narrative**

(Limit – 10 Pages)

**Instructions:** The Project Narrative must not exceed 10 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:

### **Objective(s)**

Provide a concise statement of the purpose(s) of the project in quantified and measurable terms.

- Objectives should be clearly defined, achievable, and connected to specific goals, milestones/deliverables, and the project's work plan.
- Objectives should provide meaningful contributions and measurable benefits to the NCN and the state fish and wildlife agencies.
- Objectives also should be evaluated upon project completion to determine the project's contribution(s) toward addressing the NCN.

### **Problem Statement**

What is the specific issue/problem that your project will address and why should it be addressed? What are the anticipated, measurable, and desired outcomes that can be accomplished by conducting this project; and how do they address the NCN and benefit the state fish and wildlife agencies?

- State the primary NCN that your proposed project addresses, in whole or in part. A brief explanation of how other NCNs are applicable may also be included, however, this provides no competitive benefit and emphasis should be on one NCN.
- Be sure to identify the states affected by the proposed project and how they will benefit.

### **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.

### **Approach**

Explain how the project will be conducted. The project should be based on sound science and methodologies with achievable objectives. Describe the techniques and methods that will be followed to accomplish the project's objective(s), and indicate why this approach has been chosen rather than alternative approaches.

- The proposal should include clear and specific goals, milestones/deliverables, timelines, and a work plan for accomplishing the objectives and completing the project on time.
- Describe specific provisions for making the product/results available for use to those affected by the problem or need after the grant expires and the project is completed.
- Applicants should describe monitoring processes used to track timeliness of project accomplishments.
- The proposal should include monitoring and evaluation processes to assess and measure the project's effectiveness in accomplishing the desired outcomes described in the NCN under which this proposal was submitted and the subsequent benefits to the

State fish and wildlife agencies. Explain how the project's evaluation results will be distributed and disseminated.

- If contractors/sub-recipients will be used to complete project-related work, be sure to indicate which tasks the contractor will complete (and identify specific costs for any contractor/sub-recipient in the budget). Applicants must have a written procurement policy that provides, to the maximum extent practicable, open and free competition (pursuant to 43 CFR 12). If specific contractors/sub-recipients/vendors are identified in the proposal, applicants must provide information on how the contractor/sub-recipient was selected and provide sufficient justification for their selection.

### **Expected Results or Benefits**

What will be gained by funding this proposed project, and why is it important? Explain how the successful completion of the project meets all or part of the NCN and how the results/products benefit state fish and wildlife agencies.

- 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), not just desired outputs (i.e., number of event participants or number of workshops conducted).
- Explain how this project addresses the desired outcomes described in the NCN under which this proposal was submitted and clearly explain its anticipated benefits to the State fish and wildlife agencies.
- 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.

### **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).”

**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 2017.) 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			2017				Total MSCGP Costs Only
			MSCGP	P.F.*			
<b>Objective 1:</b>							
Personnel							
Fringe ( %)							
Travel							
Supplies							
Equipment							
Contractual							
Other							
<i>Subtotal</i>							
<b>Objective 2:</b>							
Personnel							
Fringe ( %)							
Travel							
Supplies							
Equipment							
Contractual							
Other							
<i>Subtotal</i>							
Total Direct Costs							
Indirect Costs ( %) (Note: 20% cap for MSCGP request)**							
<b>Total Expenses</b>							

Total MSCGP for the project is \$X; Total partnership funds for the project are \$X.

**\*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.

### **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 person will be accepted.

## EVALUATION OF FULL PROPOSALS

**Full Proposal Review and Selection Process:** Once proposals have been submitted to the Association, they will be distributed to the National Grants Committee to review and score using the 10 technical scoring criteria discussed below.

**Technical Scoring Criteria for 2017 MSCGP Proposals:** The technical scoring criteria used to evaluate proposals are listed below. National Grants Committee 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

The highest score possible for a proposal is 50 and the lowest score possible is 0. If bonus points (described below) are added to the final score, the highest score possible is 55.

1. What is the geographic scope of the proposal specifically regarding states or regions that will directly benefit from the results or outcomes of the proposal?

<u>Geographic Scope</u>	<u>Score</u>
Only localized benefits within a region <sup>1</sup>	0-1
Benefits to majority of states within a region	1-2
Benefits to all state fish & wildlife agencies within a region	3-5
<u>Benefits to all state fish &amp; wildlife agencies in the nation</u>	<u>3-5</u>

<sup>1</sup> A Region can be a USFWS Region or a Regional Association of Fish & Wildlife Agencies.

2. Does the project's proposed methodology and methods accomplish/produce the proposed project objectives/goals?

Score: 0 = Objectives cannot be accomplished using the proposed methodology.  
5 = Objectives can clearly be accomplished using the proposed methodology.

3. Will/can the proposed objectives and methodology produce the desired outcomes identified in the NCN under which this proposal was submitted?

Score: 0 = Objectives and methodology will not/cannot produce the desired outcomes identified in the NCN under which this proposal was submitted.  
5 = Objectives and methodology will/can clearly produce the desired outcomes identified in the NCN under which this proposal was submitted.

4. Are the project objectives clearly defined, achievable, measurable, and connected to specific goals, milestones/deliverables, and timelines (i.e., a work plan) for completion?
- Score: 0 = Project objectives are ambiguous; project lacks specific goals linked to milestones/timelines for project completion.  
5 = Project objectives are clear, concise, and outline specific goals which are linked to milestones/timelines for project completion.
5. Are the proposed project costs reasonable and is the project's cost-benefit ratio reasonable?
- Score: 0 = Project is too expensive for objectives/benefits; cost is too high for benefits received/produced.  
5 = Project costs are reasonable for objectives/benefits; cost is reasonable for benefits received/produced.
6. Does the proposed project address the desired outcomes described in the NCN under which this proposal was submitted, and does the proposal clearly explain the anticipated deliverables and/or outcomes relative to the NCN?
- Score: 0 = Project does not address the desired and measurable outcomes described in the NCN and does not explain the project's anticipated deliverables.  
5 = Project clearly addresses the desired and measurable outcomes described in the NCN and clearly explains the project's anticipated deliverables.
7. Is the project compatible with the original source of the funds (Wildlife and Sport Fish Restoration Funds)?
- Score: 0 = The project is incompatible with the original source of the funds.  
5 = The project is completely compatible with the original source of the funds.
8. Will the objectives/goals of the project benefit the state fish and wildlife agencies and regarding projects that deliver value across multiple states, is there a clear plan for how the project's value will be shared / disseminated / delivered across multiple states?
- Score: 0 = Project objectives and goals will not benefit the state fish and wildlife agencies and where relevant, there is no plan to for sharing / disseminating / delivering the projects' values among the states.  
5 = Project objectives and goals will greatly benefit the state fish and wildlife Agencies and where relevant, there is a clear plan for how the project's value will be shared / disseminated / delivered.
9. What is the anticipated, extended use/life of the project's deliverables, and are they clearly stated in the proposal?
- Score: 0 = Value of project results ends when the project ends.  
5 = Value of project results continues for years after the project ends and is clearly stated and described in the proposal.

10. 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 NCN 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?

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

Bonus Points Criteria: Does the proposal leverage additional matching funds, either from applicant's organization or through partnerships, to enhance and maximize the project's desired benefits and outcomes, effectiveness, and success?

Score: 0 = Less than 5% partnership/matching funds  
1 = 5 to 15%  
2 = 16 to 25%  
3 = 26 to 50%  
4 = 51 to 75%  
5 = 76 to 100% or more

## **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, 2016 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**