



Fishing for Energy 2015 Full Proposal Tip Sheet

STARTING AN APPLICATION

When you are ready to begin the application process, go to www.nfwf.org/Easygrants.

- New users to the system will be prompted to register before starting their application.
- Existing users should log in using their e-mail address and password. If you have forgotten your password, Easygrants will e-mail one to you.
- Once you are logged in, click the **Apply for Funding** button, and select Fishing for Energy 2015 from the list of "Available Funding Opportunities".
- Complete the Eligibility Quiz and Save and Submit your response.
- If you pass the Eligibility Quiz, Easygrants will return you to your personal Easygrants Home Page. From there, click on the Full Proposal for the Fishing for Energy 2015. Now you are ready to get started! If you do not pass the Eligibility Quiz, please contact the NFWF Program Contact identified in the RFP.

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The instructions below follow sequentially through each section and field in Easygrants required for this program. You may, however, complete these sections and fields in any order. **You are encouraged to use the Help feature in Easygrants for additional guidance and examples.** Additional resources for applicants, including the Indirect Cost Policy, can be accessed on the NFWF website by clicking [here](#). Use the Quick Launch box on the left hand side of the screen to locate your desired information.

PROJECT INFORMATION

- **Grant Amount Being Requested from National Fish and Wildlife Foundation (NFWF):** Please review the Request for Proposals for details.
- **Matching Contributions Proposed:** Matching funds from non-federal sources are not required, but are highly encouraged. You will be asked to identify sources of match and what the funds will be directed to in the scope of work later in the application. You do not have to have all of the match in hand at the time of the application submission; however, you should feel very confident that the match you pledge can be secured over the life of the grant as this will be a part of your grant agreement if awarded.
- **Projected Grant Start Date:** Projects should begin within six months of the award announcement time period listed in the RFP. The start date can be back-dated as far as August 1, 2014 in order to seek reimbursement for costs already incurred or to capture matching contributions.
- **Projected Grant End Date:** Projects should be completed within 12 to 24 months of the grant award. Projects that seek a period of performance longer than 12 months should include a bulleted list of milestones for the first year and an implementation timeline.
- **Project Title/Name:** Please do not call your project "Fishing for Energy". Give it a short, descriptive name that will distinguish it from other proposals and include, to the extent possible, the species/habitats benefited, the location, and the method (e.g., restoration, education). Other tips to consider: do not use acronyms, abbreviations (other than state) or technical jargon. If location is not already indicated in the title, include a two-letter state abbreviation at the end of the title. Include a Roman numeral "- II," "-

Take Note!

- **Pop-ups:** Easygrants uses pop-up windows to display some files. Please make sure your web browser allows for pop-ups. The internet browser pop-up blocker must be disabled prior to beginning the application process. You can also try holding the Shift or Control (CTRL) key when clicking the link.
- **Cookies:** Easygrants uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies.
- **PDF:** Easygrants uses PDFs extensively. Make sure you are able to use Adobe Reader.
- **SAVING AND SUBMITTING:** Once an application has been initiated, it may be saved and then modified and submitted at a later time, up to the application deadline of **April 23, 2015 11:59 PM Eastern Standard Time**. Please note DO NOT hit the "Submit" button until you are actually ready to submit. Once you hit submit the application is formally submitted and you may no longer make changes.

III,” etc. if the project is a continuation of a previously-funded NFWF project of the same title. Example: Sea Turtle Stranding and Nesting Surveys (LA) – II (300 character limit, including spaces)

- **Project Description:** Should be two sentences long in most cases and will represent the project on spreadsheets. The first sentence should start with a verb and clearly state the main activity/method being used to address a specific species/habitat and location. The second sentence should start with “Project will…” and state the expected outcome from the investment and relevance to conservation. Avoid acronyms, abbreviations, or technical jargon. Example: Support effective management of coral systems throughout the Florida Keys by reducing lobster trap impacts to corals reefs. Project will improve awareness of regulations and increase understanding of compliance and impact on neighboring corals. (1,000 character limit, including spaces)
- **Summarize the long-term outcome(s) of the project:** This should be a brief description of expected post-project outcomes. Use quantified metrics and percentage to long-term targets as much as possible. (200 character limit, including spaces)
- **Project Location Description:** Please include the state and county/city where the project will occur. If multiple values are entered for a local project, they should be ordered from smallest to largest in terms of geographic scope (e.g., “Franklin, New London County, Connecticut”). State names should be spelled out. Do not include geographic coordinates. Example: Canyon Creek, a tributary to the Teton River, Idaho (300 character limit, including spaces)

PROJECT LOCATION

- **Project Location Country:** All projects must occur within “North America – United States”.
- **Project Location State/Province:** Select all states that apply.
- **Project Location U.S. Congressional District(s):** As of January 1, 2013, Congressional District lines were redrawn in many states. Please carefully review the district(s) for your project’s location. If you are not sure what the Congressional District(s) should be, you can enter the project zip codes or addresses at <http://www.govtrack.us/congress/members/map> to determine the correct district(s) for your project. If your project takes place statewide, please select the” All Districts” option for that state.
- **Project Location Description:** Please include the county/city where the project will occur. (300 character limit, including spaces)

MAP

This section allows you to map the location(s) of your proposed project. Follow the page instructions provided in Easygrants or, for more detailed assistance, refer to the [Map Page Help](#) document.

- Navigate to the map window and click “Save” at the bottom of the page to begin mapping your project.
- There are three methods of submitting the location(s) of your project, choose one:
 - I. Upload a Shapefile
 - II. Select by Geography
 - III. Draw a Custom Area
- Once your location(s) have been created, click “Submit Project Location”.
- To finalize your location, click the “Confirmation” check box at the bottom of the page.
- Then click “Save” (or “Save & Continue”) to save your map and move to the next task.

METRICS

This section allows you to select the activity and outcome metrics you will use to measure your project’s progress and success. Follow the directions provided in Easygrants to complete this section. A couple of pointers:

- Select the “Metrics Template” from the dropdown list.
- Please select only the most important metrics for reporting progress on your project’s primary activities.
- You must delete metrics that are not applicable before you can submit your proposal.
- For each metric you will need to provide the “Current” value and your target for the metric “At Grant Completion”. In some cases the current value will be zero (0).
- Please use the metrics and units provided, and avoid adding “Other” metrics or searching for additional metrics unless you feel it is critical to understanding your project. In your project narrative, you will have the opportunity to describe additional activity and outcome metrics associated with your project.

UPLOADS

To complete your application, you must upload a number of files into Easygrants. In general, please minimize the file size of your uploads, and especially files that include photos or diagrams or logos. There is a file size limit of 15 megabytes. Secured or password protected PDFs cannot be accepted.

- **Full Proposal Narrative:** The most important upload is the full proposal narrative. The **full proposal narrative template** may be downloaded from Easygrants at any time and completed at your leisure. It must be uploaded back into your Easygrants application before your application may be submitted. The narrative may not exceed eight (8) pages in total length.
- In addition to the narrative, several other files should be uploaded. Following is guidance regarding all required and optional uploads:

Upload	Required / Not Required	Notes
Narrative	Required	Template provided in Easygrants online application "Uploads" section.
Board of Trustees or Directors	Required	Provide a list of members. If your organization is not a nonprofit and does not have a Board, upload a document stating that none exists.
Financial Documents (Multiple)*	Required	Please refer to the Required Financial Documents and FAQs sheet for all financial information required for submission.
Statement of Litigation	Required	Template provided in Easygrants online application "Uploads" section. Federal, state, and local government applicants are not required to complete this section.
Letters of Support	Not Required	Recommended from significant implementation partners or intended recipients of products (i.e. management authority). Letters of support should not be mailed directly to NFWF. Scan all letters of support into one single file and upload the file in the "Uploads" section of your online application.
Project Site Maps	Not Required	Maps and/or diagrams of on-site work proposed if a finer scale or labeling is needed to demonstrate specific aspects of your project's implementation beyond what the application mapping tool can provide.
Photos	Required	Please compress photos to minimize file size. 5 photos maximum.
Other documents	Not Required	Ten (10) page limit.

*If your organization has recently applied to NFWF for a grant and valid information is already on file in Easygrants and is current, you will not be asked for these uploads and these categories will not appear for you in Easygrants.

BUDGET

Please refer to the [Detailed Budget Instructions](#) sheet in order to accurately complete a budget for this project.

Note: The "Grant Amount Being Requested from NFWF" must match your budget total. The budget should only represent the "Grant Amount Being Requested from NFWF"; it should not include matching funds or represent the overall budget for the project.

Indirect Costs: If you intend to include indirect costs in your budget, please review NFWF's [Indirect Cost Policy](#).

MATCHING CONTRIBUTIONS

Click the "Add" button to add sources of matching contributions, and list each source of matching contributions separately in the space provided. Matching consists of the portion of project costs not paid with NFWF funds and may be in the form of cash, in-kind contributions and/or donations. Matching must meet all of the following criteria:

Non-federal Match:

- Verifiable from the grantee's records
- Not included as contributions for any other award
- Necessary and reasonable for accomplishment of project or program objectives
- Are allowable costs based on the program and funding source guidelines
- Committed directly to the project and must be used within the period of performance

Federal Match:

- Verifiable from the grantee's records
- Not included as contributions for any other Federal award
- Necessary and reasonable for accomplishment of project or program objectives
- Not paid by the Federal government under another Federal award except when authorized by Federal statute (if applicable)
- Are allowable under OMB Cost Principles
- Committed directly to the project and must be used within the period of performance

NOTE: The total of all line items entered in this section must equal or exceed the total entered in the "Matching Amount Proposed" field of the PROJECT INFORMATION section.

PERMITS and APPROVALS

If permits and/or approvals are required for this project, please list the permits in the description section, and provide their status. Include extra information in the description section as necessary (e.g., pre-permit meeting held on Jan. 1, 2013, etc.).

REVIEW and SUBMIT

When you are ready to submit, each section of your proposal should indicate "Complete" with a green check mark (✓) in the "Status" column. If any section is indicated "Incomplete" with a red (✗), you will not be able to submit and must go back and check your work for that section. Please refer to the Validation Status section on the Review and Submit page for more information as to why the section is "Incomplete".

To view and save your proposal you may click on the "View PDF" button. This function creates a composite file with all of the fields and substantive uploads, which you may then save as a stand-alone document on your computer. Please note that some of the financial documentation will be excluded from the composite file, but will be received by NFWF upon submission. Once you have reviewed your proposal for accuracy, click the "Submit" button to officially submit your proposal. Upon submission, you will receive a confirmation email from Easygrants@nfwf.org.

FREQUENTLY ASKED EASYGRANTS QUESTIONS

1. How do I get back into the Easygrants online system when locked out?

Please send an email to Easygrants Helpdesk (Easygrants@nfwf.org) with your name, proposal ID #, e-mail address, phone number, program you are applying to, and a description of the issue.

2. I forgot my Easygrants password. How do I get this information sent to me?

Please go to <http://www.nfwf.org/Easygrants>, click the "Forgot your password?" link, enter your e-mail address as the Login ID, and click Submit. Easygrants will e-mail a copy of your login information. If you are unable to log in please send an email to Easygrants Helpdesk (Easygrants@nfwf.org) with your name, proposal ID #, e-mail address, phone number, program you are applying to, and a description of the issue.

3. I have finished my proposal and it is not showing up as completed.

Remember to hit the "submit" button when you have completed the application.

4. How will I know when NFWF has received my completed application?

You will receive a notification from Easygrants@nfwf.org.

5. I completed the application and it will not submit. Why not?

If you are unable to submit your application, go to the Review and Submit page in the application. If any section is indicated "Incomplete" with a red (✗), there will also be an explanation as to why the system indicates the section is "Incomplete". You must go back and check your work in each section that is "Incomplete". Below are two examples that frequently prevent submission:

- 1) Check the section of the Easygrants online application "Grant Amount Being Requested from NFWF" to see if it matches your budget total. If the two amounts do not match you cannot submit a proposal.
- 2) Do not complete sections of the budget where you have no costs. If you entered "0" for any budget line items, delete those line items. Placing a "0" in these line items will prevent you from submitting a proposal.

6. What should I do if a page crashes in Easygrants?

If you receive a System Encountered Error it is important to follow the instructions on the page

- 1) First, click **Resume** and you should return to the previous page. Check if the action you tried to complete occurred. If the action did not complete, make a note of what page you are on and what button or link you are clicking.

- 2) Retry the action. If the system crashes again you must click the **Send an E-mail** to report the issue. This will open a Send Error Message E-mail page in a new window or tab. **Do not skip these steps and e-mail Easygrants Helpdesk yourself; we need the information in this e-mail to resolve your issue.**
- 3) Enter your name, proposal ID #, e-mail address, phone number, and a description of what happened. The description needs to include what page you were on, what data you may have typed into the page, what button/link you clicked, and what you were trying to do.
- 4) Click **Submit** to send the message and report the error. This will be sent to the NFWF Easygrants Helpdesk along with additional technical information sent by Easygrants.

7. I need to download a copy of my submitted proposal.

To download a copy of your proposal after submitting please go to your Home screen, click the **View All Tasks** button, and find your proposal in the list of tasks. Click **View PDF** to download a copy of your proposal. If the PDF does not open or begin downloading please try again, holding the Shift or Control (CTRL) key on your keyboard to override your pop-up blocker. Please note that proposals are only available for a limited time after a cycle closes.

HELP WITH THE EASYGRANTS ONLINE SYSTEM

For Easygrants technical support please contact our Helpdesk at Easygrants@nfwf.org or leave a message at 202-595-2497. Please include your name, proposal ID #, e-mail address, phone number, program you are applying to, and a description of the issue. Helpdesk hours are 9:00 AM to 5:00 PM EST, Mon-Fri.

GENERAL QUESTIONS ABOUT THE RFP

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