



## New York City Environmental Fund (NYCEF) Proposal Tip Sheet

### STARTING AN APPLICATION

When you are ready to begin the application process, go to [easygrants.nfwf.org](http://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, Easygrants will e-mail one to you.
- Once you are logged in, click the **Apply for Funding** button at the top of the page, and click the **“New York City Environmental Fund (NYCEF)”**.
- 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 Task. Now you are ready to get started! If you do not pass the Eligibility Quiz, please contact [michiko.gustafson@nfwf.org](mailto:michiko.gustafson@nfwf.org)

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The instructions below follow sequentially through each section and field in Easygrants required for this program. You may complete these sections and fields in any order. **You are encouraged to use the Help feature in Easygrants for additional guidance and examples.**

### CONTACT INFORMATION

Enter the contact information for the primary person responsible for completing the Easygrants application (this person is tagged as the Principal). 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, EIN number, or DUNS number. 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 DUNS and/or EIN numbers). If Easygrants informs you that your organization’s EIN or DUNS 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, DUNS). If your organization is new to Easygrants, click the “Add New” button at the bottom of list and fill out your organization’s information.

### PROJECT INFORMATION

- **Grant Amount Being Requested from National Fish and Wildlife Foundation (NFWF) (i.e., New York City Environmental Fund (NYCEF)).** Please review the NYCEF [Request for Proposals](#) for range of funding.

#### **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 **January 8, 2018, 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.

- **Matching Contributions Proposed:** Matching contributions are not required and applicants who are not able to provide match will not receive a lower overall score. *Projects able to meet or exceed a 1:1 match ratio will be more competitive.*
- **Projected Grant Start Date:** Projects should begin within six months of the award announcement. Notification of award is projected to be late March 2019.
- **Projected Grant End Date:** Grants must be completed within 18 months after notification of grant award.
- **Project Title:** Please give your project a short, descriptive name that will distinguish it from other proposals and indicate project purpose. Do not call your project “New York City Environmental Fund Proposal”. Please end the title with the state abbreviation in parenthesis. **Examples include:** *Tidal Wetland Restoration Project at Sawmill Creek (NY), Cleanup Day at North River Park (NY), Implementing Green Infrastructure to Manage Stormwater on Green Street (NY) (300 character limit, including spaces).*
- **Description:** Should be two sentences long in most cases. The first sentence should clearly state the main activity/method being used to address a specific species/habitat and location. 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). **One example:** *Restore three acres of habitat replacing invasive plants with native coastal maritime forest, and creating a corps of 15 volunteers to steward the newly restored site. The project will provide habitat for coastal bird species.*
- **Abstract:** Provide a more detailed description of your project; including location, purpose, major activities, target species, specific habitat, outcomes (deliverables at the end of the grant period) and partners. Please refrain from using pronouns such as I, we, our, etc. (1500 character limit, including spaces). **One example:** *Making Manhattan Green will install a 6,000 sq. ft. of green infrastructure at a public library within the area of Manhattan Community Board 9, West Harlem, New York. The green infrastructure installation will capture and filter 85% of stormwater from the site during 1-inch rain events, which is currently untreated. Major activities include: 1) installing 3,000 sq. ft. of porous asphalt in a parking lot, a rainwater harvesting system, a 2,000 sq. ft. bioswale, and a 1,000 sq. ft., raingarden; 2) monitoring green infrastructure performance for one year; 3) conducting public education about the environmental benefits of the project to 450 community members; 3) a ribbon cutting to announce project completion to be featured on public access television and in social and local media; and 4) installing two signs that identify and explain green infrastructure benefits. The project will treat 698,662 gallons of runoff annually reducing stormwater pollution into the Hudson River.*
- **Keywords(s):** Do NOT complete this section of the Easygrants online application.
- **Sub-Keyword(s):** Do NOT complete this section of the Easygrants online application.

## PROJECT LOCATION

- **Project Location Country:** All projects must occur within “North America – United States”.
- **Project Location State/Province:** All projects must occur within the state of New York.
- **Project Location U.S. Congressional District(s):** Eligible project locations are located in the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, Congressional Districts
- **Project Location Description:** To be eligible for funding, projects must occur within the following boundaries
  - NYCEF funding will be awarded to projects in the five boroughs of New York City: Brooklyn, the Bronx, Manhattan, Staten Island, and Queens.
  - NYCEF: Newtown Creek funding will be awarded to environmental education and stewardship projects, with a priority given to projects for communities in and around Greenpoint, Brooklyn and along Newtown Creek, encompassing the following zip codes: 11101, 11211, 11222, 11237 or 11378.
  - NYCEF: North River funding will be awarded to projects around the North River Wastewater Treatment Plant in West Harlem within the area of Manhattan Community Board 9.

## 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:
  - Upload a Shapefile
  - Select by Geography
  - 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. Secured or password protected PDFs cannot be accepted.

- **NYCEF Narrative:** The most important upload is your actual full proposal narrative. The **full proposal narrative** template (Word document) may be downloaded from the “Uploads” section of the NYCEF Easygrants application 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 ten (10) 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	Notes
NYCEF Narrative Template	Required	Template provided in Easygrants.
Statement of Litigation	Required	Template provided in Easygrants.
State Certificate of Good Standing or Certificate of Existence	Required	A current version of this document must be submitted with the application. <b>Please see <i>Frequently Asked Questions</i> below for more information.</b>
Certificate(s) of Insurance	Required	<b>Please see <i>Frequently Asked Questions</i> below for more information.</b>
Project Map	Required	<b><i>In addition to completing the Mapping section of the Easygrants application, as described above in “MAP”, upload a map showing the project location(s) and boundary.</i></b> A Google map is sufficient. On the map, show the project with respect to cross streets or major landmarks (e.g., North River Wastewater Treatment Plant).
Letters of Support	Required	Letters should be from significant partners and/or those providing matching contributions. <b><i>Letters will not be accepted after the close of the application period.</i></b> Preparing the letters: 1) Address letters of support to: New York City Environmental Fund, c/o National Fish and Wildlife Foundation, 1133 15th Street, Suite 1000, Washington, DC 20005; 2) Salutation in letter is: “To Whom it May Concern:”; 3) <b><i>Do not send hard copies of letters to this address. ALL letters must be uploaded as a pdf into your EasyGrants online application.</i></b> Please scan all letters into a single file rather than uploading multiple individual letters. <b><i>If your project does not have letters of support then upload a letter into Easygrants stating no letters of support</i></b>

		<b>are provided.</b>
Landowner Permission Letter	Required	Letters documenting permission to conduct the proposed project on private or public land not owned or managed by the applicant. <b>Letters will not be accepted after the close of the application period.</b> Preparing the letters: 1) Address landowner permission letters: New York City Environmental Fund, c/o National Fish and Wildlife Foundation, 1133 15th Street, Suite 1000, Washington, DC 20005; 2) Salutation in letter is: "To Whom it May Concern:"; 3) <b>Do not send hard copies of letter to this address. ALL letters must be uploaded as a PDF into your Easygrants online application.</b> If your project does not involve work on land owned or managed by a third party, then upload a letter into Easygrants stating that landowner permission is not needed.
Photos	Not Required	Photos illustrating site conditions, problems you are attempting to solve, examples of pre-existing project work etc. can be very helpful to understanding the purpose of a proposed project. Please compress photos to minimize file size. <b>No more than 2 photos. If you do not plan to provide photos, upload a document into Easygrants stating "no photos are provided"</b>
Conceptual or Engineered Plans	Yes, as appropriate	Conceptual or engineering designs of green infrastructure, habitat restoration etc. and other technology or technique that will be employed during the course of the project, if applicable. <b>If your project does not involve either type of plan document please upload a document into Easygrants stating "a conceptual or engineered plan is not relevant to project delivery."</b>
CVs or resumes	No	<b>DO NOT</b> submit CVs or resumes

All of the following documents are required as described in the chart below. Financial documents must be within two years (2017 or 2018 e.g., audits, financial statements, I-990).

Required Financial Documentation* for Online Application "Uploads" Section						
Organization Type	<sup>1</sup> I-990 or Electronic Notice	EIN or FEIN	DUNS Number	IRS Tax Exempt Letter	GAAP Audit	<sup>2</sup> Financial Statements
<b>Nonprofit Organization</b>	Yes	<u>Only</u> if entity does not file I-990	Yes	Yes	<u>Yes</u>	<u>ONLY</u> if not included with audit
<b>Local and Municipal Organization</b>	No	Yes	Yes	No	<u>Yes</u>	<u>ONLY</u> if not included with audit
<b>Indian Tribal Government</b>	No	Yes	Yes	No	<u>Yes</u>	<u>ONLY</u> if not included with audit

*\*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 financial documents uploads and these categories will not appear for you in Easygrants.*

<sup>1</sup>If entity is not required to file an I-990, they must provide a memo on letterhead, signed with functional title, date and reason it is not required. Such as entity is a local government unit (e.g., upload into NYCEF online application a memo “To whom it may concern: the applicant organization is a [insert local or municipal] government entity, hence no IRS-990 is required.”)

<sup>2</sup>Financial statements include both a Balance Sheet/Statement of Position and an Income Statement/Statement of Activities.

## BUDGET

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

The Budget provides Applicants with an opportunity to detail and substantiate estimated project costs per “cost category”. Within each cost category, it is important that each line item specify the type of cost, the unit (hours, days, count, etc.) that will be utilized, the unit cost and total cost. To the extent that this information cannot be captured in a line item it should be presented in the narrative portion for the respective cost category. Please also include any assumptions that have been made to generate unit costs for each budget line item. ***Budgets with lump sum amounts or that have not been filled out properly in accordance with these guidelines (e.g., lack of sufficient justification for the proposed cost) will not be reviewed.***

Note: The “Requested Amount” entered on the “Project Information” page must match your budget 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.**

Please note that no part of the budget (neither NFWF funds nor match) may include: advocacy/lobbying; fundraising; litigation; terrorist activities; nor activities in violation of the Foreign Corrupt Practices Act.

**Indirect Costs:** Indirect costs may be budgeted as a line item. The maximum indirect rate allowed by NYCEF, which takes precedence over NFWF’s default Indirect Policy, is 10% of the modified total direct project costs (MTDC) (e.g., 10% of the total of all direct salaries and wages, applicable fringe benefits, supplies and materials, services, travel, and up to the first \$25,000 of each sub-award (e.g., consulting contracts). MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, and participant support.

## MATCHING CONTRIBUTIONS

NYCEF applicants are encouraged to provide a matching contribution of cash or in-kind support, although matching contributions are not required and applicants who are not able to provide match will not receive a lower overall score. *Projects, however, able to meet or exceed a 1:1 match ratio will be more competitive.*

When in Easygrants, 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 NYCEF funds and may be in the form of cash, in-kind contributions and/or donations. Match must be:

- Verifiable from the grantee’s records
- Not included as contributions for any other award
- Necessary and reasonable for accomplishment of project or program objectives
- Allowable costs based on the program and funding source guidelines
- 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

Please list the permits in the description section and provide their status. Include extra information in the description section as necessary. Applicants must provide sufficient documentation that the project has received or expects to receive all necessary permits and clearances to comply with any Federal, state, or local requirements.

## 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 on the Review and Submit page 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, 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 [easygrants.nfwf.org](http://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 a copy of your login information. If you are unable to log in please send an email to Easygrants Helpdesk ([Easygrants@nfwf.org](mailto: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](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 (✗), 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 "Requested Amount" to see if it matches your budget total. The amounts must match **exactly** (down to the cent) for you to be able to submit a proposal. Please edit your Requested Amount 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) 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.

#### **8. What is a Certificate of Good Standing or Certificate of Existence and how do I obtain one?**

A Certificate of Good Standing or Certificate of Existence is a state-issued document used to demonstrate that a corporation or limited liability company (LLC) exists and is authorized to do business in the state and has complied with all state-required formalities. This document must be submitted with the application and be dated within the last 12 months. If you do not have this document, please request it from New York State immediately. To obtain a Certificate of Good Standing or Certificate of Existence from the State of New York please see the following website:

[http://www.dos.ny.gov/corps/faq\\_certificates\\_under\\_seal.page.asp](http://www.dos.ny.gov/corps/faq_certificates_under_seal.page.asp)

#### **9. What is Certificate of Insurance?**

A Certificate of Insurance is a document issued by an insurance company or broker that is used to verify the existence of insurance coverage. This document shows that your organization maintains adequate insurance against liability for injury to persons or property from any and all activities undertaken by the project. If you are unsure what type of insurance is required, please consult your insurance agent about the nature of your project.

### **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, 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**

For more information or questions about these Guidelines, please contact [Michiko.gustafson@nfwf.org](mailto:Michiko.gustafson@nfwf.org).