



NAWCA Small Grants

Worksheet for U.S. Pacific Coast Joint Venture Partners

Although developing a small North American Wetlands Conservation Act (NAWCA) grant proposal is not as complicated as a standard NAWCA, advance planning is essential. This worksheet may be used to create a timeline for proposal development. Be sure that all project partners know when each piece of information will be needed. PCJV staff can help with proposal development. Because joint ventures rank small NAWCA proposals during the national review process, the PCJV needs to be aware of all proposals coming in from its region.

Five months or more before submission deadline (usually near the end of October)

Begin partner discussions. Review the small NAWCA grants proposal instructions at: <http://www.fws.gov/birdhabitat/NAWCA/USsmallgrants.html>. PCJV staff can help determine eligibility, and whether the project is a strong candidate for the program. PCJV staff can also help put a project together if the applicant is unsure how to proceed.

Checklist of items needed for submitting a small NAWCA proposal.

	Several partners contributing to the proposed project
	1:1 non-federal match to NAWCA request ratio
	Completed cover page
	Completed summary table. This should be done last so that budget and acreage figures within the proposal match the summary table.
	Two page (ONLY) project description with section titles matching those in the proposal instructions
	Map of the project area
	Project budget sheet with figures that match those in the proposal (both acres and dollars)
	Two page (ONLY) answer to evaluation questions. Consider the following when answering these questions: 1. Is specific bird information available for the area, for example: numbers of migrating/wintering waterfowl, numbers of migrant or breeding shorebirds, numbers of migrant or breeding waterbirds, numbers of breeding, migrant or wintering landbirds? 2. What endangered species (federal or state) inhabit the project area? Might they return if the project is completed? 3. What are the unique or exciting aspects of the project (e.g. first time that farmers have grouped together to collaborate on a project, county is branching out to provide for eco-tourism through habitat conservation, etc.) This is an opportunity to showcase your proposal.
	Partner letters of commitment from those providing matching dollars (either using dollars spent or committing to dollars spent in the previous or following two years)
	Standard Form 424

Please send two drafts of the proposal to PCJV staff over the course of proposal development, with enough lead time between drafts to incorporate changes. The first draft should be sent **at**

least 2 ½ months prior to the deadline, and the final draft approximately **one month** before submitting the proposal.