

2017 Webinar for NFWF's Technical Capacity Grants Program



Accelerating local implementation of the most innovative, sustainable and cost-effective strategies to restore and protect water quality and vital habitats within the Chesapeake Bay watershed.



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Chesapeake Bay Stewardship Fund



Agenda

1. **Webinar Instructions**
2. **Overview of Chesapeake Bay Stewardship Fund**
3. **Review of 2017 Chesapeake Bay Technical Capacity Program - Q & A**
4. **How to Submit a Proposal Using EasyGrants**
 - **Q & A**



Jake Reilly,
Program Director



Elizabeth Nellums,
Program Manager



Alyssa Hildt,
Program Coordinator



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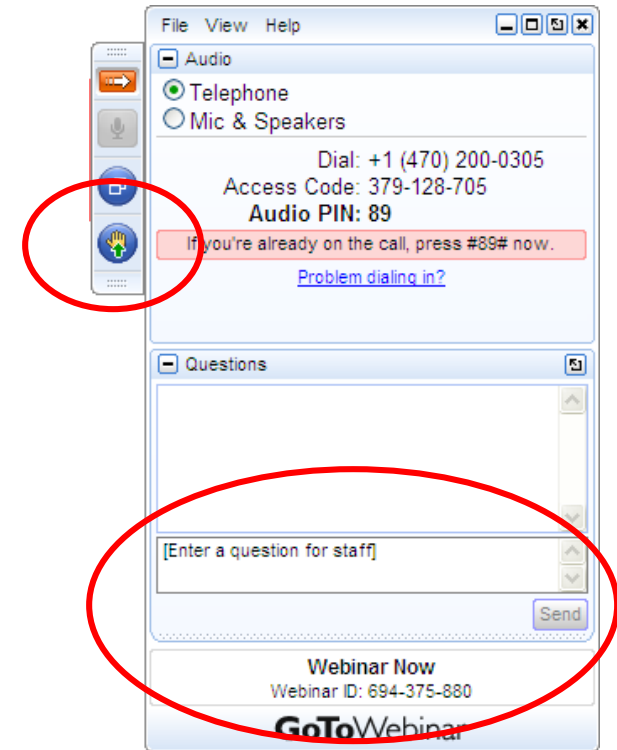


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1. Webinar Instructions

- To improve sound quality, all participants will be muted for the duration of the webinar. If you want to ask a question you have two options:
 1. Enter your query where it says “Enter a question for staff” and click send. Mark will type a response or read your question aloud when we pause for Q&A.
 2. Write it down and contact us after the webinar. We have a lot of material to cover, so you may prefer to have a more in-depth discussion later.
- We may ask you to raise your “hand” in the webinar dialogue box to confirm participants can hear us.
- If you experience a technical glitch, please type it into the question box, since we can’t hear you. (We may not know about the glitch unless you say something!)



The webinar will be available for download next week at www.nfwf.org/chesapeake

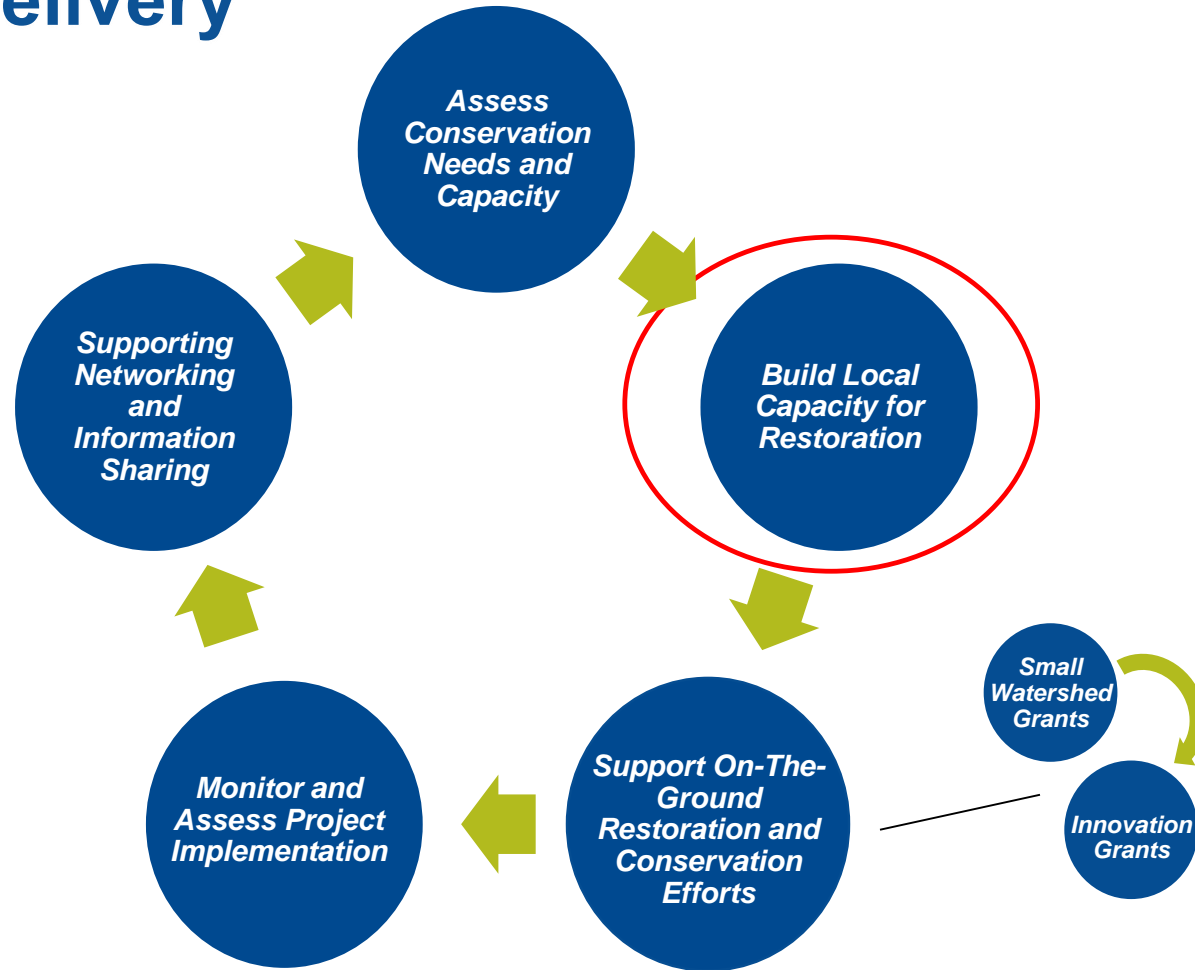


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Chesapeake Bay Stewardship Fund

Chesapeake Bay Stewardship Fund Program Delivery



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Chesapeake Bay Business Plan Strategies

1. Focus on High Priority Targeted Watersheds

Using a science-based approach, NFWF has identified 17 watersheds where investments will result in measurable increases in species populations, improvements in local stream health, and reductions in nutrient and sediment loading to Chesapeake Bay.



2. Support Innovation on Cross Cutting Issues

Invest in innovative methods and new technologies that hold the promise to drive down costs, expand the effectiveness of restoration practices and accelerate the pace of recovery.



3. Advance Local Government Green Infrastructure Solutions

Over 1800 units of local government have authority over decisions that will determine the future of the Chesapeake Bay. NFWF helps local governments restore their rivers and streams while meeting the challenges posed by Chesapeake restoration.



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Delivering Technical Capacity Programs

NFWF partners with the Chesapeake Bay Program to provide technical capacity and expertise for local governments and grantees in restoration science, engineering, finance, and organizational development

Currently delivered through a network of nearly 100 approved private and non-profit experts who provide on-going assistance and build the capacity of our grantees to enhance their work to meet specific conservation outcomes in local watersheds across the Bay region.

Examples of Prior CBSF Technical Capacity Activities

Assessment and Prioritization

- Stormwater site and watershed assessments
- Stream corridor assessments
- WIP assessments

Financing Strategies

- Stormwater financing
- Green infrastructure financing
- WIP financing

Design and Implementation

- Innovative stormwater management projects (LID)
- Stream corridor and wetland restoration projects

Program Development

- Integrating Green Infrastructure into capital improvement programs
- Illicit discharge detection and elimination (IDDE)
- Turf-to-trees and urban forestry
- Stormwater maintenance

Stormwater Outreach/Community-based Social Marketing

2017 Technical Capacity Program

- Roughly \$1,000,000 available for contract technical support
- Awards capped at \$50,000
- Continuing move towards more competitive awarding of technical capacity support
- Delivered through one solicitation and award cycle
- Targeting projects that will lead to relatively quick implementation projects



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2017 Technical Capacity Grant Program Timeline

Easygrants Open for Proposal Submission	Monday, July 31, 2017
Proposal Due Date	Tuesday, September 12, 2017
Review Period	Late September 2017
Award Announced (anticipated)	Late October 2017



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Technical Capacity Priorities

Agricultural Conservation: Projects that enhance the capacity of conservation districts, watershed organizations, and non-profit partners to more efficiently deliver agricultural conservation programs for water quality and habitat improvement.

Restoration and Community Stewardship: Projects that enhance the capacity of local governments, conservation districts, watershed organizations, and non-profit partners to efficiently deliver restoration and community stewardship efforts, including in the areas of watershed planning, habitat restoration, land conservation and land use, public access, diversity initiatives, environmental literacy.

Stormwater Management: Projects that enhance capacity of local governments and allied non-governmental partners to efficiently deliver stormwater management efforts, including design of regional stormwater servicing models, sustainable financing and management strategies, and targeting of stormwater improvements for water quality, resiliency, and community benefit.

- Build the technical capacity of local governments, conservation districts, and small watershed organizations and nonprofit partners to deliver water quality and stewardship implementation projects
- Catalyze increased and more targeted local investment of restoration and protection project funding through strategic planning, technical design, assessment, and prioritization efforts
- Support the establishment of long-term program delivery and restoration and protection implementation strategies through program design and review, financing and delivery strategies, and targeting approaches for outreach, restoration siting, etc.



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Technical Capacity Priorities

Special consideration will be provided to proposals that address one or more of the broad programmatic priorities identified above as specifically related to:

Research and development of regional institutional structures to accelerate restoration actions and enhance efficiency of restoration program delivery that engage water quality and restoration professionals, public agencies, academic institutions, nongovernmental organizations, and/or the private sector to coordinate regional delivery of on-the-ground water quality improvement and habitat restoration programs. Examples include establishment of regional government authorities for the delivery of stormwater program funding and management at a multi-municipality scale, coalitions of conservation districts and/or watershed organizations for the delivery of technical assistance and coordinated implementation for priority agricultural conservation practices at a multi-county scale, and watershed-based partnerships for stream, wetland, and floodplain restoration. Activities may include: organizational assessment and network development; development of shared staffing and equipment agreements; funding of shared planning, prioritization, and decision making efforts; and integration of programs, planning, and funding via development of organizational mergers, Memoranda of Understanding, new governance models, etc. Projects must clearly demonstrate plans for sustaining new regional coordination and program delivery mechanisms beyond the requested grant term, including clear plans for self-financing, governance, etc.



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IMPORTANT!! Technical Capacity Grants Eligibility

	Definition	Roles and Responsibilities
Applicants	Approved NFWF Technical Assistance Providers (available here)	<ul style="list-style-type: none"> • Provide project-related technical services directly to beneficiaries • Submit project applications to Easygrants on behalf of beneficiary organizations • Manage associated grant awards, including financial and programmatic reporting
Beneficiaries	Non-profit 501(c) organizations, local governments (<u>including soil and water conservation districts</u>), municipal governments, and Indian tribes	<ul style="list-style-type: none"> • Receive project-related technical services from applicants • Identify technical capacity needs consistent with RFP priorities • Consult list of Approved NFWF Technical Assistance Providers (available here) to develop project application • No application or grants management responsibilities

August 29: Provider application deadline

Email Alyssa Hildt for application materials

Alyssa.Hildt@nfwf.org



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www.nfwf.org/chesapeake



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Tips for Applicants

- ✓ If you've never used Easygrants before, create your login *TODAY* and familiarize yourself with the system.
- ✓ Turn off your pop-up blockers. If you use Internet Explorer, turn them off again and again...
- ✓ Print the “Tip Sheet” from the provider website and use it as a reference tool, field-by-field in EasyGrants.
- ✓ These are competitive grants. Your projects should have a “wow” factor.



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Chesapeake Bay Technical Capacity Grants Full Proposal Tip Sheet

STARTING AN APPLICATION

When you are ready to begin the application process, go to 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 Chesapeake Bay Technical Capacity Grants 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 Chesapeake Bay Technical Capacity Grants. 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 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

Full Proposal Tip Sheet Template 04/13/17

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 **September 12, 2017 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.

As you get ready to start your proposal, pull up the Tip Sheet from

<http://www.nfwf.org/chesapeake/Pages/tcgp2017rfp.aspx>

It helps you fill out each line of the application.

There is also a HELP window on each screen of Easygrants.

Step One: Create an Account



[Log In](#)

[Log In](#)

[FAQ](#)

Welcome to the Easygrants System.

Enter your login ID and password and click **Log In** below. If you have forgotten your password, click **Forgot your password?** below.

If you are a first time visitor to this system, click **Register here** below.

Login ID / Email

Password

☐ Remember Me?

[Forgot your password?](#)

Log In

New User? [Register here.](#)
[Frequently Asked Questions](#)

About Pop-ups

Easygrants uses pop-up windows to display some files. Please make sure that your Web browser allows pop-ups for Easygrants.

About Cookies

Easygrants uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies from this site. For more information, click [View system requirements](#).

About PDF

Easygrants uses PDFs extensively. [Download the free Adobe Reader](#)

Only Use One Tab

Easygrants is a web application and utilizes the browsers client state.

Do not have Easygrants running in separate windows or tabs of your browser.

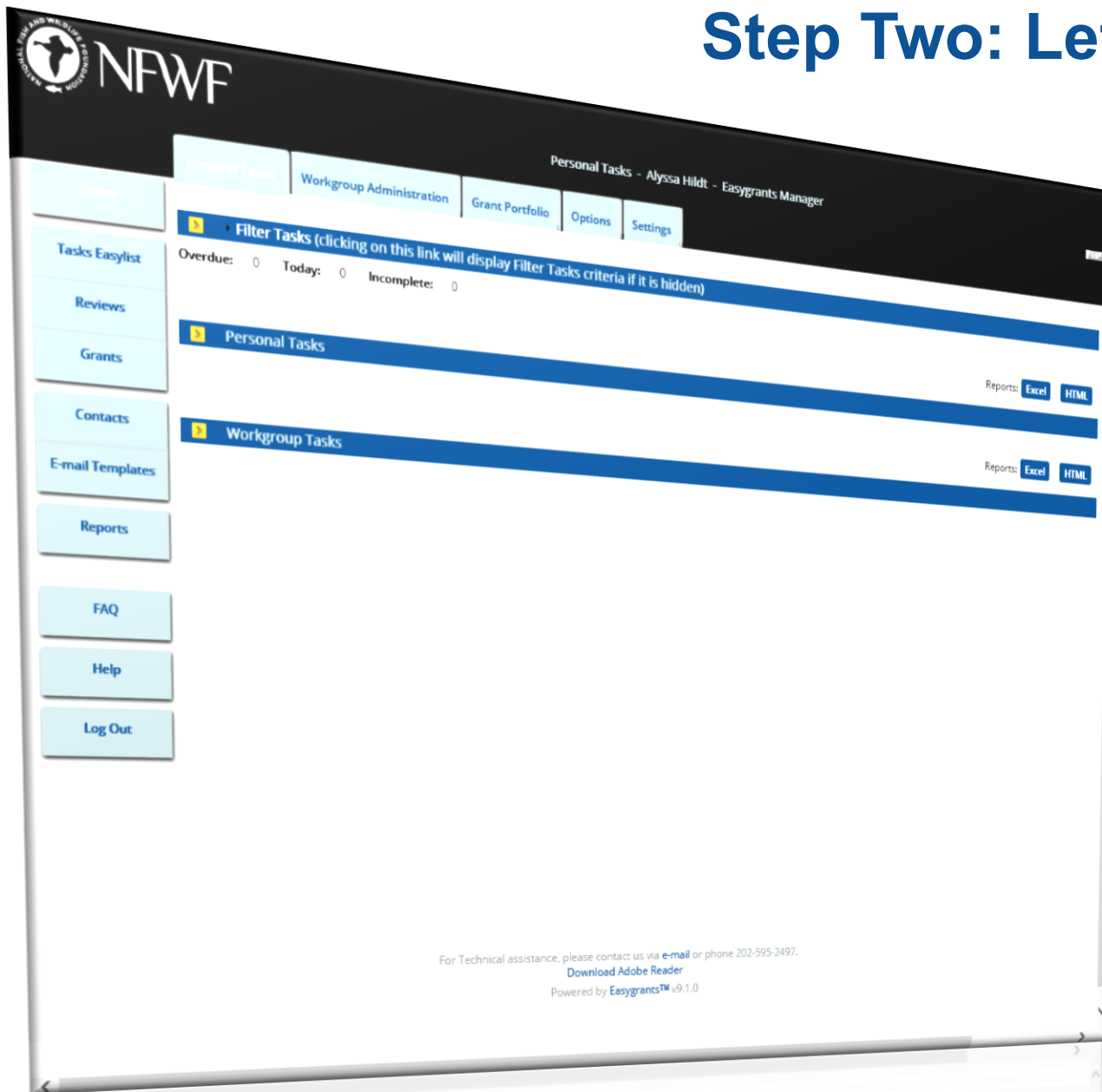
If you do use multiple tabs or windows of the same browser, you may experience unexpected results.

For Technical assistance, please contact us via [e-mail](#) or phone 202-595-2497.

[Download Adobe Reader](#)

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Step Two: Let's try it ...





My Tasks - Heather Test

- My Tasks
- My Grants
- Profile
- Apply For Funding**

Home To access a task below, click the task name link in the Task column.

- Change Password
- Apply for Funding**
- View All My Tasks**

FAQ My Tasks

- Log Out
- Return to Staff Module

Easygrants ID	Primary Contact/PI	Task	Program Name	Funding Cycle Name	Status	Outcome	Due Date	
40648	Test, Heather	Submit Final Programmatic Report	Grants	Acres for America Fall 2013	Incomplete	Not Submitted	7/19/2013	View PDF
47852	Test, Heather	Pre-proposal	Grants	Coral Reef Conservation Fund 2015	Incomplete	Not Submitted	2/3/2015	View PDF
49937	Test, Heather	Full Proposal	Grants	Greenpoint Community Environmental Fund: Large/Legacy Grants - 2015	Incomplete	Not Submitted	8/6/2015	View PDF
49947	Test, Heather	Full Proposal	Grants	Greenpoint Community Environmental Fund: Large/Legacy Grants - 2015	Incomplete	Not Submitted	8/6/2015	View PDF
49853	Test, Heather	Full Proposal	Grants	Greenpoint Community Environmental Fund: Large/Legacy Grants - 2015	Incomplete	Not Submitted	8/6/2015	View PDF
50845	Test, Heather	Full Proposal	Grants	Greenpoint Community Environmental Fund: Large/Legacy Grants - 2015	Incomplete	Not Submitted	8/6/2015	View PDF
51176	Test, Heather	Full Proposal	Grants	National Wildlife Refuge Friends Fall 2015	Incomplete	Not Submitted	12/8/2015	View PDF
51092	Test, Heather	Full Proposal	Grants	Wells Fargo Environmental Solutions for Communities 2016	Incomplete	Not Submitted	12/10/2015	View PDF
51163	Test, Heather	Full Proposal	Grants	Developing the Next Generation of Conservationists 2016	Incomplete	Not Submitted	12/15/2015	View PDF
		Full Proposal Review	Grants	Youth Test	Incomplete	Not Submitted	2/4/2016	
52168	Test, Heather	Full Proposal	Grants	Los Padres National Forest - Zaca and Piru Fires Restoration Grant Program	Incomplete	Not Submitted	2/29/2016	View PDF

Select **Chesapeake Bay Technical Capacity Grants Program – 2017** and click Continue.



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Apply For Funding - Heather Test - Home

My Tasks

My Grants

Profile

Apply For Funding

Home

Change Password

FAQ

Log Out

Return to Staff
Module

[Click here to respond to an RFP or to a solicited request](#)

Listed below are the current funding opportunities accepting applications. To view more details on the Funding Opportunity, click Guidelines next to the opportunity.

- To apply to a Funding Opportunity, select the opportunity and click Continue.
- To return to the Home page, click **Cancel**.

If you have been provided an RFP code please click the link at the top, then enter your code. Please note that the code is case sensitive.

Available Funding Opportunities

			Due Date	
Grants				
<input type="radio"/>	Central Appalachia Habitat Stewardship Program 2017	www.nfwf.org/centralapps	8/17/2017 11:59 PM ET	
<input checked="" type="radio"/>	Chesapeake Bay Technical Capacity Grants Program - 2017	www.nfwf.org/chesapeake/Pages/technical-capacity.aspx	9/12/2017 11:59 PM ET	
<input type="radio"/>	Conservation Partners Program 2017	www.nfwf.org/conservationpartners	8/17/2017 11:59 PM ET	
<input type="radio"/>	Emergency Prescott Marine Mammal Rescue Assistance 2017	www.nmfs.noaa.gov/pr/health/prescott/proposals/emergency.htm	12/31/2017 11:59 PM ET	
<input type="radio"/>	Impact Directed Environmental Accounts 2017	www.nfwf.org	9/30/2017 11:59 PM ET	
<input type="radio"/>	Southeast Aquatics Program 2017	www.nfwf.org/southeastaquatics	8/15/2017 11:59 PM ET	

Continue

Cancel

For Technical assistance, please contact us via [e-mail](#) or phone 202-595-2497.

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[Home](#)[Change Password](#)[FAQ](#)[Log Out](#)[Return to Staff
Module](#)**▶ Apply for Funding - Funding Cycle Name Information**

Selected Program Name	Grants
Selected Funding Opportunity	Chesapeake Bay Technical Capacity Grants
Selected Funding Cycle Name	Chesapeake Bay Technical Capacity Grants Program - 2017
Funding Cycle Name Close Date	9/13/2017 12:00 AM
Program Name Support E-mail Address	info@nfwf.org
Funding Cycle Name Guideline URL	www.nfwf.org/chesapeake/Pages/technical-capacity.aspx

▶ Funding Cycle Name Public Documents

There are no public documents available for this Funding Cycle Name.

▶ Confirmation[Apply](#)[Cancel](#)

Answer the three questions and click "Submit" at the bottom of the page.
[Hitting Save does not submit the task, so *a/ways* look for the submit button!]



Home

Eligibility Quiz

FAQ

Help

Log Out

Return to Staff
Module

Project Information

Due: **9/12/2017 11:59 PM ET**

Easygrants ID: 58584

Test, Heather |

Grants | Chesapeake Bay Technical Capacity Grants | Chesapeake Bay Technical Capacity Grants Program - 2017

Instructions

Answer each question below by selecting the **Yes** or **No** radio button, and click **Submit** to determine your eligibility to apply for this award. **All information is required.** If you partially complete and wish to return to complete this quiz later, be sure to save your data by clicking **Save**.

Have you read and do you understand the Program Guidelines for this Funding Opportunity, including any match requirements specific to the Funding Opportunity? ☐ No ☒ Yes

Can the reports and deliverables associated with any potential Foundation award for your project be published on the Foundation website? ☐ No ☒ Yes

Do you certify that you are authorized to submit this request for funding on behalf of your organization? ☐ No ☒ Yes

Upon submission of this page, you will see the outcome of your Eligibility Quiz. If you are eligible to apply for this award, you will have a corresponding To Do item on your **Home** page. If you do not wish to apply for this award at this time, click **Cancel**.

Important: Please proof your answers carefully. You will not be able to revise your answers after submitting.

Save

Cancel

Submit

Review your answers and click Continue.



[Home](#)

[Eligibility Quiz](#)

[FAQ](#)

[Help](#)

[Log Out](#)

[Return to Staff
Module](#)

Thank you for submitting your eligibility quiz - the answers that you provided are shown below for your convenience. You can save or print this page for your records. Your eligibility to submit a proposal to the Foundation shown below.

Eligibility Quiz Answers

You are eligible.

	Your Answers	Qualified Answers
Have you read and do you understand the Program Guidelines for this Funding Opportunity, including any match requirements specific to the Funding Opportunity?	Yes	Yes
Can the reports and deliverables associated with any potential Foundation award for your project be published on the Foundation website?	Yes	Yes
Do you certify that you are authorized to submit this request for funding on behalf of your organization?	Yes	Yes

[Continue](#)

On your home page, Select the **Full Proposal** task.



My Tasks - Heather Test - Home

My Tasks

My Grants

Profile

Apply For Funding

Home

Change Password

FAQ

Log Out

Return to Staff
Module

To access a task below, click the task name link in the **Task** column.

Peer Reviewers: To view the proposal you are reviewing please click the "Third Party Review" link. Please do not click View PDF, as it will open a copy of the review you are submitting and not the proposal.

Apply for Funding

View All My Tasks

My Tasks

Easygrants ID	Primary Contact/PI	Task	Program Name	Funding Cycle Name	Status	Outcome	Due Date	
57444	Test, Heather	Full Proposal	Grants	Bats for the Future Fund: 2017	Incomplete	Not Submitted	5/18/2017	View PDF
57754	Test, Heather	Full Proposal	Grants	Long Island Sound Futures Fund 2017	Incomplete	Not Submitted	6/22/2017	View PDF
57808	Test, Heather	Full Proposal	Grants	Chi-Cal Rivers Fund 2017	Incomplete	Not Submitted	7/10/2017	View PDF
57454	Test, Heather	Full Proposal	Grants	National Wildlife Refuge Friends Grant Program 2017	Incomplete	Not Submitted	7/11/2017	View PDF
58237	Test, Heather	Full Proposal	Grants	Central Appalachia Habitat Stewardship Program 2017	Incomplete	Not Submitted	8/17/2017	View PDF
57929	Test, Heather	Full Proposal	Grants	Central Appalachia Habitat Stewardship Program 2017	Incomplete	Not Submitted	8/17/2017	View PDF
58584	Test, Heather	Full Proposal	Grants	Chesapeake Bay Technical Capacity Grants Program - 2017	Incomplete	Not Submitted	9/12/2017	View PDF
53362	Test, Heather	Amendment Request - Increase	Grants	New England Forests and Rivers Fund 2016	Incomplete	Amend. Req.- I - Not Submitted	12/31/2050	View PDF

Viewing Records 16 - 23 of 23


[< Previous 15](#) | [Show All](#)

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Main page: Shows a checklist for submission. As you finish each section, the red **x**'s turn to green check marks **✓**.



MAIN - HEATHER TEST - FULL PROPOSAL

Home

Main

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

Project Information

Due: 9/12/2017

Test, Heather |

Grants | Chesapeake Bay Technical Capacity Grants | Chesapeake Bay Technical Capacity Grants Program - 2017

Easygrants ID: 58584

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.** Click **Home** to return to your Home page. You may save and 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 Funding Opportunity.](#)

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

Uploads page: Several upload types are required. Select the Upload Type, then click Add files to navigate to them on your desktop. When you have selected all files, click Start Upload.

You are required to submit a letter of support that references the specific scope of the project.

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

Return to Staff Module

3. In the Uploads section below, select the appropriate upload type from the Choose Upload Type drop-down list and click **Add Files**.

4. Select the file or files to upload from your computer and return to this page.

5. Click **Start** to the right of the file that you want to upload. The system will upload the document and display it in the Uploads list. If the Status does not display, wait 10 seconds and refresh the page. When complete, the Status will read "Successfully validated and converted file." **Note that the following Upload Types are not included in the Full Proposal Summary PDF and therefore are not converted: IRS Form 990, GAAP Audited Financial Statements, A-133 Audit, Indirect Rate Agreement.**

6. Once your document is uploaded, you may view it by clicking the file name or the name of the converted PDF (if applicable). To re-upload a document, click **Delete** to the right of the document and start with *Step 3* above. When you are finished, click **Continue** to move to the next page in this submission.

Click Help for examples and instructions specific to this Uploads section.

NOTE: You must enable pop-ups to use this system. If a link does not open please try holding the Shift or Control (CTRL) key on your keyboard while clicking on the link, which may tell a pop-up blocker to allow the link to open. Click [here](#) for more information.

Upload Checklist

Upload Type	Required	Template	File Types Allowed	Max Uploads	Max File Size	Max Pages	Max Words	Max Characters
CBTCG - Proposal Narrative	Yes	CBTCG - Proposal Narrative Template	.doc, .docx, .pdf, .rtf	No Limit	15 MB	3	No Limit	No Limit
Project Map	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx	No Limit	16 MB	No Limit	No Limit	No Limit
Letters of Support	Yes		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx	No Limit	16 MB	No Limit	No Limit	No Limit
Conceptual Plans	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx	No Limit	16 MB	No Limit	No Limit	No Limit
Engineered Plans	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx	No Limit	16 MB	No Limit	No Limit	No Limit
Photos - Jpeg	No		.jpeg, .jpg	No Limit	16 MB	No Limit	No Limit	No Limit
Statement of Litigation	Yes	Statement of Litigation	.doc, .docx, .pdf, .rtf	No Limit	16 MB	6	No Limit	No Limit
Board of Trustees, Directors, or equivalent	Yes		.doc, .docx, .pdf, .rtf	No Limit	16 MB	No Limit	No Limit	No Limit
GAAP audited financial statements	Yes		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx, .xlsx	No Limit	16 MB	No Limit	No Limit	No Limit
IRS Form 990	Yes		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx	No Limit	16 MB	No Limit	No Limit	No Limit
A-133 Audit	Yes		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx	No Limit	16 MB	No Limit	No Limit	No Limit
Indirect Rate Agreement	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx	No Limit	16 MB	No Limit	No Limit	No Limit
Other Documents	No		.doc, .docx, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .rtf, .xls, .xlsx	No Limit	16 MB	No Limit	No Limit	No Limit

Uploads

Choose Upload Type

CBTCG - Proposal Narrative

Project Map

Letters of Support

Conceptual Plans

Engineered Plans

Photos - Jpeg

Statement of Litigation

Board of Trustees, Directors, or equivalent

GAAP audited financial statements

IRS Form 990

A-133 Audit

Indirect Rate Agreement

Other Documents

+ Add files...

Start upload


Cancel upload

For Technical assistance, please contact us via [e-mail](#) or phone 202-595-2497.

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Metrics page: Filter by CBSFTA Metrics, select Show All Strategies, then click Select Metric to see all available metrics.



Metrics - Heather Test - Full Proposal

Home

Main

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

Return to Staff Metrics

Project Information

Due: 9/12/2017

Easygrants ID: 58584

Test, Heather | Grants | Chesapeake Bay Technical Capacity Grants | Chesapeake Bay Technical Capacity Grants Program - 2017

Instructions

Follow the steps below to provide NFWF with metrics for showing progress on your project's primary activities and outcomes. More detailed instructions, screenshots, and examples are provided in the Metrics Help page displayed when you click **Help**. You may save and return to this page as often as needed to complete your metrics.

1. To view and select the available metrics, click **Select Metric**. A page will display all of the available metrics. If the list of available metrics is long, you can filter the list by clicking on the *Show* options - **Templates** and/or **Strategies**: Templates allows you to filter on metric templates, if there is more than one; Strategies allows you to filter on a single Strategy, e.g., Habitat Management - *Show All* is the default for both. For more details on each metric, "mouse-over" the question mark icon.

2. To select your metrics, check the box in the *Add* column for the metrics on which you will report, and click **Add Selected**. The table below will refresh and display the metrics. You must select and report on at least one metric on this page, and the Foundation's strong preference is for projects to contain a limited number of metrics for showing progress.

3. For each of your selected metrics, enter both *Starting Value* (i.e., the actual number at the start of your project), and a *Target Value* (i.e., the projected number at the completion of your project) amounts. Notes may be added to a metric by clicking the sheet icon to the right of the Completion number.

4. Click **Save** intermittently to save your data. The system will timeout after 60 minutes of non-use, and any unsaved data will be lost.

5. To remove a metric after you've selected it, click the **red X** to the right of the line item. To delete several metrics at once, click the checkbox to the left of each metric name and click **Delete Selected** at the bottom of the page. The system will request confirmation before deleting Metrics, and the page will refresh with the remaining metrics. All metrics remaining on the page must contain values before final submission.

6. When you are finished providing values, click **Save and Continue** to save your metrics and move to the next page.

Note: The metrics provided here are those selected by the Foundation. If you would like to report on additional metrics, please include these in your project narrative.

Applicant Submission Version

Filter By: CBSFTA Metrics

Show All Strategies

Habitat Management

Capacity, Outreach, Incentives

Habitat Conservation

Planning, Research, Monitoring

No results to display

☐ Select All **Delete Selected**

Save **Save and Continue**

Select Metric

Select the metrics that apply to your project.

Select Metric ✕

Show: Show All Templates ▾ Show All Strategies ▾ Search:

Add	Metric		Strategies	Required
<input type="checkbox"/>	CBSF - BMP implementation for nutrient or sediment reduction - Acres with BMPs	?	Habitat Management	Optional
<input checked="" type="checkbox"/>	CBSF - BMP development - # mgmt plans with BMPs	?	Planning, Research, Monitoring	Recommended
<input type="checkbox"/>	CBSF - Building institutional capacity - # FTE with sufficient training	?	Capacity, Outreach, Incentives	Optional
<input checked="" type="checkbox"/>	CBSF - Outreach/ Education/ Technical Assistance - # people reached	?	Capacity, Outreach, Incentives	Optional
<input type="checkbox"/>	CBSF - Improved management practices - Acres under improved management	?	Habitat Management	Recommended
<input checked="" type="checkbox"/>	CBSF - Outreach/ Education/ Technical Assistance - # people targeted	?	Capacity, Outreach, Incentives	Recommended
<input type="checkbox"/>	CBSF - BMP implementation for stormwater runoff - Volume stormwater prevented	?	Habitat Conservation	Optional
<input type="checkbox"/>	CBSF - Research - # research studies completed	?	Planning, Research, Monitoring	Optional
<input type="checkbox"/>	CBSF - Outreach/ Education/ Technical Assistance - # people with changed behavior	?	Capacity, Outreach, Incentives	Optional
<input type="checkbox"/>	CBSF - Outreach/ Education/ Technical Assistance - # workshops, webinars, meetings	?	Capacity, Outreach, Incentives	Recommended

☐ Select All

Add Selected Close

Your selected metrics will populate. Unless you have a previous study to refer to, you usually enter 0 for Starting Value. Complete the Target Value with the goals for your project. You may be asked to enter additional information in the notes sections, so read instructions for each metric carefully.

Home

Main

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

Return to Staff Module

Project Information

Due: 9/12/2017

Easygrants ID: 58584

Test, Heather | Grants | Chesapeake Bay Technical Capacity Grants | Chesapeake Bay Technical Capacity Grants Program - 2017

Instructions

Follow the steps below to provide NFWF with metrics for showing progress on your project's primary activities and outcomes. More detailed instructions, screenshots, and examples are provided in the Metrics Help page displayed when you click **Help**. You may save and return to this page as often as needed to complete your metrics.

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Note: The metrics provided here are those selected by the Foundation. If you would like to report on additional metrics, please include these in your project narrative.

Applicant Submission Version

Filter By: CBSFTA Metrics Show All Strategies

Select Metric

Metric	Strategies	Required	Starting Value	Target value	
<input type="checkbox"/> CBSF - Outreach/ Education/ Technical Assistance - # people reached	Capacity, Outreach, Incentives	Optional	0.00 # people reached	40.00 # people reached	
<input type="checkbox"/> CBSF - Outreach/ Education/ Technical Assistance - # people targeted	Capacity, Outreach, Incentives	Recommended	0.00 # people targeted	50.00 # people targeted	
<input type="checkbox"/> CBSF - BMP development - # mgmt plans with BMPs	Planning, Research, Monitoring	Recommended	0.00 # mgmt plans with BMPs	2 # mgmt plans with BMPs	

Viewing Records 1 - 3 of 3

Page size 25 First | Previous | Next | Last | Show All





☐ Select All **Delete Selected**

Save **Save and Continue**

For Technical assistance, please contact us via [e-mail](#) or phone 202-595-2497.
[Download Adobe Reader](#)
Powered by [Easygrants™](#) v9.1.0

Budget page: Total budget here must match the award total on the “Project Information” page

Review and Submit	
FAQ	
Help	
Log Out	
Return to Staff Module	

	Budget 
▼ <u>Personnel</u>	\$0.00
Personnel  	\$0.00
▼ <u>Travel</u>	\$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
▼ <u>Equipment</u>	\$0.00
Equipment  	\$0.00
▼ <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

Budget page: Do not zero fill the budget page. There are detailed instructions in Easygrants to help you submit your budget.

The screenshot displays the Budgeting System interface. On the left, a sidebar contains navigation buttons: 'Review and Submit', 'FAQ', 'Help', 'Log Out', and 'Return to Staff Module'. The main area shows a budget tree with categories like Personnel, Travel, Equipment, Materials and Supplies, Contractual Services, Other Direct Costs, and Indirect Costs. A red circle highlights the '+' icon next to 'Personnel', with an arrow pointing to the 'Personnel' form window. The form includes fields for 'Staff Name' and 'Position', and a table for budget details.


Apply to Year(s)								
	Annual Salary	Project Hours	Hourly Rate	LOE (%)	Project Salary	Fringe (%)	Fringe Amount	Total Personnel
Budget	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00

Buttons at the bottom of the form: Save, Save and Close, Cancel.

Matching Contributions page: Totals must match the totals entered in the “Project Information” page. (Match is not required for TA)

The screenshot displays the NFWF (National Fish and Wildlife Foundation) Matching Contributions page. On the left is a vertical navigation menu with the following items: Home, Main, Contact Information, Organization Information, Project Information, Project Location, Map, Uploads, Metrics, Budget, Matching Contributions, Permits and Approvals, Review and Submit, FAQ, Help, Log Out, and Return to Staff Module. The 'Project Information' section is active, showing a 'Due: 9/12/2017' date and a list of grants including 'Test, Heather | Grants | Chesapeake Bay Technical Capacity C'. The 'Matching Contribution' section shows 'No results to display' and an 'Add New' button, which is circled in red. A red arrow points from the 'Add New' button to the 'Matching Contribution Editor' modal window. The modal window has a title bar 'Matching Contribution Editor' and an 'Instructions' tab. The instructions text reads: 'Enter the required matching contribution details below. Click **Save** regularly to save your work. **The system will timeout 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 Matching Contributions list page. Fields marked with a red asterisk (*) are required for final submission for most programs. Click **Help** for examples and instructions.' The form fields are: Status * (dropdown menu), Source * (text input), Source Type * (dropdown menu), Type * (dropdown menu), Description * (text area with a character limit of 250 and a 'Remaining: 250' indicator), and Amount * (text input). At the bottom of the modal are 'Save and Close' and 'Close' buttons.

Permits and Approvals page: Add Permits applied for or likely to be required.

**NFWF**

Permits and Approvals - Heather Test - Full Proposal

Home

Main

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

Project Information

Due: **9/12/2017** Easygrants ID: 58584

Test, Heather | Grants | Chesapeake Bay Technical Capacity Grants | Chesapeake Bay Technical Capacity Grants Program - 2017

Instructions

If Permits and/or Approvals are required for this project, click **Add** to enter permit/approval information. Click **Help for examples and instructions**. After you add a permit/approval 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.

Permits and Approvals Click Help for Examples and Instructions

No results to display **Add New**

Continue

Home

Main

Contact Information

Organization
Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching
Contributions

Permits and
Approvals

Review and Submit

FAQ

Help

Log Out

Project Information

Due: 9/12/2017

Example Project

Easygrants ID: 58584

Test, Heather | (Yale University)

Grants | Chesapeake Bay Technical Capacity Grants | Chesapeake Bay Technical Capacity Grants Program - 2017

Instructions

All requirements are complete and ready for submission. **Your proposal will not be submitted until you click the Submit button.**

Click the **View PDF** button below to view, print, and/or save your final PDF. This PDF will contain all of the information that you have submitted. The PDF will not contain financial documents that may have been uploaded. After submission, you will be able to view your PDF from your Home page by clicking the View All Tasks button, finding your proposal, and clicking the View PDF button. The PDF copy will be available for a limited time and should be saved.

NOTE: You must enable pop-ups to use this system. If a link does not open please try holding the Shift or Control (CTRL) key on your keyboard while clicking on the link, which may tell a pop-up blocker to allow the link to open. Click [here](#) for more information.

Click **Submit** (below) to submit your information to the Foundation. Once you submit, you will receive an e-mail confirmation, and **you will no longer be able to modify information on any of the pages.**

View Full Submission

View PDF

Submission

Submit

Validation Status

Page Name

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Status

✓ Complete

✓ Complete

✓ Complete

✓ Complete

✓ Complete

✓ Complete


✓ Complete

✓ Complete

✓ Complete

✓ Complete

Review the PDF before you Submit.

**NFWF**
NATURAL FISH AND WILDLIFE FOUNDATION

Review and Submit - Heather Test - Full Proposal

Home

Main

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

Project Information

Due: **9/12/2017**Example ProjectEasygrants ID: 58584

Test, Heather | (Yale University)
Grants | Chesapeake Bay Technical Capacity Grants | Chesapeake Bay Technical Capacity Grants Program - 2017

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View Full Submission

View PDF

Submission

Submit

Validation Status

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

Questions?



Alyssa Hildt

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EZG Technical Support:

Easygrants@nfwf.org



NFWF



Chesapeake Bay Stewardship Fund

Chesapeake Bay Program
Science. Restoration. Partnership.