



NAWCA Standard Grants

Worksheet for U.S. Pacific Coast Joint Venture Partners

North American Wetlands Conservation Act (NAWCA) standard grants require a significant investment in planning, writing, coordination and communication. Well-developed and documented partnerships are essential for proposal success.

Deadlines are twice yearly—in March and August. Use this worksheet to develop a proposal timeline, keep partners informed, and track match requirements with specific expenditure deadlines. All partners should understand what will be required of them for the proposal to succeed.

Develop a system for communication with partners. Work with Pacific Coast Joint Venture (PCJV) coordinators to understand the NAWCA proposal process, NAWCA point system, and PCJV recommendations for successful proposals. Communicate this information to partners. Be sure that individuals responsible for various components of the grant proposal have blocked out time devoted to this project.

One year or more before submission deadline	
	Define the goal of the project , preferably one dealing with a habitat issue. Examples: Protection of Izembek Lagoon; restoration of riparian habitats within the Willamette Valley.
	Read the instructions from current year's NAWCA proposal thoroughly. (http://www.fws.gov/birdhabitat/Grants/NAWCA/Standard/US/index.shtm) If your proposal will be submitted in the following year, remember that some guidelines may change. Understand matching requirements, conditions and when match may "go away". Review how scores for proposals are determined.
	Define a project area for the proposal. <ul style="list-style-type: none"> • The project area may change somewhat as the proposal is developed, but be sure to use logical boundaries (i.e. a watershed, landscape features, etc). If you think you may be submitting future proposals for more work in the area, define an area which will encompass all potential project areas. • Identify the appropriate Bird Conservation Region (2, 4, 5 or 67) of your project area. http://www.nabci-us.org/map.html
	Identify waterfowl and other wetland-dependent species in your project area. Determine which group(s) of birds will be your project focus. Waterfowl are the major focus of NAWCA, but benefits for other wetland-associated migratory birds—shorebirds, waterbirds, and wetland-dependent landbirds—will be considered as well. See Technical Questions #1 and #2 in the proposal instructions for lists of priority species.
	Identify the types of projects which will benefit your identified groups of birds within the project area. Use these types of projects to develop appropriate proposed work and match work required for the grant.
	Identify potential partners to carry out various aspects of this work. Partner categories are listed under Technical Question #7 in the proposal instructions. Identify gaps in your potential partner list.
	Identify sources of information for population status of wetland-dependent birds in the project area during migration, winter and the breeding season as appropriate. Go to http://www.pcjv.org/funding.html for a list of these sources.
	If no sources of bird population data exist , work with local groups to set up a monitoring process for the year prior to the proposal deadline to determine numbers for birds in the area. Determine numbers for breeding, migration and winter seasons as appropriate. Pay particular attention to species which are on the NAWCA priority lists. Keep an ongoing estimated cost of this monitoring (especially if this is done by volunteers). It should be used as match and will aid the proposal. This work will also greatly aid write-ups of the priority bird species within your project area. The monitoring organization should become a partner in your proposal. If volunteers they may be able to be grouped under a local Audubon chapter or a "Friends of..." type of group.
	Discuss your ideas for a NAWCA proposal with PCJV staff.

Nine months before submission deadline

	<p>Identify work (tracts of land) that has already occurred in the area or will occur prior to proposal submission. This should include projects which are not eligible as match but are consistent with the goals of the project (see #1 above) and are within the project area. Ask the organizations working on those projects if they would be willing to have their dollars used as match for your project. Be sure that they are aware of federal guidelines that will place federal restrictions on the properties used as match.</p>
	<p>Develop a complete cost breakdown of:</p> <ul style="list-style-type: none">• completed work• the groups giving money, including amounts of cash and in-kind by completed project tract. Determine whether the money is non-federal and not matching other dollars.
	<p>You may find that partners have additional work needed on past projects that will help build your proposal. Identify the tracts of land and work needed to propose for funding. Develop a complete estimated:</p> <ul style="list-style-type: none">• cost breakdown of the work proposed• breakdown of the groups giving (and the amounts) money and in-kind to each proposed project.
	<p>Identify all partners who have contributed cash or in-kind donations to the work already completed or who would like to contribute to the proposed work. Determine if there is a need to seek additional partners based on scoring criteria in Technical Question #7. Ask PCJV staff if you are unsure. Follow up on the development of additional partners if necessary. It is very important to achieve a 2:1 match (up to 5 points). So consider lowering your request, if you can not reach a 2:1 match.</p>
	<p>Develop a comprehensive budget page for the entire match and proposed work; use the NAWCA proposal budget table as a template. (If this is done at a meeting of partners, it can be a tool for pointing out why this budget information is needed from each partner.) Leave an appropriate amount out of the NAWCA request amount for project administration (see "Identify a proposal grantee" on next page). Discuss with partners about amounts of the NAWCA request which will be allocated to each proposed tract.</p>
	<p>Ask PCJV staff to review the budget and project proposal. Identify gaps in:</p> <ul style="list-style-type: none">• match (a 2:1 or better non-federal to federal match is recommended)• acres to dollars ratio• bird information

Four months before submission deadline	
	Incorporate any new partners, proposed or match projects, additional match, and acreage into your budget. This process may require several meetings to bring new partners up to speed on the NAWCA process.
	Identify a proposal grantee. Be sure that they understand grantee requirements and the implications should any portion of the proposed work fall through during the grant agreement period, and can handle the reporting requirements. Examine costs of grant administration, especially if this is a new NAWCA grantee. Determine whether the grantee is eligible to apply for indirect costs and whether indirect costs need to be built into the proposal.
	Choose a unique, area-specific project name (e.g. Port Susan Bay All Bird Initiative, North Puget Sound First Step, or Restoration of Mana Plain Coastal Wetlands). If you may be submitting additional proposals for more work in the area, choose a name that covers all potential projects and name it “Phase I.”
	<p>Seek letters with detailed amounts from partners who are contributing cash and/or in-kind match and non-match. Use the guidelines in the Proposal Instructions for Partner Contribution Statements. TIMELY RECEIPT OF PARTNER LETTERS IS THE LARGEST STUMBLING BLOCK TO SUBMITTING PROPOSALS ON TIME. USING THE CORRECT FORMAT ON THESE LETTERS CANNOT BE STRESSED ENOUGH.</p> <ul style="list-style-type: none"> • Anticipate legal or other problems that partners may meet when signing letters detailing match, proposed match, allocation of easement, etc. • Ensure that match amounts in statements equal match amounts stated throughout your proposal. • Consider writing letters for partners to sign to ensure accuracy.
	<p>Assign a grant writer for each portion of the proposal.</p> <ul style="list-style-type: none"> • Ask for examples of previous successful NAWCA proposals from PCJV staff and ensure that writers read them. • Writers should use the latest instructions for the NAWCA proposal—guidelines and forms may have changed. • Writers of Technical Questions which deal with birds and the overall project description should have access to the four major U.S. bird plans. Ask PCJV staff if you have questions about these plans. <ul style="list-style-type: none"> • North American Waterfowl Management Plan http://www.fws.gov/birdhabitat/NAWMP/Planstrategy.shtm • Partners in Flight North American Landbird Conservation Plan http://www.partnersinflight.org/cont_plan/ • U.S. Shorebird Conservation Plan http://www.fws.gov/shorebirdplan/ • North American Waterbird Conservation Plan http://www.waterbirdconservation.org/
	Decide who will be responsible for assembling proposal components and attachments. Review Proposal Attachments, including map requests. (Maps help proposal reviewers to understand the project and may take time to develop.) Develop a checklist for all needed materials, based on current guidelines, by tract. Review the list regularly at partner meetings.

Three months before submission deadline

Compile all budget, acreage, habitat type and general habitat information and match tract. These can follow the general habitats found in the PCJV Implementation Planning Guide. NOTE: This will be the basis for writing the proposal purpose and scope, and it is critical for PCJV staff to offer suggestions for portions of the answers in the Technical Questions that deal with JV planning. You should use this information for outlining Technical Question 4. This information developed should be consistently used throughout the entire proposal.

Begin budget and work plan, and budget justification sections of the proposal. Use information generated in the item above.

Check on status of partner letters or statements.

Two months before submission deadline

Outline the proposal purpose and scope, based on tract and bird information. Be sure that your goal is clearly stated. Include all information about the partner planning process. Tie everything to bird plans as appropriate. Include any non-match work which contributes to the overall purpose of the project. Be sure to use acreage figures by habitat from Technical Question 4.

Choose species for Technical Question #2. Be sure that you have waterfowl numbers for the project area and specific numbers for each species in Technical Questions #1, 2 and 7 (if possible). Use exact numbers (i.e. "hosts 50,000 mallards in migration" vs. "thousands of mallards," "56 bald eagles wintered within the project area in 2001" vs. "many bald eagles.")

Check on status of partner letters.

One and a half months before submission deadline

Finish proposal purpose and scope write-up. Complete Budget and work plan along with other tract information. Send to PCJV for review.

Outline all NAWCA Technical Question answers. NOTE: If any figures from any particular tract change, be sure that changes are made on the tract information, Technical Questions #1, 2, 4, 5, and 6 (as appropriate), proposal purpose and scope and project summary (and anywhere else they may appear). Discuss SPECIFICALLY how funding this project will help to implement national bird plans, as well as state wildlife conservation strategies.

Check on status of partner letters. Make personal contact with any partner who does not yet have a signed letter.

One month before submission deadline	
	Be sure that you have partner contribution statements from all partners who are contributing match and non-match (both cash and in-kind). Inconsistencies between statement amounts and those listed in the proposal will result in scoring penalties, and too many inconsistencies will make the proposal ineligible.
	Finish initial Technical Question answers. Send to PCJV staff for review.
	Revise and complete project scope and description, budget and work plan and budget justification.
	Assemble all maps and other attachments required for proposal submission.
Two weeks before submission deadline	
	Revise and complete Technical Questions.
	Outline project summary, noting the specific guidelines in the instructions. Send to PCJV for review.
	Assemble proposal into required electronic format. Follow guidelines in Proposal Instructions and Proposal Outline carefully and e-mail to the PCJV staff for further review.
One week before submission deadline	
	Planning for submission one week prior to your actual deadline allows for last minute problems which may arise.
	Complete Project summary.
	Complete all electronic copy. Review for typos.
	E-mail completed proposal to the Division of Bird Habitat Conservation (DBHC) and to the Pacific Coast Joint Venture (note that it must be emailed by 4:00pm EASTERN time if sending on the deadline date. Assemble all required supporting material, and mail the proposal with some method for notification of receipt. You will have proof that it was received by the USFWS should any problems arise. Mail the proposal with attachments to DBHC with plenty of lead time.