



## Long Island Sound Futures Fund 2024 Full Proposal Tip Sheet

### STARTING AN APPLICATION

When you are ready to begin the application process, go to [easygrants.nfwf.org](https://easygrants.nfwf.org).

- 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, please click the “Forgot your password?” link on the Easygrants login page and a reset link will be sent to you. The link expires within 24 hours of being sent.
- Once you are logged in, click the **Apply for Funding** button, and select **Long Island Sound Futures Fund 2024** 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 **Long Island Sound Futures Fund 2024**. 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.

\* \* \* \* \*

### 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 **May 13, 2024 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.

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”, “Easygrants Mapping Tool”, “Budget Instructions” etc. can be accessed on the NFWF website by clicking [here](#). View available resources on the blue menu bar at the top of the page to locate your desired information.

### CONTACT INFORMATION

Enter the contact information for the primary person responsible for completing the Easygrants application (this person is tagged as the Principal). **Please provide a telephone number in the contact information.** Additional personnel may be added to your Easygrants account by clicking the “Add” button and entering their information (tag as a Collaborator).

### ORGANIZATION INFORMATION

Use the “Select Organization” button to search for your organization; you can search by Name, Employer Identification Number (EIN), or Unique Entity Identifier number (UEI). When searching by Name, it is recommended that you enter as few words as possible to ensure your return list is comprehensive. Select your organization from the list that is the most complete (has UEI and/or EIN numbers). If Easygrants informs you that your organization’s EIN or UEI already exists but you are unable to find your organization, please contact [Easygrants@nfwf.org](mailto:Easygrants@nfwf.org) for support (include your organization’s name, EIN, UEI). If your organization is new to Easygrants, click the “Add New” button at bottom of list and fill out your organization’s information.

## PROJECT INFORMATION

- **Project Title:** Please do not call your project “Long Island Sound Futures Fund Proposal”. Give it a short, descriptive name that will distinguish it from other proposals and indicate project purpose. (300 character limit, including spaces). Examples from prior LISFF proposals:
  - o Stormwater and Green Infrastructure Improvements in Downtown Naugatuck (CT)
  - o Planning to Enhance Coastal Resiliency with Tidal Marsh Restoration at Sunken Meadow Park (NY)
  - o Marine Debris Education for High School Students in Coastal Communities of Long Island Sound (CT)
- **Project Start Date:** Projects must start within six months after notification of grant award. Project start dates for school-based projects may be adjusted to reflect the school year. **A Project start date cannot be before October 1, 2024.**
- **Project End Date:** A majority of projects must be completed within 24 months after notification of grant award. Larger-scale complex implementation must start within six months and be completed within thirty-six months after notification of the grant award. Project completion dates for school-based projects may be adjusted to reflect the school year. However, these projects **must** be completed within thirty-six months after notification of grant award. **Notification of award is projected to be November 2024.**
- **Description:** Should be two sentences in most cases. The first sentence should clearly state the main activity/method being used to deliver the project. The second sentence should state the expected outcome from the investment and relevance to conservation. Please refrain from using pronouns such as I, we, our, etc. (1,000 character limit, including spaces). Examples from prior Long Island Sound Futures Fund grants:
  - o Modify bridge culverts to restore fish passage on the Noroton River at I-95 between the Town of Darien and City of Stamford, Connecticut. Project will provide access to 4.9 miles of migratory riverine corridor habitat for spawning of river herring.
  - o Install 8,400 sq. ft. of green infrastructure in the Town of Mamaroneck, New York. Project will treat 698,662 gallons of stormwater runoff and prevent 319.6 lbs. of marine debris flowing annually from the Mamaroneck Town Center into Mamaroneck Harbor to improve water quality in the Harbor and Long Island Sound.
  - o Collect marine debris with eight paddle and pickup canoe trips, trash collection at a river boom, and a shoreline cleanup along the Bronx River, New York. Project will collect 4,500 pounds of floatable debris and other trash involving 200 volunteers.
- **Abstract:** Provide a more detailed description of your project including: primary project purpose, problem the project seeks to address, how the project will address the problem, major project activities, outcomes (deliverables at the end of the grant period) and project partners. Please refrain from using pronouns such as I, we, our, etc. (1500 character limit, including spaces). Examples from prior Long Island Sound Futures Fund grants:
  - o Restore a 12-acre coastal forest by eradicating invasive plants and planting of native trees, shrubs and herbs at the Otter Creek Preserve, Village of Mamaroneck, New York. The 35-acre preserve hosts 21 acres of tidal marsh and the coastal forest along the Long Island Sound shore. The marsh and forest is a magnet for 100 species of birds including warblers, vireos, thrush, flycatchers, and raptors. While some of the forest at the Preserve is in good ecological condition, invasive plants are degrading the ecosystem. At risk is the preserve’s ability to support forest dwelling migratory birds. The project will focus on six of the coastal forest’s 12 acres to reverse forest fragmentation/degradation. The project will: 1) remove invasive trees Norway maples and tree of heaven, three acres of invasive plants and ~1000 invasive vines; and replant ~560 native trees/shrubs/herbaceous plants; 2) provide education on the organization website, social media and in the press and on partner websites to 10,000 households; and 3) work with three partners offering six field trips for 195 students from local and low-income underserved communities to teach about the Sound’s ecology. The project will result in a forest with increased structural complexity and improved wildlife habitat. Partners: Sheldrake Nature Center, The Nature Conservancy, Atmosphere Academy, Village of Mamaroneck, and Federated Conservationists of Westchester County.
  - o Install a facility to improve manure management reducing nitrogen and phosphorus pollution discharging from farm operations into Pease brook and ultimately downstream to Long Island Sound. The USDA and U.S. Environmental Protection Agency released the joint *Unified National Strategy for Animal Feeding Operations* which supports implementation of site-specific comprehensive nutrient management plans (CNMPs) to minimize impacts on water quality and public health. Pease brook has impaired water quality for fish, wildlife

and aquatic species and recreation. This project will construct the facility based upon an NRCS CNMP. The project will enhance manure management of 200 cows at the farm by installing a covered waste storage facility that eliminates outdoor manure exposure to rainwater and discharges from the farm to low-lying land and water. The project will prevent 29,798 lbs. of nitrogen and 36,665 lbs. of phosphorus annually from the farm to Pease brook and the Sound. Project partners include a dairy farmer and the U.S. Department of Agriculture's Natural Resources Conservation Service.

- Construct a living shoreline to enhance re-establishment of up to one acre of salt marsh, and enhance 13 acres of coastal grassland, forest and upland at Alley Pond Park in Douglaston, New York. The salt marshes along Alley Creek are home to a unique native ecosystem. Over 11 acres of shoreline marsh have been lost in this park since 1974, equivalent to a decrease of more than 22% of the original marsh area. This loss illustrates a trend that is occurring throughout New York City, where over 160 acres of shoreline marsh have disappeared in the last 40 years. The project will address these losses by focusing on the drivers of erosion and reduce the impacts of sea level rise by constructing a living breakwater shoreline structure. This breakwater will reduce frequent, low-level wave energies and change nearshore hydraulics. This will promote sediment deposition behind the structure while also providing habitat for aquatic life. The project will: 1) implement the first phase of a pilot living shoreline (200 to 400 linear feet) using a combination of oyster castles, rip rap, and shell bags or baskets; 2) enhance 13 acres of coastal grassland, shrubland and forest through invasive vegetation control and planting of native species; and 3) conduct up to three events for living shoreline construction engaging 90 community stewards from local environmental and education focused non-profits. Once installed, the project features will protect the existing salt marsh and promote its reestablishment. Project partners include the Alley Pond Environmental Center.
- **Requested Amount:** Grant requests must be between \$50,000 and \$1,500,000 (please review the [Request for Proposals](#) for categories of funding).

## PROJECT LOCATION

- **Project Location Country:** All projects must occur within "North America – United States".
- **Project Location State/Province:** Select all states that apply. Connecticut, Massachusetts, New York, New Hampshire, and Vermont.
- **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 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 in your description. (200 character limit, including spaces). Examples from prior LISFF projects:
  - Village of Bayville, Village of Centre Island, Cedarmere Preserve, Rosyln, New York
  - Lower Bronx River estuary, between Shoelace Park and Soundview Park, Bronx County, New York.
  - Cove Island Park and Boccuzzi Park, Stamford, Connecticut

## MAP

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

- 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:
  - 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.

## UPLOADS

To complete your application, you must upload one or more files into Easygrants. In general, please minimize the file size of your uploads, and especially files that include photos, diagrams or logos. There is a file size limit of 15 megabytes.

- **Full Proposal Narrative:** The most important upload is your 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 before your application submission. Narrative may not exceed 12 pages in total length.

| Upload                             | Required            | Notes  |
|------------------------------------|---------------------|--|
| Narrative                          | Yes                 | Template provided in Easygrants online application “Uploads” section.  |
| Data Collection Information Form   | Yes, as appropriate | Template provided in Easygrants online application “Uploads” section. <b>Upload required for all projects proposing to collect data.</b> Please refer to <a href="#">LISFF QAPP Page</a> for guidance. <b>If your project does not plan to collect data upload a document stating “No data proposed to be collected.”</b>  |
| Project Maps                       | Yes, as appropriate | In addition to the Mapping Tool, please submit maps showing the boundary of the proposed project site if applicable. <b>Site-specific maps are not required for education/engagement projects. If your project does require a project map upload a document stating “No map required.”</b>   |
| Letters of Support                 | Yes                 | Recommended from partners who have a direct role in project development and/or delivery , especially those providing matching contributions. <b>Letters of support should NOT be mailed directly to NFWF.</b> Scan all letters of support into one single file and upload the file in the “Uploads” section of your online application. <b>Letters will not be accepted after the close of the application period.</b> Scan all letters and upload as a PDF package into the “Uploads” section of the online application. Instructions for preparing the letters: 1) Address on letters of support: Long Island Sound Futures Fund, National Fish and Wildlife Foundation, 1133 15th Street, Suite 1000, Washington, DC 20005; 2) Salutation in letter is: “To whom it may concern:” <b>If your project does not have letters of support upload a document stating “No letters of support .”</b> |
| Landowner Permission Letter        | Yes, as needed      | Letters documenting permission to work on private or public land not owned or managed by the applicant. <b>Letters should NOT be mailed directly to NFWF.</b> Letters will not be accepted after the close of the application period. Letters must be uploaded as a PDF package into your Easygrants online application. Preparing the letters: 1) Address for landowner permission letters: Long Island Sound Futures Fund, National Fish and Wildlife Foundation, 1133 15th Street, Suite 1000, Washington, DC 20005. If you own the site or have formal management responsibility for the site, prepare a note on letterhead that says, “the applicant organization owns the project site or has formal management authority for management of the project site.” <b>If your project does not require such a letter upload a document stating “No Landowner Permission Letter required.”</b>  |
| Other documents                    | No                  | Ten (10) page limit.   |
| Statement of Litigation            | Yes                 | Template provided in Easygrants online application “Uploads” section. <b>Federal, state, and local government applicants are not required to complete this section.</b>  |
| Board of Trustees or Directors     | Yes                 | Provide a list of members. <b>If your organization is not a nonprofit and does not have a Board, upload a document stating “Not relevant to applicant type.”</b>   |
| GAAP Audited Financial Statements* | Yes                 | Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission. <b>The FAQs provide excellent guidance about the required documents. See a detailed chart <a href="#">here</a> and below.</b>  |

|  |                     |   |
|--|---------------------|---|
| IRS Form 990*                            | Yes                 | Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission. <b>The FAQs provide excellent guidance about the required documents. See a detailed chart <a href="#">here</a> and below. Please note IRS 990 Form is only required for 501(c) organizations.</b> |
| Single Audit*                            | Yes                 | Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission. <b>The FAQs provide excellent guidance about the required documents. See a detailed chart <a href="#">here</a> and below.</b>   |
| Applicant Controls Questionnaire         | Yes                 | Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details about all financial information required for submission.  |
| Conceptual or Engineered Plans           | Yes, as appropriate | Plans that illustrate or will be employed by the project, if applicable. <b>If your project does not involve such a document please upload a document stating “a plan is not relevant to project delivery.”</b>   |
| Photos                                   | Yes, as appropriate | Please compress photos to minimize file size. 3 photos maximum. <b>If you do not plan to provide photos upload a document stating “no photos.”</b>  |
| Applicant Demographic Information Form** | Yes                 | Template provided in Easygrants online application “Uploads” section. While this upload is required, you can opt out of providing the information within the form. If your organization has provided NFWF with this information in the last 12 months, please indicate that in the opt out drop down menu.  |

**\* All documentation MUST represent the same fiscal year period, MUST be the most recent financial information available, and MUST be less than two years old.** If your organization has recently applied to NFWF for a grant and valid information is already on file in Easygrants and current, you will not be asked for these uploads and these categories will not appear for you in Easygrants. Also, please note that financial documents may not show a ‘successfully converted’ status when you are uploading them. This is because financial documents are not pulled into the full proposal PDF but are stored in a separate part of the easygrants system which can only be accessed by NFWF staff once uploaded.

\*\* The information provided on this excel form will be kept confidential, although NFWF may share its aggregate findings as appropriate with its staff, Board of Directors, funding partners, and publicly on its website or through other media. The Foundation will not share identifying information about any particular entity or project. These anonymized aggregate data will be used by NFWF to better understand the demographic profiles of the organizations that we fund. The information you provide will **NOT** be shared with proposal reviewers and will **NOT** be considered when making grant decisions.

| ORGANIZATION TYPE                    | REQUIRED FINANCIAL DOCUMENTATION                            |             |                                |   |                           |   |  |                                   |
|--------------------------------------|---|-------------|--------------------------------|---|---------------------------|---|--|-----------------------------------|
|                                      | <sup>1</sup> IRS Form 990 or Electronic Notice (e-Postcard) | EIN or FEIN | Unique Entity Identifier (UEI) | <sup>2</sup> Applicant Controls Questionnaire | <sup>3</sup> Single Audit | GAAP Audit  | <sup>4</sup> Balance Sheet AND Income Statement        | <sup>5</sup> NICRA or CAP         |
| Non-Profit Organizations             | Yes   | Yes         | Yes                            | Yes   | Yes                       | Only if no Single Audit                                   | Only if there is no Single Audit or GAAP Audit         | Yes, if requesting indirect costs |
| US Federal Government                | No  | Yes         | Yes                            | No  | N/A                       | No  | No   | Yes, if requesting indirect costs |
| State, Local & Municipal Governments | No  | Yes         | Yes                            | Yes   | Yes                       | Only if no Single Audit                                   | Only if there is no Single Audit or GAAP Audit         | Yes, if requesting indirect costs |
| Tribal Governments                   | No  | Yes         | Yes                            | Yes   | Yes                       | Only if no Single Audit                                   | Only if there is no Single Audit or GAAP Audit         | Yes, if requesting indirect costs |
| For Profit Organizations             | No, Just Memo   | Yes         | Yes                            | Yes   | Yes                       | Only if no Single Audit                                   | Only if there is no Single Audit or GAAP Audit         | Yes, if requesting indirect costs |
| International Organizations          | N/A   | N/A         | Yes                            | Yes   | N/A                       | Yes, provide GAAP audited financial statements equivalent | Only if not included with audited financial statements | Yes, if requesting indirect costs |

## 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:

- A list of metrics associated with this program will be presented.
- Hover your mouse cursor over the “?” next to a metric to read its description and specific guidance.
- Please “Add” and complete at least one metric relevant to reporting your project's progress.
- For each metric you will need to provide values for “Starting Value” and “Target Value”. In most cases the starting value will be zero (0).
- In your project narrative, you will have the opportunity to describe additional activities and outcomes associated with your project.

## BUDGET

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

- Budgets without narrative descriptions may be rejected and/or returned to the applicant for further details and clarification.
- Narratives should be written in such a way that someone not specifically familiar with the project can conceptually understand the rationale, purpose and calculation of the anticipated costs identified.



- The “Requested Amount” in the Project Information section must match your budget grand total exactly. 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.
- Project budgets will be compared to similar projects to ensure proposed costs across all budget categories are reasonable for the activities being performed and the outcomes proposed.

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

- The federal government has determined that a *de minimis* 10% indirect rate is an acceptable minimum for organizations without a NICRA.
- If you are including indirect costs in your budget request, please provide a narrative description identifying what the indirect request will be supporting (e.g., CEO salary, rent for lab space central to project site, etc.).
- Indirect cost narratives should include a statement of whether the applicant has ever had a NICRA. If the applicant has a NICRA, it shall include supporting documentation.
- Budgets without narrative descriptions for indirect costs may be rejected and/or returned to the applicant for further details and clarification.

## MATCHING CONTRIBUTIONS

All applicants must provide **nonfederal** matching contributions of at least 50% of the total grant amount requested from LISFF (i.e., if you request \$100,000 then the **required nonfederal match** is \$50,000). Contribution of **nonfederal** match that is greater than the required minimum match will be scored higher in this category. Please see the “Evaluation Criterion,” section of the LISFF 2024 RFP for the breakdown.

Click the “Add” button to add sources of nonfederal and any federal matching contributions, and list each source separately in the space provided. Match consists of the portion of project costs not paid with NFWF funds and may be in the form of cash, in-kind or volunteer contributions. Nonfederal match must meet all of the following criteria:

### Non-federal Matching Contributions:

- Verifiable from the grantee’s records
- Not included as contributions for any other Federal award
- Reasonable and necessary for accomplishment of project or program objectives
- Committed directly to the project and used within the period of performance
- Allowable under OMB 2 CFR 200 Cost Principles

### Federal Matching Contributions\*:

- Verifiable from the grantee’s records
- Reasonable and necessary for accomplishment of project or program objectives
- Committed directly to the project and used within the period of performance

*\*While they do not count toward the non-federal matching requirement, applicants are encouraged to include federal contributions to demonstrate the full scope and support of the project or to meet the match requirement of a non-federal NFWF program.*

## PERMITS and APPROVALS

If permits and/or approvals are required for this project, click the “Add” button to provide details for each permit and/or approval. 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 be indicated “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 in each section that is “Incomplete”. The Validation Status section in the Review and Submit section of the application explains why the system indicates a 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. 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](mailto: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](mailto:Easygrants@nfwf.org)) with your name, easygrants 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 [easygrants.nfwf.org](https://easygrants.nfwf.org), click the "Forgot your password?" link, enter your e-mail address as the Login ID, and click Submit. Easygrants will e-mail you a copy of your login information. Please note that the reset password link expires after 24 hours of being sent. If it has been longer than 24 hours since the initial request you will have to request another link in order to reset your password. If you are unable to log in after having attempted to reset your password please send an email to Easygrants Helpdesk ([Easygrants@nfwf.org](mailto:Easygrants@nfwf.org)) with your name, easygrants 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.

Please remember to hit the "submit" button in the Review and Submit section of the application when you have completed the application. When a task is properly submitted in easygrants the task will no longer be visible on the user's homepage.

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

You will receive an automated notification from [Easygrants@nfwf.org](mailto: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 form in the application. If any section is indicated "Incomplete" with a red (X), 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 Project Information section of the Easygrants online application "Requested Amount" to see if it matches your budget grand total. The amounts must match **exactly** (down to the cent) for you to be able to submit a proposal. Please edit your Requested Amount and/or budget if needed.
- 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) In the email to Easygrants Helpdesk, please enter your name, easygrants 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](mailto:Easygrants@nfwf.org) or leave a message at 202-595-2497. Please include your name, easygrants 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**

Victoria Moreno, Program Coordinator  
202-857-0166  
[LISFF23@nfwf.org](mailto:LISFF23@nfwf.org)