



# 2020 Cumberland Plateau Stewardship Fund RFP: Informational Webinar

*December 19, 2019*

Skinner Mountain, TN  
Credit: David Johnston

# WEBINAR GUIDELINES

- All attendees will be muted for the duration of the webinar.
- Please type your questions into the “questions” box in the webinar controls on the right side of your screen. NFWF staff will answer these questions during several breaks in the presentation, but you can type them in any time. Everyone will be able to hear the answers.
- Don’t be shy. If you have a question, someone else is thinking it, too.
- If you experience a technical glitch, please type it into the chat/question box.
- **The Webinar is being recorded and we will post a copy of these slides and the recording on the NFWF website at [www.nfwf.org/cumberland](http://www.nfwf.org/cumberland).**



# WEBINAR AGENDA

- **Program Overview**
- **Program Priorities**
- **Application Guidance**
- **Submitting a Competitive Proposal**
- **Tips and Timeline**
- **Resource Links**



# PROGRAM OVERVIEW

## What is the **CUMBERLAND PLATEAU STEWARDSHIP FUND**?

*A competitive grant program funded through a public-private partnership between...*



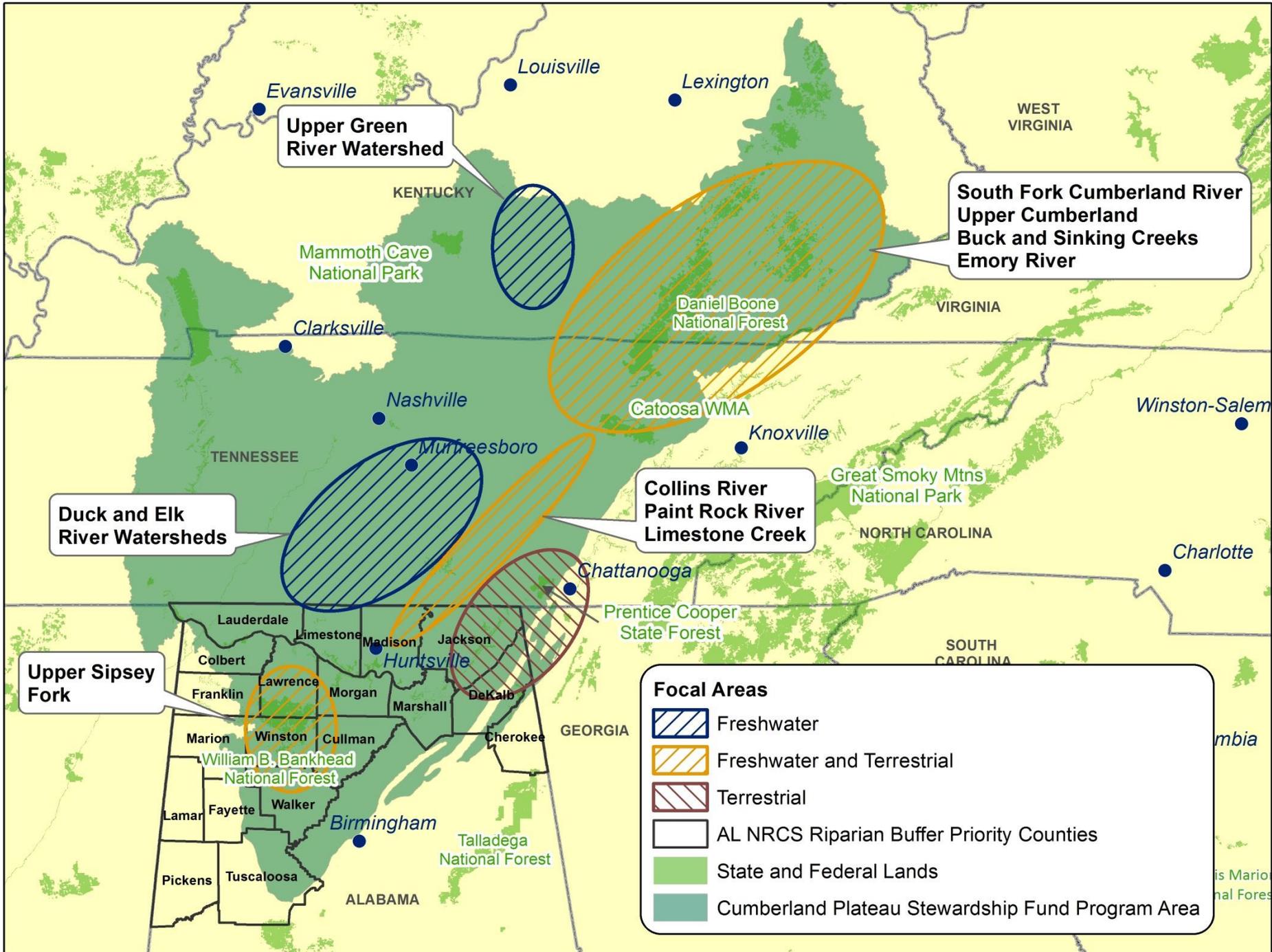
American Forest Foundation



*That does the following...*

- **Accelerates** restoration and enhancement of native forests and freshwater habitats
- **Supports** the recovery of species representative of healthy, sustainable woodland/savanna forests and freshwater systems
- **Implements** the Forestland Stewards Partnership Business Plan
- **Supports** the goals and missions of each funding partner



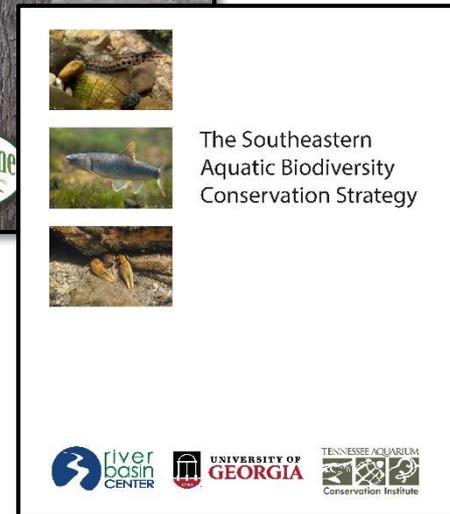
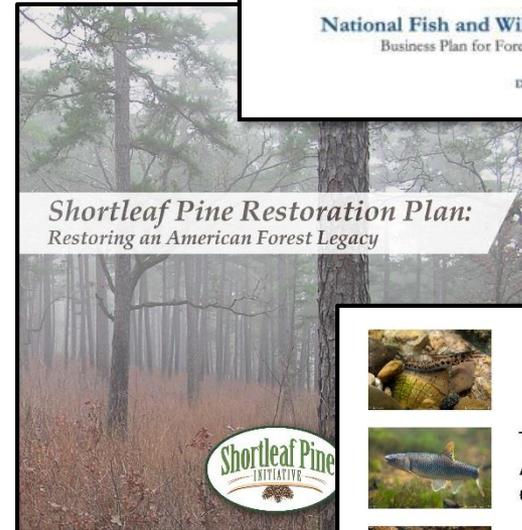
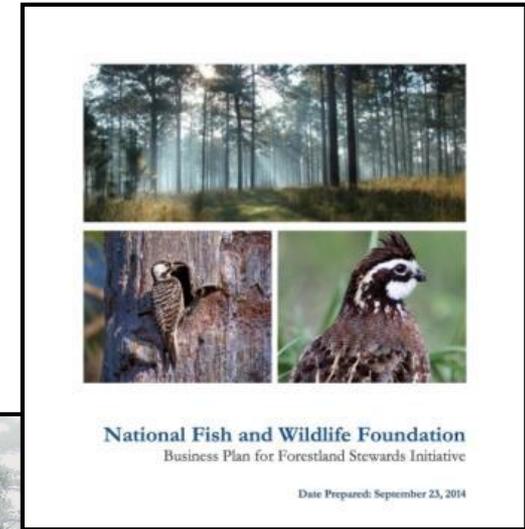


# PROGRAM OVERVIEW

## What are the program's objectives?

The **Cumberland Plateau Stewardship Fund** seeks to achieve the following conservation outcomes in 2020:

1. Establish **1,000 acres** of shortleaf pine/upland savanna forest.
2. Enhance **10,000 acres** of shortleaf pine/upland savanna ecosystem on public and private lands.
3. Establish or enhance **1,000 acres** of riparian forest.
4. Protect **500 acres** of working forests and/or riparian forests with conservation easements.
5. Improve management of **15 miles** of stream and associated stream habitat.



## What are the program's objectives?

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5. Increase populations of northern bobwhite quail and prairie warbler, as well as fish, amphibians and other aquatic species, representative of healthy, sustainable woodland/savanna forests and freshwater systems.
6. Engage more than **500 private landowners** in restoration and enhancement activities.



# PROGRAM OVERVIEW

## Where should projects take place?

*Projects should occur in the following states...*

Alabama

Georgia

Kentucky

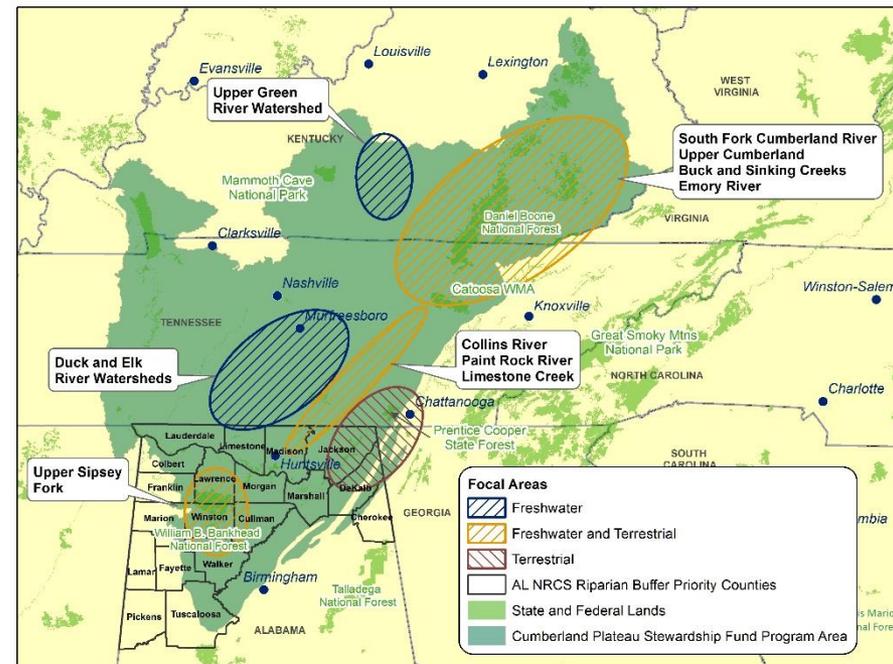
Tennessee

*Lands eligible for funding include:*

- Privately-owned lands
- State and local government lands
- Federal lands (preference for projects that include work on federal lands and on state, local and/or private lands)

*Applicants must be one of the following:*

- Non-profit 501(c)
- State, tribal and local governments
- Academic institutions



**Cumberland Plateau Fund Landscape**

*Federal agencies and private landowners cannot directly apply, but may partner on proposals*

## Funding Availability:

- Approximately \$1.5 million available (total) in 2020.
- Grant awards will range from \$50,000 to \$250,000, depending on the overall scale of the project.

## To be eligible for funding, proposals must adhere to the following:

1. Have **at least** 1:1 match ratio of non-federal cash or in-kind services.
2. Project periods **up to two years**, with significant deliverables achieved in year one.
3. Be in good standing with NFWF regarding existing grant/reporting requirements.
4. Describe progress to-date on current CPSF grants if applicable.



**Any  
Questions?**

## What are the program's funding priorities?

1. Establishing Shortleaf Pine Forest
2. Enhancing and Maintaining Existing Shortleaf Pine/Shortleaf-Oak Habitat
3. Restoring and Enhancing Riparian Forests and Watersheds to Support Aquatic Species
4. Expanding and Coordinating Technical Assistance and Outreach
5. Conservation Easements



# PROGRAM PRIORITIES

## 1. Establishing Shortleaf Pine

- May include site preparation and planting (seedlings and labor)

## 2. Enhancing and Maintaining Existing Shortleaf Pine Ecosystems

### • Prescribed Fire

- Strategies to promote coordination and increase prescribed burning capacity – ex. burn teams, burn associations
- Training and technical assistance, including assisting USDA Area Office staff in writing burn plans and implementing financial assistance contracts
- Incentives to increase Rx fire acres and burn frequency on private lands
- Increase prescribed burning on public lands
- Identify and address specific barriers or roadblocks to fire implementation

### • Additional Restoration and Maintenance Strategies

- Thinning, invasive species control, mechanical and/or chemical treatments to move habitat to condition where prescribed fire can be implemented
- Planting native understory species



NFWF

# PROGRAM PRIORITIES

## 3. Restore and Enhance Riparian Forests and Watershed Health to Support Aquatic Species

### Restore and Enhance Riparian Forests

- Reforest riparian buffers with native riparian forest species
- Implement forest management practices, such as thinning, that will improve wildlife habitat
- Control invasive species, such as hemlock woolly adelgid, which threaten riparian forest health

### Improve Conservation Practices on Agricultural Lands

- Increase adoption of cover crops, reduced tillage, and diversified crop rotations in cropping operations
- Promote responsible incorporation of crop residue, manures, and other sources of organic matter into soil management systems
- Establish and enhance farmer-led education and outreach programs to drive increased adoption of soil health practices
- Install fencing and alternative watering systems to exclude livestock from streams



## 3. Restore and Enhance Riparian Forests and Watershed Health to Support Aquatic Species (cont.)

### Restore Aquatic Connectivity and Improve In-Stream Habitat Conditions

- Remove or retrofit stream barriers (low-head dams) and stream crossings (culverts, concrete fords), and/or other in-stream restoration practices to improve aquatic habitat within focal watersheds



# PROGRAM PRIORITIES

## 4. Expanding and Coordinating Technical Assistance and Outreach

Priority will be given to projects that:

### I. Increase Outreach Success

- Increase coordination and delivery of technical assistance (TA), including additional TA providers (additional staff, contractors, etc.); address TA gaps
- Develop landscape-based partnerships to implement innovative methods to expand on-the-ground restoration and protection activities on private lands, such as utilizing social marketing and preferences data to identify and better understand landowner motivations and barriers to sustainable forest management.
- Targeting outreach to landowners and working with NRCS and other partners to prioritize, plan and deliver NRCS financial assistance (ex. Environmental Quality Incentives Program, Working Lands for Wildlife) and other stewardship programs to improve habitat and support at-risk species.

### II. Advancing New Market-based and/or Incentive Programs

- Stimulate landowner participation in shortleaf/upland savanna, riparian forest restoration, and/or in-stream habitat restoration efforts
- Enhance restoration and maintenance activities

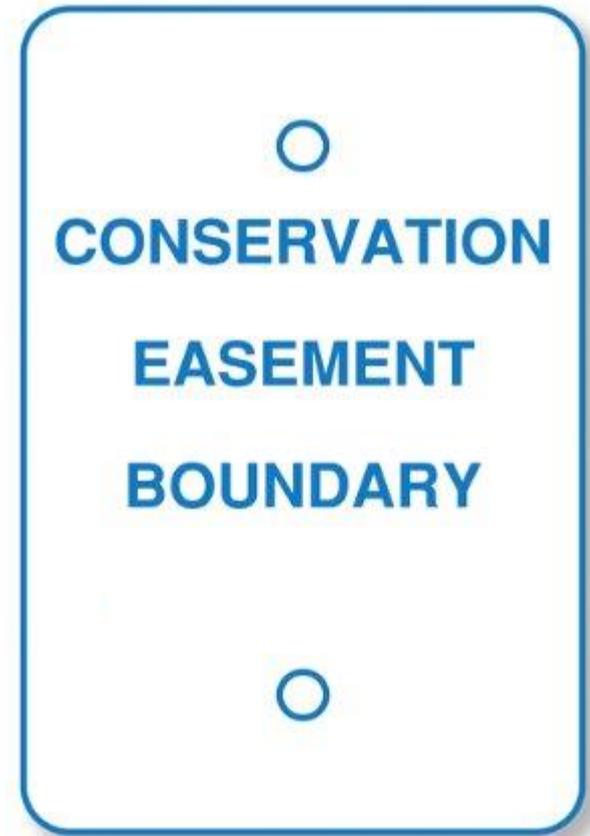
### III. Third-party Forest Certification

- Increase participation in third-party forest certification programs to encourage sustainable forest management practices that benefit wildlife

# PROGRAM PRIORITIES

## 5. Conservation Easements

- Targeted conservation easement projects that protect high quality, existing shortleaf pine and/or riparian habitat, or key sites targeted for shortleaf and/or riparian forest restoration
- Conservation easements should be included as a component of a broader proposal that also includes shortleaf and/or riparian forest restoration
- Transaction costs
- Requests for conservation easement funding should not exceed 20% of the total proposal request





**Any  
Questions?**

# SUBMITTING A COMPETITIVE PROPOSAL

- 1. Conservation Outcomes:** All projects must include specific quantitative metrics that will be tracked and measured to evaluate project success.
- 2. Funding Need:** Explain how funding is **essential** for activities to move forward. Proposals requesting funding to cover all or a portion of the costs for practice implementation on private lands must describe why other public programs are insufficient or otherwise inappropriate for financing proposed practices.
- 3. Conservation Plan and Context:** Relevance to existing conservation plan or strategy benefitting shortleaf/native upland savanna, including [Shortleaf Pine Restoration Plan](#) and/or the [Southeastern Aquatic Biodiversity Conservation Strategy](#). Proposals should address how the project advances the priorities and acreage and species goals outlined in the [Forestland Stewards Partnership Business Plan](#).
- 4. Cost-Effectiveness/Efficiency:** Project includes a cost-effective budget that balances performance risk and efficient use of funds. Cost-effectiveness evaluation may include, but is not limited to, an assessment of either or both direct and indirect costs in the proposed budget. The federal government has determined that a de minimis 10% indirect rate is an acceptable minimum for organizations without a NICRA, as such NFWF reserves the right to scrutinize ALL proposals with indirect rates above 10% for cost-effectiveness.

# SUBMITTING A COMPETITIVE PROPOSAL

6. **Important Species Benefit:** Benefits species, representative of healthy, sustainable woodland/savanna forests and freshwater systems.
7. **Partnerships:** Demonstrate appropriate partnership exists or is developing to successfully implement project.
8. **Technical Merit:** Project will engage technical expertise throughout project planning, design and implementation.  
  
**\*Share application with your state's NRCS State Conservationist, State Forester and/or National Forest Supervisor and management staff (as relevant)**
9. **Monitoring:** Monitor project progress during and after project period.
10. **Long-term Sustainability:** Describe project maintenance post grant period including securing future funding.
11. **Past Success:** Demonstrate proven track record of implementing conservation practices with specific, measurable results.
12. **Dissemination/Transferability:** Explain strategy to showcase new and refined restoration methods and techniques.
13. **Ancillary Benefits:** Describe additional benefits that could result from your project.

# APPLICATION GUIDANCE

All applications will be submitted via Easygrants @ [easygrants.nfwf.org](https://easygrants.nfwf.org)

- 1 - Login or register
- 2 – Select **Apply for Funding**
- 3 - Choose **Cumberland Plateau – Southern Appalachians Fund 2020**
- 4 - Submit Eligibility Quiz
- 5 - Under your **To Do** list, select the **Full Proposal** task for the **Cumberland Plateau – Southern Appalachians Fund** program with a due date of **February 20, 2020**
- 6 - Complete all sections (contact info, project info, uploads, matching contributions) and click on **save and continue** in each section when it is complete  
*\*You may save and return to application*
- 7 - Select **Review and Submit** on the left hand side of page and make sure the status of all sections is complete
- 8 - Select **View PDF** to review the completed proposal in its entirety  
*\*Recommend saving proposal on your computer from this view*
- 9 - Click **SUBMIT**



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## ▶ Project Information

 Due: 2/15/2018 11:59 PM ET

Easygrants ID: \_\_\_\_\_

Grants | Cumberland Plateau-Southern Appalachians Fund | Cumberland Plateau-Southern Appalachians Fund 2018

## ▶ Instructions

Click the page links on the left navigation bar, or in the summary below to view the pages where you will enter the information required for this submission. Click [Help](#) for examples and instructions to return to edit your information as many times as needed until you submit. Once you submit, you will no longer be able to make changes. [Click here to view Foundation Guidelines for this Fund](#)

Other useful links that will appear in the navigation bar at left include:

- Home brings you back to your Home page and out of this submission task.
- FAQ provides answers to common questions about the Foundation's proposal elements.
- Help provides guidance on both content and technical aspects related to completing many of the pages in the system.
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## ▶ Validation Summary

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<a href="#">Permits and Approvals</a>	✓ Complete

# Project Title, Description and Abstract

- **Project Title**

- Short, descriptive name that distinguishes your project
- Include the state abbreviation at the end of the title
- Don't call your project "Cumberland Plateau Stewardship Fund Proposal"
- Example: "Accelerating Restoration of Fire Adapted Habitats on the Cumberland Plateau and Mountains (TN)"

- **Project Description**

- Two sentence description
- First sentence: state the main activity/method being used to address a specific species/habitat and location
- Second sentence: expected outcome and main metrics that will be completed from the investment and relevance to conservation
- Example: Use the best available science to map fire adapted ecological systems, conduct a consensus-based stakeholder process to prioritize sites for prescribed burns, and implement prescribed burning in three high priority locations within the Cumberland Plateau and Mountains in Tennessee. Project will improve forest habitat on 2,000 acres with prescribed fire, drive habitat restoration management to the highest priority locations, and maximize the future investments of all land managers in the region.

# Project Title, Description and Abstract

## • Project Abstract

- Expands upon the Project Description
- List the project partners, grant deliverables, major activities/outcomes (including both on-the-ground and outreach) and project location.

- Example: The Nature Conservancy will use the best available science to map fire adapted ecological systems, conduct a consensus-based stakeholder process to prioritize sites for prescribed fire and implement prescribed burns in three high priority locations within the Cumberland Plateau and Mountains in Tennessee.

Shortleaf pine and other fire-adapted forest and grassland ecosystems provide important habitat for a number of declining wildlife species, such as northern bobwhite quail, ruffed grouse and prairie warbler. Unfortunately, these ecosystems have experienced a rapid decline in the Cumberland Plateau region during the past several decades due to lack of fire, which is needed to maintain habitat structure and reduce competition from other plant species.

Project will improve forest habitat on 2,000 acres with prescribed fire, drive habitat restoration management to the highest priority locations, and maximize the future investments of all land managers in the region.

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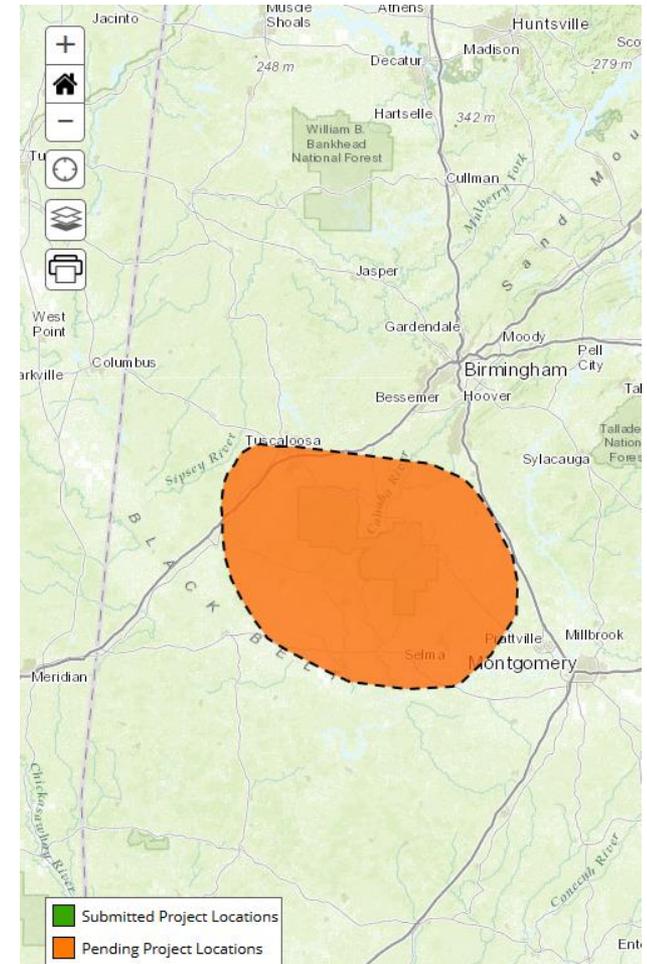
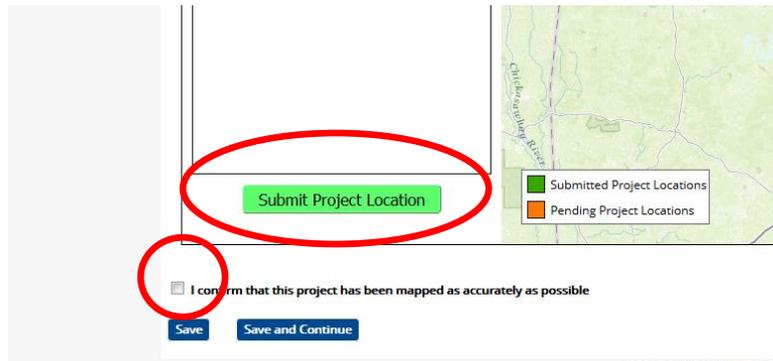
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<a href="#">Matching Contributions</a>	✓ Complete
<a href="#">Permits and Approvals</a>	✓ Complete

# MAPPING YOUR PROJECT LOCATION

- Use the full proposal mapping tool to draw your project location or upload a shapefile
- Map the location(s) where on-the-ground project work will occur
- Be as specific as possible!
- You should not select an entire state or county as your project location unless your project spans the entire region



Learn more: <http://www.nfwf.org/whatwedo/grants/applicants/Pages/mapping-tool.aspx>

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# UPLOADS

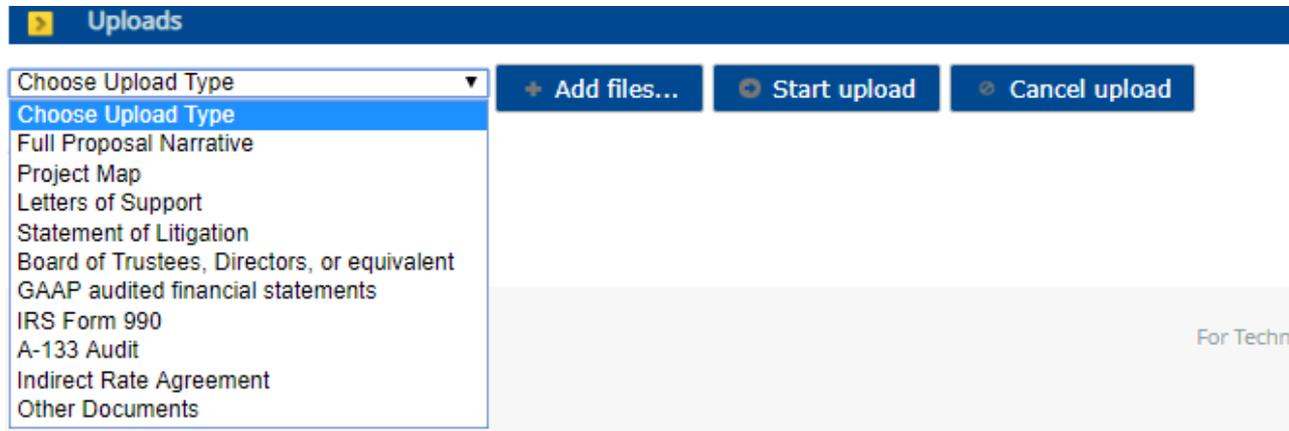
- ✓ Proposal Narrative Template (Word)
- ✓ Project Map(s)
- ✓ Letters of Support
- ✓ Statement of Litigation
- ✓ Board of Trustees or Directors
- ✓ GAAP Audited Financial Statements
- ✓ IRS Form 990 (Non-profits only)
- ✓ Single Audit
- ✓ Conceptual or Engineered Plans

If you do not have a required financial document, then please upload an explanation on your company letterhead in place of the document.



# UPLOADS

- All financial documents uploaded should be no older than 2 years.
- Select the appropriate upload type from the dropdown menu when uploading financial documents.
- If an upload type for a specific financial document is not available, do not use the “Other Document” upload type. Instead, contact NFWF staff directly to assist with securely uploading the financial document.
- To re-upload a document, you will need to first delete the original document and then upload the new/revised document

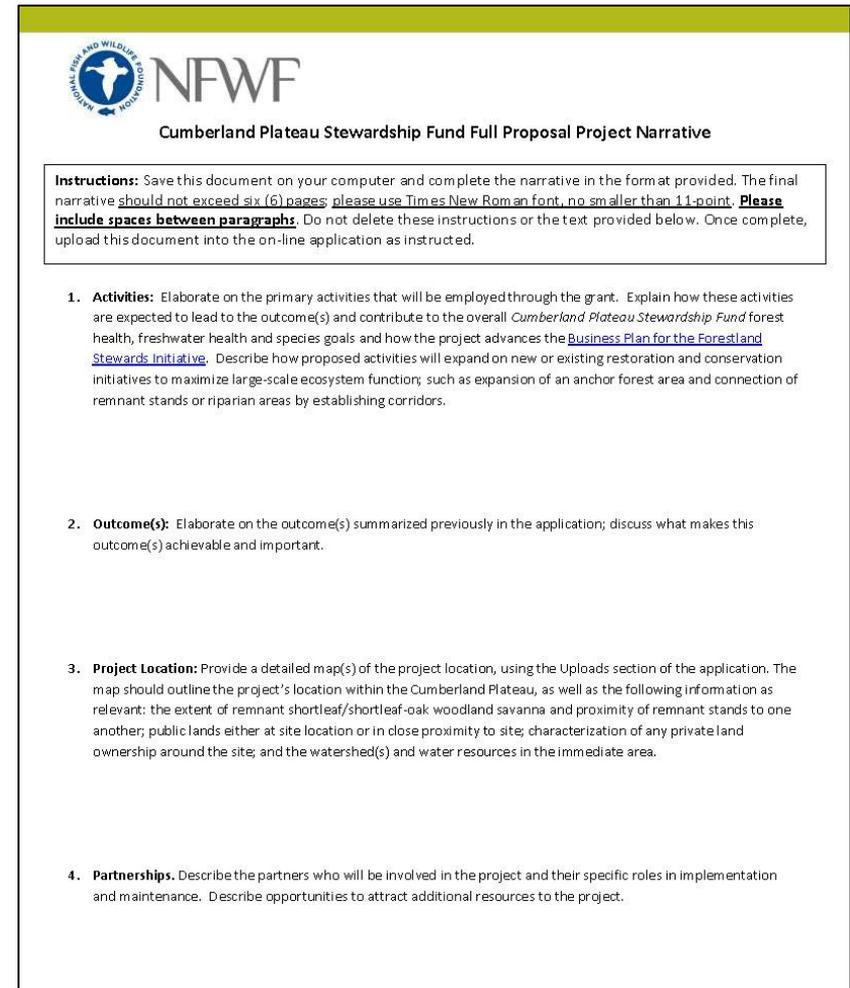


The screenshot displays a web interface for document uploads. At the top, a blue header bar contains a yellow arrow icon and the text "Uploads". Below this, a white dropdown menu is open, showing a list of upload types: "Choose Upload Type", "Full Proposal Narrative", "Project Map", "Letters of Support", "Statement of Litigation", "Board of Trustees, Directors, or equivalent", "GAAP audited financial statements", "IRS Form 990", "A-133 Audit", "Indirect Rate Agreement", and "Other Documents". To the right of the dropdown menu are three blue buttons: "Add files..." with a plus icon, "Start upload" with a circular arrow icon, and "Cancel upload" with a circular arrow icon. Below the buttons, a light gray area contains the text "For Techn".

# UPLOADS

## ✓ Proposal Narrative Template

- Download the Word template from Easygrants
- Proposals should be no more than 7 pages
- Keep the formatting – same font, font size and margins
- Do not delete the text provided in the narrative
- Be concise and focus on project need, scope of work and deliverables. No need to include basic background information.
- Upload into Easygrants either as a Word doc or PDF



The screenshot shows the title page and instructions for the NFWF Cumberland Plateau Stewardship Fund Full Proposal Project Narrative. At the top left is the NFWF logo, which includes a circular emblem with a map of the United States and the text 'NATIONAL FISH AND WILDLIFE FOUNDATION'. To the right of the emblem is the acronym 'NFWF'. Below the logo and acronym is the title 'Cumberland Plateau Stewardship Fund Full Proposal Project Narrative'. A box containing instructions is highlighted in yellow. The instructions state: 'Instructions: Save this document on your computer and complete the narrative in the format provided. The final narrative should not exceed six (6) pages; please use Times New Roman font, no smaller than 11-point. Please include spaces between paragraphs. Do not delete these instructions or the text provided below. Once complete, upload this document into the on-line application as instructed.' Below the instructions box is a numbered list of four requirements: 1. **Activities:** Elaborate on the primary activities that will be employed through the grant. Explain how these activities are expected to lead to the outcome(s) and contribute to the overall Cumberland Plateau Stewardship Fund forest health, freshwater health and species goals and how the project advances the Business Plan for the Forestland Stewards Initiative. Describe how proposed activities will expand on new or existing restoration and conservation initiatives to maximize large-scale ecosystem function; such as expansion of an anchor forest area and connection of remnant stands or riparian areas by establishing corridors. 2. **Outcome(s):** Elaborate on the outcome(s) summarized previously in the application; discuss what makes this outcome(s) achievable and important. 3. **Project Location:** Provide a detailed map(s) of the project location, using the Uploads section of the application. The map should outline the project's location within the Cumberland Plateau, as well as the following information as relevant: the extent of remnant shortleaf/shortleaf-oak woodland savanna and proximity of remnant stands to one another; public lands either at site location or in close proximity to site; characterization of any private land ownership around the site; and the watershed(s) and water resources in the immediate area. 4. **Partnerships:** Describe the partners who will be involved in the project and their specific roles in implementation and maintenance. Describe opportunities to attract additional resources to the project.



**Any  
Questions?**

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# METRICS

- Load program metrics using the “CPF Metrics” template from drop down menu.
- Delete all outcomes that don’t apply to your project.
- Each metric’s “Target Value” should always be greater than the “Starting Value.”
- Please enter “0” for the “Starting Value”

The screenshot displays a web application interface for managing metrics. A 'Notes' dialog box is open, showing a text input field with the following content: "Note Will thin 1,000 acres of existing shortleaf in AL and 1,500 acres of existing shortleaf in TN." Below the input field are two buttons: "Save And Close" and "Close".

Below the dialog, a table of available metrics is visible:

<input type="checkbox"/>	Metric Name	?	Category	Recommendation
<input type="checkbox"/>	CPF - Outreach/ Education/ Technical Assistance - # people with changed behavior	?	Capacity, Outreach, Incentives	Optional
<input type="checkbox"/>	CPF - Outreach/ Education/ Technical Assistance - # people with knowledge	?	Capacity, Outreach, Incentives	Recommended
<input type="checkbox"/>	CPF - Improved management practices - Miles under improved mgmt (public)	?	Habitat Management	Recommended

Below the table, there is a "Select All" checkbox and two buttons: "Add Selected" and "Close".

**\* If none of the available metrics apply to your project, please contact NFWF to discuss**





**Any  
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Home

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Main

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# BUDGET

- Use the green plus sign  to add line items to the budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

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Log Out

Return to Staff Module

**Budget**

Expand all

	Budget 
Personnel	\$66,000.00
Personnel  	\$66,000.00
John Doe Forester  	\$66,000.00
Travel	\$0.00
Domestic Airfare - Per Flight  	\$0.00
International Airfare - Per Flight  	\$0.00
Train - Per Ticket  	\$0.00
Rental Car - Per Day  	\$0.00
Taxis - Per Trip  	\$0.00
Mileage - Per Mile  	\$0.00
Gasoline - Per Gallon  	\$0.00
Per Diem (M&IE) - Per Day  	\$0.00
Lodging - Per Night  	\$0.00
Meals (No M&IE) - Per Meal  	\$0.00
Equipment	\$0.00
Equipment  	\$0.00
Materials and Supplies	\$0.00
Materials and Supplies  	\$0.00
Contractual Services	\$0.00
Subcontract/Contract - Per Agreement  	\$0.00

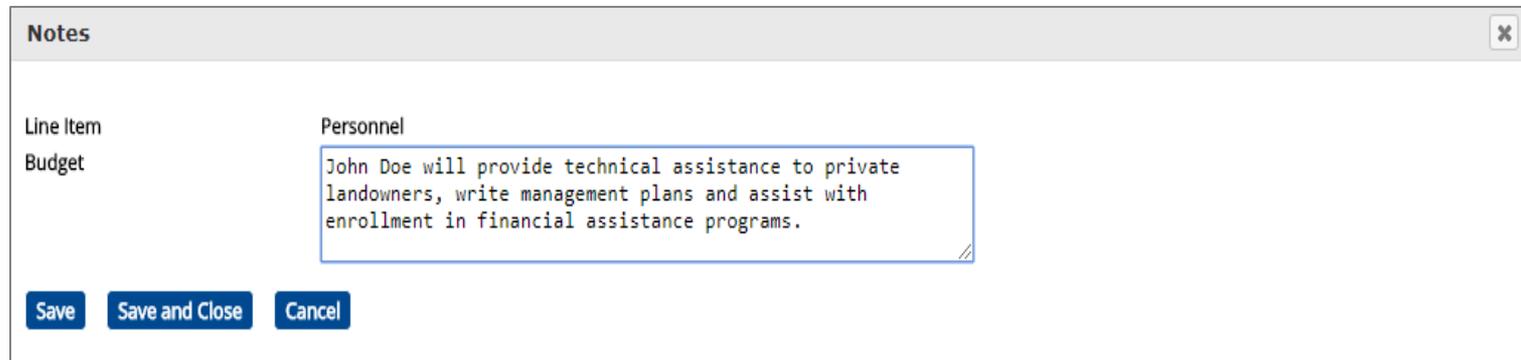


Personnel

10.00

# BUDGET

- Use the 'notes' feature  to add a narrative description for each section of the budget
- Each line item must include a corresponding narrative entry



Line Item	Personnel
Budget	John Doe will provide technical assistance to private landowners, write management plans and assist with enrollment in financial assistance programs.

Learn more: <http://www.nfwf.org/whatwedo/grants/applicants/Pages/budget-instructions.aspx>

# BUDGET

- The budget should represent only the grant amount requested from NFWF
- Must comply with OMB’s Uniform Guidance ([https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl))
- Itemize all costs in appropriate budget categories and ensure all costs relate to project activities
- The “Total Amount Requested” in the Project Information section must equal the “Budget Grand Total” in the Budget section
- **A budget narrative must accompany every line item entered in the Budget section.**

▼ <u>Materials and Supplies</u>	\$0.00
Materials and Supplies + 📄	\$0.00
▼ <u>Contractual Services</u>	\$0.00
Subcontract/Contract - Per Agreement + 📄	\$0.00
Subgrant - Per Agreement + 📄	\$0.00
▼ <u>Other Direct Costs</u>	\$0.00
Other Direct Costs + 📄	\$0.00
▼ <u>Indirect Costs</u>	\$0.00
Indirect Costs + 📄	\$0.00
<u>Total Direct Costs</u>	\$0.00
<u>Total Indirect Costs</u>	\$0.00
<u>Total Costs</u>	\$0.00



- Home
- Main
- Contact Information
- Organization Information
- Project Information
- Project Location
- Map
- Uploads
- Metrics
- Budget
- Matching Contributions
- Permits and Approvals
- Review and Submit
- FAQ

## Project Information

Due: 1/24/2019 11:59 PM ET

Easygrants ID:

## Instructions

Click the page links on the left navigation bar, or in the summary below to view the pages where you will enter the information required for this submission. You will return to edit your information as many times as needed until you submit. Once you submit, you will no longer be able to make changes. [Click here](#) for more information. Other useful links that will appear in the navigation bar at left include:

- **Home** brings you back to your Home page and out of this submission task.
- **FAQ** provides answers to common questions about the Foundation's proposal elements.
- **Help** provides guidance on both content and technical aspects related to completing many of the pages in the system.
- **Log Out** logs you out of the system.

## Validation Summary

Page Name	Status
Contact Information	✓ Complete
Organization Information	✗ Incomplete
Project Information	✗ Incomplete
Project Location	✗ Incomplete
Map	✗ Incomplete
Uploads	✗ Incomplete
Metrics	✗ Incomplete
Budget	✗ Incomplete
Matching Contributions	✓ Complete
Permits and Approvals	✓ Complete

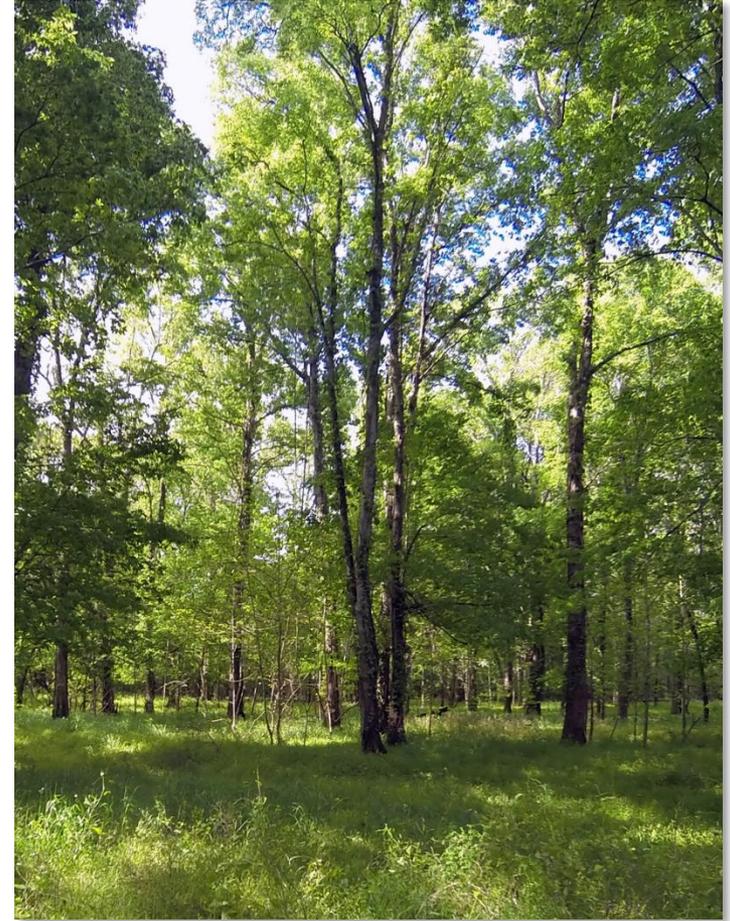
# MATCHING CONTRIBUTIONS

- Projects should have **at least 1:1** match ratio of non-federal cash or in-kind services. Larger match ratios and matching fund contributions from a diversity of partners are encouraged and will be more competitive. Projects unable to provide a 1:1 non-federal match are eligible, but applicants must contact NFWF to discuss match waiver options prior to submitting a proposal.
- Federally appropriated or managed funds are ineligible; e.g., Pittman-Robertson, Dingell-Johnson, Intermodal Surface Transportation Efficiency Act
- Raised and dedicated specifically for the project
- Spent between the project start and end dates designated in the grant application
- Voluntary in nature (mitigation, restitution, or other permit or court-ordered settlements are ineligible); and
- Applied only to the NFWF grant and not to any other federal matching programs



# MATCHING SOURCES

- ✓ Cash
- ✓ In-kind contributions of staff
- ✓ Materials and services donated
- ✓ Volunteer time
- ✓ Cost of land acquisition/easement
- ✓ Allowable indirect costs not covered by grant funding may be eligible
- ✓ Other tangible contributions to project goals



Click Add to enter the required matching contribution information below. Click Help for examples and instructions. Each source of matching contributions must be added separately, and you can edit a contribution below, you will be able to Edit or Delete it, as needed. Click Save and Continue to save your work and move to the next page.

### Matching Contribution Editor

#### Instructions

Enter the required matching contribution details below. Click Save regularly to save your work and you will lose unsaved work if you do not save at least once every hour. Click Save and Close to save and return to the Contributions list page. Fields marked with a red asterisk (\*) are required for final submission for most programs. Click Save and Continue to save your work and move to the next page.

Status \*

- <Select>
- Received
- Application Submitted
- Intend to Apply
- Pledged

Source \*

Enter the name of the person or Organization that provided the Matching Contribution

Source Type \*

- <Select>
- <Select>
- Federal
- Non-Federal

Type \*

- <Select>
- <Select>
- Cash
- In-kind

Description \*

Limit: 250 characters Remaining: 250

Amount \*

Save and Close Close





**Any  
Questions?**

# ADDITIONAL APPLICATION DETAILS

## NFWF's Indirect Policy

- Applicants with a Federally-approved negotiated indirect cost rate agreement may request their federally approved rate
- More information is available at:

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/indirect-policy.aspx>

## Proposal Tip Sheet

- ✓ Easygrants section by section
- ✓ Explanation of Uploads
- ✓ Matching Contributions guidance
- ✓ Easygrants FAQs

<https://www.nfwf.org/cumberland/Documents/2020tipsheet.pdf>



**Cumberland Plateau Stewardship Fund  
Full 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, 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 **Cumberland Plateau Stewardship Fund 2020** 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 **Cumberland Plateau Stewardship Fund 2020**. 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.

.....

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.

**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 bottom of list and fill out your organization's information.

**PROJECT INFORMATION**

Cumberland Plateau Stewardship Fund Tip Sheet

**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 **February 20, 2020 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.

1



# FUNDING SOURCE COMPLIANCE

- Projects selected may be subject to requirements under the National Environmental Policy Act, Endangered Species Act (state and federal), and National Historic Preservation Act.
- Requirements will be determined by underlying funding sources
- Requirements will be included in grant agreement



# ADDITIONAL TIPS FOR APPLICANTS

- If you've never used Easygrants before, create your login **TODAY** and familiarize yourself with the system.
- If you aren't new to Easygrants, check and make sure your login is working and that your organization's record is up to date in our system.
- Start the application *as soon as possible* to minimize last minute Easygrants trouble.
- Contact potential partners early in the process to develop project priorities, scope of work, and budget, as well as identifying sources of match.
- If you're not familiar with the Cumberland Plateau section of the Forestland Stewards Business Plan, please review:  
<https://www.nfwf.org/forestlandstewards/Documents/forestland-stewards-business-plan.pdf>
- We're here to help! Don't hesitate to contact us with questions about your proposal, Easygrants, etc.



# TIMELINE

**2020**

**February**

**Feb.-May**

**May-June**

**June**

**July**

**20th:  
Proposals  
Due**

**Review proposals  
with funding  
partners and  
external technical  
reviewers**

**Finalize funding  
recommendations**

**NFWF notifies  
Congress and NFWF  
Board of Directors of  
funding  
recommendations**

**NFWF  
notifies  
applicants  
of funding  
decisions**

# TIPS FOR APPLICANTS

- If you've never used Easygrants before, create your login **TODAY** and familiarize yourself with the system.
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- We're here to help! Don't hesitate to contact us with questions about your proposal, Easygrants, etc.



# RESOURCES

Tip Sheet

<https://www.nfwf.org/cumberland/Documents/2020tipsheet.pdf>

NRCS State Conservationist and State Forestry Agency Contacts

<https://www.nfwf.org/cumberland/Documents/NRCS%20State%20Conservationists+State%20Foresters.pdf>

Required Financial Documents

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/required-financial-docs.aspx>

Budget Instructions

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/budget-instructions.aspx>

NFWF Indirect Policy

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/indirect-policy.aspx>

Mapping Tutorial

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/mapping-tool.aspx>

Forestland Stewards Business Plan

<http://www.nfwf.org/forestlandstewards/Documents/forestland-stewards-business-plan.pdf>

Shortleaf Pine Initiative

<http://shortleafpine.net/>

Southeast Aquatics Biodiversity Strategy

<http://southeastfreshwater.org/>



# QUESTIONS or COMMENTS

***Please direct programmatic questions to:***

**Jon Scott**

**Southern Forests Program Director**

[Jonathan.Scott@nfwf.org](mailto:Jonathan.Scott@nfwf.org)

(202) 595-2609

***Please direct Easygrants questions to:***

**Jessica Perla**

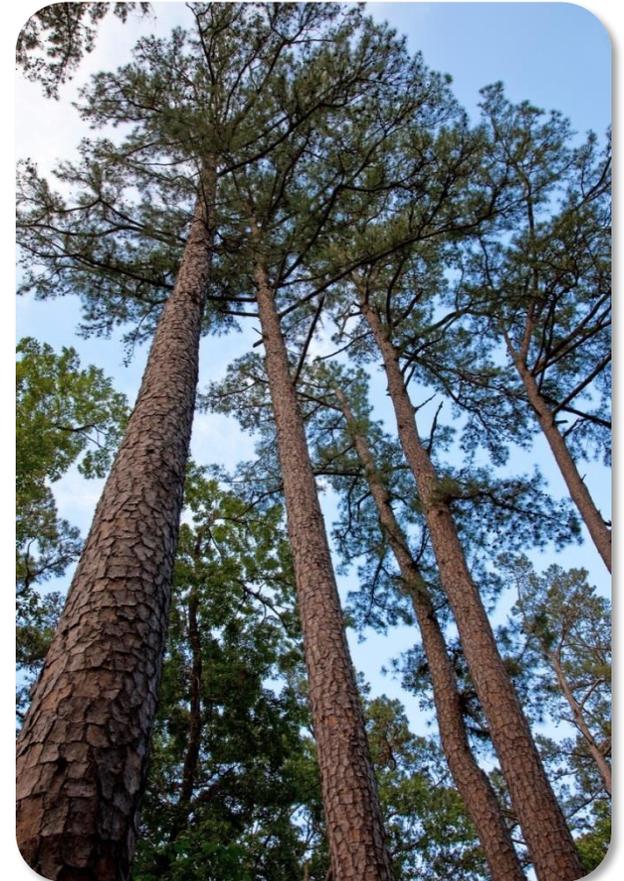
**Program Coordinator**

[Jessica.perla@nfwf.org](mailto:Jessica.perla@nfwf.org)

(202) 857-0166

***Easygrants technical support:***

Email helpdesk at [Easygrants@nfwf.org](mailto:Easygrants@nfwf.org) or  
leave a message at 202-595-2497



**NFWF**