

## INNOVATIVE NUTRIENT AND SEDIMENT REDUCTION GRANTS Regional-Scale Implementation

### 2018 REQUEST FOR PROPOSALS

Pre-Proposal Due Date: **Tuesday, September 4<sup>th</sup> 2018 by 11:59 PM EDT**

Full Proposal Due Date: **Tuesday, November 13<sup>th</sup> 2018 by 11:59 PM EDT**

### OVERVIEW

The National Fish and Wildlife Foundation (NFWF), in partnership with the U.S. Environmental Protection Agency (EPA) and the federal-state Chesapeake Bay Program partnership, is soliciting proposals to restore water quality and habitats of the Chesapeake Bay and its tributary rivers and streams.

NFWF is soliciting proposals under the new **Innovative Nutrient and Sediment Reduction Grants – Regional-Scale Implementation (INSR-RSI)** program in order to accelerate the implementation of water quality improvements specifically through the collaborative and coordinated efforts of sustainable, regional-scale<sup>1</sup> partnerships and networks of practitioners with a shared focus on water quality restoration and protection. Projects proposing to implement water quality improvements at the pilot or demonstration scale, through ad-hoc project-scale partnerships, or via small-scale applications of new or innovative technologies are encouraged to apply for funding through the separate Small Watershed Grants program Request for Proposals.

NFWF estimates awarding \$5-7 million in grants through the INSR-RSI program in 2018 through a new two-stage application process, contingent on the availability of funding. Major funding comes from the EPA Chesapeake Bay Program Office, with other important contributions by the U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS) and U.S. Forest Service, the U.S. Fish and Wildlife Service, and Altria Group.

### GEOGRAPHIC FOCUS

All projects must occur wholly within the Chesapeake Bay watershed and include implementation of water quality improvements at multiple sites within a defined regional project focus area, to be specified by program applicants. Priority consideration will be provided to projects located within priority subwatersheds where NFWF has identified significant needs for additional nutrient and sediment pollution reduction; applicants should consult



<sup>1</sup> For the purposes of this RFP, NFWF is exercising a flexible definition of “regional scale” based on the unique aspects of relevant nutrient and sediment pollution source sectors, priority best management practices, and existing individual and collaborative organizational structures and service areas, among other considerations. In general, NFWF expects applicants to demonstrate how project partnerships and networks will achieve a measurable increase in the geographic scale or rate of water quality improvement not otherwise possible without enhanced collaboration, coordination, and integration between organizational resources, capacities, and programs.

links in this Request for Proposals and NFWF's online Chesapeake Bay Business Plan mapping portal for more information.

## PROGRAM PRIORITIES

As the Chesapeake Bay Program (CBP) partnership works to complete a Midpoint Assessment of collective progress under the Chesapeake Bay Total Maximum Daily Load (TMDL), NFWF, EPA, and CBP partners are intentionally refocusing financial and technical assistance efforts, including grant funding, towards more focused investment in the adaptive management and replication of proven practices and approaches capable of accelerating implementation of water quality improvements at scales necessary to achieve remaining pollution reductions by 2025. The desired result is enhanced and expanded implementation of these proven practices and approaches and more efficient and effective financing and implementation systems that, collectively, measurably accelerate the geographic scale and/or rate of implementation for priority water quality improvement practices identified through the Chesapeake Bay TMDL and associated [Watershed Implementation Plans \(WIPs\)](#).

NFWF's nearly 20 years of investing in Bay restoration efforts, supplemented by additional partner insights and investigations, have demonstrated that an especially effective means of scale up is through the collaborative and coordinated efforts of partnerships and networks of practitioners ("partnerships"), that may include nonprofit organizations, agencies, institutions, and/or businesses, with a shared focus on water quality restoration and protection. For example:

- In initial collaborative watershed assessment and planning efforts, such partnerships help to ensure that watershed restoration, implementation, and financing plans are developed with broad-based stakeholder engagement and support, optimally leverage existing partner capacities and resources, and reflect individual and collective visions for organizational growth and watershed restoration towards in support of shared water quality improvement goals.
- As regions proceed with implementing water quality improvement practices, partnerships help maximize cost-effective implementation efforts by allowing for pooling and sharing of technical, financial and operational resources across organizations, efficient allocation of unique organizational capacities in support of collaborative watershed-scale restoration strategies, and engagement of stakeholders and audiences beyond a single organization's membership or constituent network.
- Partnerships promote sustainability and durability in maintaining long-term implementation efforts and protecting achievements in water quality improvements through establishment and/or enhancement of formal structures for ongoing collaboration, coordination, and integration and the development and/or management of financing strategies that allow regional efforts to reduce their reliance on annual grant funding to sustain implementation progress and identify more sustainable models for long-term funding.

Partnerships can take many forms. A brief summary of selected examples includes regional authorities for the delivery of stormwater program funding and management at a multi-municipality scale, coalitions of conservation districts working for the delivery of technical assistance and coordinated implementation for priority agricultural conservation practices at multi-county scales,

multi-sector partnerships working to address a variety of pollution sources at the small watershed scale, and watershed-based partnerships for stream, wetland, and floodplain restoration.

NFWF will competitively award funding under the INSR-RSI program to partnership projects that simultaneously (1) cultivate the growth and maturation of existing regional-scale partnerships with a shared focus on water quality restoration and protection, and (2) measurably accelerate the geographic scale and/or rate of implementation for priority water quality improvement practices identified through the Chesapeake Bay TMDL and associated WIPs through enhanced collaboration, coordination, and integration of these partnerships.

**Cultivating Partnership and Network Growth and Maturation:** Consistent with program goals for immediate scale-up of water quality improvements, the INSR-RSI program will focus primarily on efforts to enhance and expand the capacity and impact of *existing* partnerships for water quality restoration and protection. Projects seeking instead to establish new partnerships or networks are encouraged to apply for funding through the separate Small Watershed Grants program Request for Proposals. Potential applicants are encouraged to consult with NFWF to determine appropriateness of their existing partnership for the INSR-RSI.

Pre-proposals must summarize both the current composition, structure, and function of existing partnerships, citing formal and informal mechanisms for collaboration and coordination, as well as proposed changes in these partnerships that will be achieved through the proposed project. Pre-proposals must also establish a clear connection as to how proposed changes in collaborative or coordinated structures and/or functions will help to accelerate water quality improvements and improve long-term sustainability and durability of associated partnerships. Invited full proposals will be expected to expand on these details by providing a specific work plan for growth and maturation complete with timelines for major milestones and interim indicators of partnership growth and maturation.

Specific activities necessary to increase water quality improvement will vary considerably by partnership profile, the partnership's maturity and membership composition, and associated geographic region and relevant source sectors. Example activities supported through INSR-RSI funding might include:

- Inventorying the technical, financial, and operational resources of participating partners, especially in reference to regional water quality improvement goals (e.g. as determined by state and local WIPs);
- Assessing the technical and operational capacities and competencies of collaborating partners and the effectiveness of existing programs, services, and coordination efforts in order to identify opportunities for more strategic deployment of existing capacities and resources towards achieving regional water quality improvement goals;
- Assessing alternative or adaptive collaborative relationships or structures capable of improving coordination and collaboration on water quality improvement efforts;
- Assessing, developing, and executing more formal mechanisms for improved collaboration, coordination, and integration including Memoranda of Understanding, shared staffing or resource agreements, establishment of new regional authorities or coalitions, organizational mergers, etc.;



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- Developing, refining, or adaptively managing collaborative strategic plans driving water quality improvement efforts, including WIPs, financing plans, outreach and stakeholder engagement plans, prioritizations of restoration opportunities, etc.;
- Improving processes for internal communications, operations, and management in support of water quality improvement efforts;
- Developing or enhancing cooperative programming for funding, technical support, project identification and prioritization, planning, procurement and purchasing, project management, and other functions in support of regional water quality improvement efforts; and/or
- Developing venues for collaborating practitioners to share case studies, lessons learned, guidance, and other resources designed to accelerate regional water quality improvement efforts.

**Accelerating the Scale and/or Rate of Water Quality Improvements:** The ultimate goal of the INSR-RSI program is to measurably increase the geographic scale and/or rate of implementation for priority water quality improvement practices identified through the Chesapeake Bay TMDL and associated WIPs.

Proposed improvements to existing partnerships and networks must reasonably and demonstrably support accelerated water quality improvement efforts. NFWF also acknowledges that additional grant investments beyond these direct improvements to collaborative structures and functions are likely necessary to further accelerate on-the-ground implementation efforts, for example by directly funding new regional-scale outreach and implementation programs, piloting or adapting regional-scale incentive programs, and demonstrating joint restoration project financing and implementation approaches. INSR-RSI funding may be used to support these efforts; however, consistent with the program's goals to establish more sustainable mechanisms for future efforts, NFWF expects proposals to clearly demonstrate how partners will pivot towards more sustainable, non-grant funding sources to finance ongoing implementation in the future.

Specific emphasis will be placed on efforts to accelerate water quality improvements associated with nonpoint agricultural pollution, small and medium regulated agricultural operations, and stormwater runoff from small and/or unregulated communities. All proposals must document how their proposal aligns with relevant state and local WIPs and those proposals that measurably increase implementation associated priority practices and/or practices with demonstrated needs for accelerated implementation will be prioritized.

Special consideration may also be afforded to proposed partnerships or networks that address one or more of the following specific strategies with the potential to advance transformational water quality improvement approaches:

**Managing Upland Agricultural Runoff through Farm-Scale Conservation Systems and Solutions:** Includes efforts to reduce water quality impacts while simultaneously maintaining or increasing profits, reducing costs, and enhancing financial performance of the region's farms through the implementation of suites of best management practices that reduce pollution at the farm scale, increase cost-efficiency, and increase performance. Selected examples include:



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- Soil health management systems that combine improved tillage and/or pasture management, cover crops, crop and livestock rotations, and other practices to increase soil fertility while improving the capacity of crops and soils to reduce runoff and increase nutrient uptake.
- Precision nutrient management systems that fine-tune the rate, source, method, and timing of nutrient applications to maintain or increase crop yields while minimizing nutrient input costs and associated losses to surface and groundwater.
- Certification, labeling, and other sustainable sourcing initiatives that provide price premiums and/or new markets for agricultural products produced in a manner that improves and protects water quality and/or habitats.
- “Whole-farm” conservation systems that package a variety of public and private financial assistance programs to reduce pollution from crop and pasture lands, animal production areas, and high-value natural resource areas like wetlands and riparian areas and significantly improve the environmental performance of the farm.

### **Managing Upland Urban Runoff through Green Stormwater Infrastructure**

**Improvements (GSI):** Includes efforts to assist local governments, nonprofit organizations, and community associations to improve urban and suburban stormwater management by implementing green stormwater infrastructure practices that capture, store, filter, and treat stormwater runoff closer to its sources. Example practices include rain gardens, bioswales and other bioretention approaches, conservation landscaping, and urban tree canopy. In limited cases, NFWF may also support urban floodplain and stream restoration for water quality improvement where existing or planned green stormwater infrastructure initiatives effectively control stormwater runoff from upland sources. Selected examples include:

- Integrating GSI approaches into capital improvement and maintenance programs for public works, parks and recreation, emergency management, education, transportation, community redevelopment, etc.
- Assisting multiple local governments at the regional or subwatershed scale in the demonstration and development of projects and programs that mitigate stormwater impacts in communities experiencing rapid growth, especially those currently unregulated for stormwater management.
- Increasing adoption of GI practices on residential, commercial, and institutional properties through community-based social marketing (CBSM) strategies.

### **Restoring Riparian and Freshwater Habitats through Forested Buffers, Floodplain and Wetland Reconnection, and Stream Restoration and Habitat Improvements:**

Includes efforts to restore degraded riparian habitats to improve water quality, enhance aquatic habitat, and increase fish populations across the Chesapeake Bay region through a variety of actions including but not limited to: implementation of riparian forested buffers, livestock exclusion fencing, and associated practices like stream crossing and off-stream watering; reconnection of stream channels with historic floodplains and adjacent wetlands to further promote nutrient removal and attenuation of erosive stormflows and build more resilient riparian systems, and; stream restoration in both urban and rural landscapes to





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control streambank erosion, increase in-stream nutrient processing, and provide food, cover, and habitat for priority species.

## PROJECT METRICS

To better gauge progress on individual grants and to ensure greater consistency of project data provided by multiple grants, NFWF has provided a list of metrics in *Easygrants* for grantees to choose from for reporting. For the INSR-RSI program, awardees will be required to report both project-level metrics via *Easygrants* and more detailed site and practice-level data via FieldDoc.org (see below for additional entails), as applicable. While the table below includes all possible program metrics we ask that applicants select only the most relevant metrics from this list for their project. If you do not believe an applicable metric has been provided, please contact Claire Flynn at [claire.flynn@nfwf.org](mailto:claire.flynn@nfwf.org) or (202) 857-0166, to discuss acceptable alternatives.

Strategy	Recommended Metric
<b>Managing Agricultural and Urban Runoff</b> (all applicable projects)	<ul style="list-style-type: none"> <li>• CBSF - BMP implementation for nutrient or sediment reduction - Lbs N avoided (annually)*</li> <li>• CBSF - BMP implementation for nutrient or sediment reduction - Lbs P avoided (annually)*</li> <li>• CBSF - BMP implementation for nutrient or sediment reduction - Lbs sediment avoided (annually)*</li> </ul>
<b>Managing Agricultural and Urban Runoff</b> (select all that apply)	<ul style="list-style-type: none"> <li>• CBSF - BMP implementation for nutrient or sediment reduction - Acres with BMPs*</li> <li>• CBSF - BMP implementation for stormwater runoff - Acres with BMPs*</li> <li>• CBSF - BMP implementation for stormwater runoff - Volume stormwater prevented</li> </ul>
<b>Riparian and Freshwater Habitat Restoration, Conservation, and Management</b> (select all that apply)	<ul style="list-style-type: none"> <li>• CBSF - Riparian restoration - Miles restored*</li> <li>• CBSF - Instream restoration - Miles restored*</li> <li>• CBSF - Erosion control - Miles restored*</li> <li>• CBSF - BMP implementation for livestock fencing - Miles of fencing installed*</li> <li>• CBSF - Stream restoration - Miles restored*</li> <li>• CBSF - Floodplain restoration - Acres restored</li> <li>• CBSF - Wetland restoration - Acres restored*</li> </ul>
<b>Estuarine and Tidal Habitat Restoration, Conservation, and Management</b> (select all that apply)	<ul style="list-style-type: none"> <li>• CBSF - American oyster - Marine habitat restoration - Acres restored</li> <li>• CBSF - Fish passage improvements - Miles of stream opened</li> <li>• CBSF - Wetland restoration - Acres restored*</li> <li>• CBSF - Erosion control - Miles restored*</li> </ul>
<b>Building Capacity for Landscape-Scale Watershed and Habitat Outcomes</b> (select all that apply)	<ul style="list-style-type: none"> <li>• CBSF - Outreach/ Education/ Technical Assistance - # people reached</li> <li>• CBSF - Outreach/ Education/ Technical Assistance - # people with changed behavior</li> <li>• CBSF - Volunteer participation - # volunteers participating</li> </ul>
<b>Watershed and Habitat Planning, Prioritization, Design, and Permitting</b> (select all that apply)	<ul style="list-style-type: none"> <li>• CBSF - Management or Governance Planning - # plans developed</li> <li>• CBSF - Outreach/ Education/ Technical Assistance - # people reached</li> <li>• CBSF - Outreach/ Education/ Technical Assistance - # people with changed behavior</li> </ul>

\* Selected *Easygrants* metrics should be consistent with data entered into and/or derived from FieldDoc.org.

## ELIGIBILITY

### Eligible and Ineligible Entities

- ✓ Eligible applicants include non-profit 501(c) organizations, state government agencies, local governments, municipal governments, Indian tribes, and educational institutions.
- ✗ Ineligible applicants include U.S. federal government agencies, businesses, unincorporated individuals, and international organizations.

### Ineligible Uses of Grant Funds

- ✗ NFWF funds and matching contributions may not be used to support political advocacy, fundraising, lobbying, litigation, terrorist activities or Foreign Corrupt Practices Act violations.
- ✗ NFWF funds may not be used to support ongoing efforts to comply with legal requirements, including permit conditions, mitigation and settlement agreements. However, grant funds may be used to support projects that enhance or improve upon existing baseline compliance efforts.

## FUNDING AVAILABILITY AND MATCH

NFWF will award a total of \$5-7 million in grants through the INSR-RSI program in 2018. Awards will range from \$750,000 to \$1 million each, for an estimated 6-8 individual grant awards. These grants encourage non-federal matching contributions equal to the grant request. All 2018 INSR-RSI grants must be completed within three years of grant award.

## EVALUATION CRITERIA

All pre-proposals will be screened for relevance, accuracy, completeness and compliance with NFWF and funding source policies. Pre-proposals will then be evaluated based on the extent to which they meet the following criteria.

**Nutrient and Sediment Load Reduction** – Project provides quantifiable improvements in water quality and contributes toward meeting pollution load reductions expressed in Chesapeake Bay TMDL and Watershed Implementation Plans (WIPs), and broader conservation goals and outcomes outlined in the 2014 Chesapeake Bay Watershed Agreement, as appropriate. Project measurably increases the geographic scale and/or rate of implementation for priority water quality improvement practices identified through the Chesapeake Bay TMDL and associated Watershed Implementation Plans.

**Geographic Scale** – Project demonstrates achievement of water quality improvements at meaningful geographic scales including the watershed or subwatershed, multi-municipality, county or multi-county, or other relevant regional scale. Proposed geographic scale appropriately matches relevant nutrient and sediment pollution source sectors, priority best management practices, and existing individual and collaborative organizational structures and service areas, among other considerations.

**Partnership Context** – Proposal clearly includes an existing water quality-focused partnership, identifies existing partnership members and participants, history of partnership development,



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overarching partnership structure and functions, and the roles of individual partnership participants in advancing associated water quality improvement activities.

**Partnership Growth and/or Maturation** – Project results in meaningful growth and/or maturation of existing water quality-focused partnerships and demonstrates significant potential for long-term sustainability of regional partnerships through the development or improvement of formal mechanisms for ongoing collaboration and coordination.

**Partnership and Community Engagement** – Project partnership includes a diverse set of relevant regional and local stakeholders to ensure the long-term sustainability of the project, integration into local programs and policies, and community acceptance of proposed restoration actions. Project identifies relevant external stakeholders necessary to strengthen affected water quality improvement activities and provides a sound strategy for recruitment and/or engagement of these new partners.

**Transferability and Dissemination Plans** – Project includes clear plans to actively transfer and disseminate project-related information to appropriate audiences and relevant stakeholders within the Chesapeake Bay watershed through multiple communications mechanisms, with the goal of expanding adoption of successful approaches and integration into government programs and policies (e.g., state and federal cost share, MS4 program delivery, etc.).

**Technical Merit, Work Plan, and Budget** – Project is technically sound, feasible, cost-effective, and the pre-proposal sets forth a clear, logical and achievable work plan and timeline. Project engages appropriate technical experts throughout project planning, design and implementation to ensure activities are technically-sound and feasible. Applicants are encouraged to provide documentation of technical assistance either received or committed to by appropriate state and federal agencies, academics and consultants.

Upon completion of pre-proposal review, NFWF will invite a selected number of applicants to submit full proposals for award consideration that provide further detail on planned activities, budgetary resources, and accomplishments. NFWF staff will work with these selected applicants during full proposal development process to refine proposed work plans and budgets based on feedback generated during pre-proposal review and identified opportunities to strengthen or improve proposed project activities. Those not invited for full proposal submittal will not be eligible for program funding.

## OTHER

**Nutrient and Sediment Load Reductions:** All INSR-RSI proposals must demonstrate reductions of nutrient and sediment pollution to local rivers and streams, and ultimately the Chesapeake Bay. To assist applicants in generating credible and consistent nutrient and sediment load reduction estimates, NFWF has partnered with the Chesapeake Commons and Maryland Department of Natural Resource to develop [FieldDoc](#), a user-friendly tool that allows consistent planning, tracking, and reporting of water quality improvement activities and associated nutrient and sediment load reductions from proposed grant projects.

FieldDoc currently includes functionality for a significant share of water quality improvement practices approved by the Chesapeake Bay Program for the purposes of TMDL crediting. Unless otherwise approved by NFWF staff, NFWF expects all projects to utilize FieldDoc to calculate estimated load reductions included in their application. Upon grant award, NFWF will





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require all projects submitted under this solicitation to utilize FieldDoc for tracking and reporting of applicable water quality improvement activities during the course of their grant project. For technical support on FieldDoc utilization during the pre-proposal or proposal development process, please contact Erin Hofman with the Chesapeake Commons at [hofmann@chesapeakecommons.org](mailto:hofmann@chesapeakecommons.org).

**Monitoring** – NFWF may implement independent monitoring efforts in the future to measure the environmental outcomes from projects funded under this solicitation. Award recipients may be asked to facilitate granting of access to project sites for NFWF or its designees for future environmental monitoring purposes.

**Budget** – Costs are allowable, reasonable and budgeted in accordance with NFWF’s [Budget Instructions](#) cost categories. Federally-funded projects must be in compliance with [OMB Uniform Guidance](#) as applicable.

**Matching Contributions** – Matching contributions consist of cash, contributed goods and services, volunteer hours, and/or property raised and spent for the Project during the Period of Performance. Larger match ratios and matching fund contributions from a diversity of partners are encouraged and will be more competitive during application review.

**Procurement** – If the applicant chooses to specifically identify proposed Contractor(s) for Services, an award by NFWF to the applicant does not constitute NFWF’s express written authorization for the applicant to procure such specific services noncompetitively. When procuring goods and services, NFWF recipients must follow documented procurement procedures which reflect applicable laws and regulations.

**Publicity and Acknowledgement of Support** – Award recipients will be required to grant NFWF the right and authority to publicize the project and NFWF’s financial support for the grant in press releases, publications and other public communications. Recipients may also be asked by NFWF to provide high-resolution (minimum 300 dpi) photographs depicting the project.

**Receiving Award Funds** – Award payments are primarily reimbursable. Projects may request funds for reimbursement at any time after completing a signed agreement with NFWF. A request of an advance of funds must be due to an imminent need of expenditure and must detail how the funds will be used and provide justification and a timeline for expected disbursement of these funds.

**Compliance Requirements** – Projects selected may be subject to requirements under the National Environmental Policy Act, Endangered Species Act (state and federal), and National Historic Preservation Act. Documentation of compliance with these regulations must be approved prior to initiating activities that disturb or alter habitat or other features of the project site(s). Applicants should budget time and resources to obtain the needed approvals. As may be applicable, successful applicants may be required to comply with additional Federal, state or local requirements and obtain all necessary permits and clearances.

**Quality Assurance** – If a project involves significant monitoring, data collection or data use, grantees will be asked to prepare and submit quality assurance documentation ([www.epa.gov/quality](http://www.epa.gov/quality)). Applicants should budget time and resources to complete this task. Applicants should budget time and resources to complete this task if appropriate. For more



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information about NFWF's Stewardship Fund Quality Assurance process, visit [http://www.nfwf.org/chesapeake/Pages/quality\\_assurance.aspx#.VO-S5vnF9KY](http://www.nfwf.org/chesapeake/Pages/quality_assurance.aspx#.VO-S5vnF9KY).

**Permits** – Successful applicants will be required to provide sufficient documentation that the project expects to receive or has received all necessary permits and clearances to comply with any Federal, state or local requirements. Where projects involve work in the waters of the United States, NFWF strongly encourages applicants to conduct a permit pre-application meeting with the Army Corps of Engineers prior to submitting their proposal. In some cases, if a permit pre-application meeting has not been completed, NFWF may require successful applicants to complete such a meeting prior to grant award.

**Federal Funding** – The availability of federal funds estimated in this solicitation is contingent upon the federal appropriations process. Funding decisions will be made based on level of funding and timing of when it is received by NFWF.

**Good Standing Policy:** All applicants with active grants from NFWF must be in good standing in terms of reporting requirements, expenditure of funds, and QAPPs (if required). In addition, NFWF may also consider an applicant's standing under grant programs administered by external partners in determining performance-based qualifications for proposed grantees. Active grantees with questions on their current standing are encouraged to contact NFWF staff in advance of submitting applications.

## TIMELINE

Dates of activities are subject to change and contingent on the availability of funding. Please check the Program page of the NFWF website for the most current dates and information (<http://www.nfwf.org/chesapeake>).

Applicant Webinar ( <a href="#">Registration</a> )	<i>Wednesday, July 25<sup>th</sup>, 10:00am EDT</i>
FieldDoc Webinar ( <a href="#">Registration</a> )	<i>Tuesday, July 24<sup>th</sup>, 10:00am EDT</i>
Pre-Proposal Due Date	<i>Tuesday, September 4<sup>th</sup>, 11:59PM EDT</i>
Pre-Proposal Review Period	<i>September – October</i>
Full Proposal Invitation	<i>Tuesday, October 16<sup>th</sup></i>
Full Proposal Due Date	<i>Tuesday, November 13<sup>th</sup>, 11:59PM EDT</i>
Awards Announced	<i>December (anticipated)</i>

## HOW TO APPLY

All application materials must be submitted online through National Fish and Wildlife Foundation's Easygrants system.

1. Go to [easygrants.nfwf.org](http://easygrants.nfwf.org) to register in our Easygrants online system. New users to the system will be prompted to register before starting the application (if you already are a registered user, use your existing login). Enter your applicant information.
2. Once on your homepage, click the "Apply for Funding" button and select this RFP's "Funding Opportunity" from the list of options.
3. Follow the instructions in Easygrants to complete your application. Once an application has been started, it may be saved and returned to at a later time for completion and submission.

## APPLICATION ASSISTANCE

A PDF version of this RFP can be downloaded at <http://www.nfwf.org/chesapeake>.

A *Tip Sheet* is available for quick reference while you are working through your application. This document can be downloaded at <http://www.nfwf.org/chesapeake>. Additional information to support the application process can be accessed on the NFWF website's "Applicant Information" page (<http://www.nfwf.org/whatwedo/grants/applicants/Pages/home.aspx>).

For more information or questions about this RFP, please contact Jake Reilly ([jake.reilly@nfwf.org](mailto:jake.reilly@nfwf.org)) or Claire Flynn ([claire.flynn@nfwf.org](mailto:claire.flynn@nfwf.org)) via e-mail or by phone at (202) 857-0166.

For issues or assistance with our online Easygrants system, please contact:

Easygrants Helpdesk

Email: [Easygrants@nfwf.org](mailto:Easygrants@nfwf.org)

Voicemail: 202-595-2497

Hours: 9:00 am to 5:00 pm ET, Monday-Friday.

Include: Your name, proposal ID #, e-mail address, phone number, program to which you are applying, and a description of the issue.