



## Long Island Sound Futures Fund 2020 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 **Long Island Sound Futures 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 **Long Island Sound Futures 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.

### 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 **June 2, 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.

## PROJECT INFORMATION

- **Project Title:** Please do not call your project “Long Island Sound Futures Fund Proposal”. Give it a short, descriptive name that will distinguish it from other proposals and indicate project purpose. (300 character limit, including spaces)
- **Project Start Date:** Projects should begin within six months of the award announcement date. Notification of award is projected to be November 2020. **Project start dates cannot be before October 1, 2020**
- **Project End Date:** Projects should be completed within **12 – 18 months** of the project start date.
- **Description:** Should be two sentences long in most cases. The first sentence should clearly state the main activity/method being used to address a specific species/habitat and location. The second sentence should state the expected outcome from the investment and relevance to conservation. Please refrain from using pronouns such as I, we, our, etc. (1,000 character limit, including spaces). Example descriptions which follow are from existing LISFF grants.
  - Modify bridge culverts to restore 4.9 miles to fish passage on the Noroton River at I-95 between the Town of Darien and City of Stamford, Connecticut. Project will provide access to a riverine migratory corridor for migratory fish including river herring to critical upstream spawning and nursery habitat.
  - Install 8,400 sq. ft. of green infrastructure in the Town of Mamaroneck, New York. Project will result in treatment of 698,662 gallons of stormwater runoff and prevent 319.6 lbs. of debris flowing annually from the Mamaroneck Town Center into Mamaroneck Harbor to improve water quality in the Harbor and Long Island Sound.
  - Collect debris through eight paddle and pickup canoe trips, one on-shore trash collection at a river boom site, and one on-shore coastal cleanup event. The project will collect 4,500 pounds of floatables debris and other trash involving 200 volunteers.
- **Abstract:** Provide a more detailed description of your project; including location, purpose, major activities, target species, specific habitat, outcomes (deliverables at the end of the grant period) and partners. If this is an international project (or if work is to be completed outside of the US or US territories), please provide one or two sentences explaining the importance/connection to the U.S. Please refrain from using pronouns such as I, we, our, etc. (1500 character limit, including spaces). Example abstracts which follow are from existing LISFF grants.
  - Restore a 12 acre coastal forest at its Otter Creek Preserve through removal of non-native invasive plants and planting of native trees, shrubs and herbs in the Village of Mamaroneck, New York. The 35-acre preserve hosts 21 acres of tidal marsh and the coastal forest along the Long Island Sound shore. The marsh and forest is a magnet for 100 species of birds including warblers, vireos, thrush, flycatchers, and raptors. While some of the preserve forest is in good ecological condition, invasive plants are degrading the ecosystem. At risk is the preserve’s ability to support forest dwelling migratory birds. The project will focus on six of the coastal forest’s 12 acres to reverse forest fragmentation/degradation. The project will: 1) remove invasive trees Norway maples and tree of heaven, three acres of invasive plants and ~1000 invasive vines; and replant ~560 native trees/shrubs/herbaceous plants; 2) provide education on the organization website, social media and in the press and on partner websites to 10,000 households; and 3) work with three partners offering six field trips for 195 students from local and low-income underserved communities to teach about the Sound’s ecology. The project will result in a forest with increased structural complexity and improved wildlife habitat. Partners: Sheldrake Nature Center, The Nature Conservancy, Atmosphere Academy, Village of Mamaroneck, and Federated Conservationists of Westchester County.
  - Collect debris through ten paddle and pickup canoe trips, one on-shore litter collection at a trash collection boom site, and one on-shore coastal cleanup event in the Bronx, New York. The project will prevent 4,420 pounds of debris and other trash from entering Long Island Sound waters. The Bronx River annually delivers 16-billion gallons of water—and more than 1,200 cubic yards of debris into Long Island Sound. Stormwater runoff from streets and roofs washes debris into the river, combined sewer overflows carry trash, and passersby throw litter into the river. To stem the flow of litter, the project will: 1) conduct ten paddle & pick-up canoe trips; 2) engage a boom cleanup to clean trash from the shore ends of the New York City Department of Environmental Protection (NYC DEP) boom which is inaccessible to the trash skimmer; 3) conduct coastal cleanup to collect trash from the shoreline; and 4) develop flyers, web, and social media communications that highlight the connection between the Bronx River and the Sound, why trash pollution is a problem, and how

this type of trash can be prevented. Ultimately the project will engage 240 volunteers removing 4,420 lbs. of litter and debris to prevent it from entering Sound waters. Project partners: NYC DEP, and NYC Department of Parks and Recreation.

- Construct a living shoreline to enhance re-establishment of up to one acre of salt marsh, and enhance 13 acres of coastal grassland, forest and upland in at Alley Pond Park in Douglaston, New York. The salt marshes along Alley Creek are home to a unique native ecosystem. Over 11 acres of shoreline marsh have been lost in this park since 1974, equivalent to a decrease of more than 22% of the original marsh area. This loss illustrates a trend that is occurring throughout New York City, where over 160 acres of shoreline marsh have disappeared in the last 40 years. The project will address these losses by focusing on the drivers of erosion and reduce the impacts of sea level rise by constructing a living breakwater shoreline structure. This breakwater will reduce frequent, low-level wave energies and change nearshore hydraulics. This will promote sediment deposition behind the structure while also providing habitat for aquatic life. The project will: 1) implement the first phase of a pilot living shoreline (200 to 400 linear feet) using a combination of oyster castles, rip rap, and shell bags or baskets; 2) enhance 13 acres of coastal grassland, shrubland and forest through invasive vegetation control and planting of native species; and 3) conduct up to three events for living shoreline construction engaging 90 community stewards from local environmental and education focused non-profits. Once installed, the project features will protect the existing salt marsh and promote its reestablishment.
- **Requested Amount:** Grant requests should be between \$5,000 and \$500,000 (please review the Request for Proposal for categories of funding).

## PROJECT LOCATION

- **Project Location Country:** All projects must occur within “North America – United States”.
- **Project Location State/Province:** Select all states that apply. Connecticut, Massachusetts, New York, New Hampshire, and Vermont.
- **Project Location U.S. Congressional District(s):** As of January 1, 2013, Congressional District lines were redrawn in many states. Please carefully review the district(s) for your project's location. If you are not sure what the Congressional District(s) should be, you can enter the project zip codes or addresses at <http://www.govtrack.us/congress/members/map> to determine the correct district(s) for your project. If your project takes place statewide, please select the “All Districts” option for that state.
- **Project Location Description:** Please include the county/city where the project will occur in your description. (300 character limit, including spaces)
  - Village of Bayville, Village of Centre Island, Cedarmere Preserve, Rosyln, New York
  - Lower Bronx River estuary, between 219th St/Shoelace Park and Soundview Park, in Bronx County, New York.
  - Cove Island Park and Boccuzzi Park, Stamford, Connecticut

## MAP

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

- Navigate to the map window and click “Save” at the bottom of the page to begin mapping your project.
- There are three methods of submitting the location(s) of your project:
  - I. Upload a Shapefile
  - II. Select by Geography
  - III. Draw a Custom Area
- Once your location(s) have been created, click “Submit Project Location”.
- To finalize your location, click the “Confirmation” check box at the bottom of the page.
- Then click “Save” (or “Save & Continue”) to save your map and move to the next task.

## UPLOADS

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

- **Full Proposal Narrative:** The most important upload is your actual full proposal narrative. The **full proposal narrative template** may be downloaded from Easygrants at any time and completed at your leisure. It must be uploaded back into your Easygrants application before your application may be submitted. **The narrative may not exceed twelve (12) pages in total length.**
- In addition to the narrative, several other files should be uploaded. Following is guidance regarding all required and optional uploads:

Upload	Required	Notes
Narrative	Yes	Template provided in Easygrants online application "Uploads" section.
Letters of Support	Yes	Recommended from significant partners, especially those providing matching contributions. <b>Letters of support should NOT be mailed directly to NFWF.</b> Scan all letters of support into one single file and upload the file in the "Uploads" section of your online application. <b>Letters will not be accepted after the close of the application period.</b> You may upload a <u>maximum</u> of 5 letters. Scan all letters and upload as a PDF package into the " <b>Uploads</b> " section of the online application. Instructions for preparing the letters: 1) Address letters of support: Long Island Sound Futures Fund, National Fish and Wildlife Foundation, 1133 15th Street, Suite 1000, Washington, DC 20005; 2) Salutation in letter is: "To whom it may concern:" <b>If your project does not have letters of support upload a document stating "No letters of support are provided."</b>
Plans	Yes, as appropriate	Plans that illustrate or will be employed by the project, if applicable. <b>If your project does not involve such a document please upload a document stating "a plan is not relevant to project delivery."</b>
Photos	Yes, as appropriate	Please compress photos to minimize file size. 3 photos maximum. <b>If you do not plan to provide photos upload a document stating "no photos are provided."</b>
Other documents	Yes, as needed	Ten (10) page limit on additional documents to be submitted at discretion of the applicant. This type of "Upload" could be a plant list, information from a plan referencing this project as a priority etc. If you decide to upload "other" documents, please <u>only</u> upload the sections of documents most relevant to project delivery. <b>If your project does not have additional documents upload a document stating "No additional documents are relevant to project delivery."</b>
Statement of Litigation	Yes	Template provided in Easygrants online application "Uploads" section. <b>Federal, state, and local government applicants are not required to complete this section.</b>

Board of Trustees or Directors	Yes	<b>Provide a list of members. If your organization is not a nonprofit and does not have a Board, upload a document stating that none exists.</b>
GAAP Audited Financial Statements*	Yes	Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission. <b>The FAQs provide excellent guidance about the required documents. See also chart below.</b>
IRS Form 990*	Yes	Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission. <b>The FAQs provide excellent guidance about the required documents. See also chart below.</b>
Single Audit*	Yes	Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission. <b>The FAQs provide excellent guidance about the required documents. See also chart below.</b>

**\*All documentation MUST represent the same fiscal year period, MUST be the most recent financial information available, and MUST be less than two years old.**

\*If your organization has recently applied to NFWF for a grant and valid information is already on file in Easygrants and is current, you will not be asked for these uploads and these categories will not appear for you in Easygrants. Also, please note that financial documents may not show a 'successfully converted' status when you are uploading them. This is because such documents are not pulled into the full proposal PDF but are stored in a separate part of the easygrants system which can only be accessed by NFWF staff once uploaded. The following table is guidance regarding all required and optional uploads and can also be found at [Required Financial Documents and FAQs](#).

ORGANIZATION TYPE	REQUIRED FINANCIAL DOCUMENTATION						
	<sup>1</sup> I-990 or Electronic Notice	EIN or FEIN	DUNS Number	Single Audit <sup>2</sup>	GAAP Audit	<sup>3</sup> Balance Sheet <b>AND</b> Income Statement	<sup>4</sup> NICRA or CAP
<b>Non Profit Organizations</b>	Yes	Yes	Yes	Yes	<u>Only if no Single Audit</u>	<u>Only if not included with audit</u>	Yes, if requesting indirect costs
<b>US Federal Government</b>	No	Yes	Yes	No	No	No	Yes, if requesting indirect costs
<b>State, Local &amp; Municipal Governments</b>	No	Yes	Yes	Yes	<u>Only if no Single Audit</u>	<u>Only if not included with audit</u>	Yes, if requesting indirect costs
<b>Indian Tribal Governments</b>	No	Yes	Yes	Yes	<u>Only if no Single Audit</u>	<u>Only if not included with audit</u>	Yes, if requesting indirect costs
<b>For Profit Organizations</b>	No, Just Memo	Yes	Yes	Yes	<u>Only if no Single Audit</u>	<u>Only if no Single Audit</u>	Yes, if requesting indirect costs
<b>Unincorporated Individuals</b>	No	Yes	No	No	No	Yes <sup>5</sup>	Yes, if requesting indirect costs
<b>International Organizations</b>	N/A	N/A	Yes	N/A	N/A	Yes	Yes, if requesting indirect costs



<sup>1</sup> If entity is not required to file an I-990, they must provide a memo on letterhead, signed with functional title, date and reason.

<sup>2</sup> If no Single Audit, entity must provide a memo on letterhead, signed with title and date stating that: "XYZ company is not required to obtain a Single Audit because we have not expended more than \$750,000 of federal funds within our fiscal year."

<sup>3</sup> Financial statements include both a Balance Sheet/Statement of Position and an Income Statement/Statement of Activities.

<sup>4</sup> Please see NFWF's [Indirect Cost Policy](#) for detailed requirements.

<sup>5</sup> Financial documents may be requested on a case by case basis.

## METRICS

This section allows you to select the activity and outcome metrics you will use to measure your project's progress and success. Follow the directions provided in Easygrants to complete this section. A couple of pointers:

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

## BUDGET

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

- Budgets without narrative descriptions may be rejected and/or returned to the applicant for further details and clarification.
- Narratives should be written in such a way that someone not specifically familiar with the project can conceptually understand the rationale, purpose and calculation of the anticipated costs identified.
- The "Requested Amount" in the Project Information section must match your budget grand total exactly. The budget should only represent the grant amount being requested from NFWF; it should not include matching funds or represent the overall budget for the project.
- NFWF reserves the right to evaluate the cost-effectiveness of a budget, which may include, but is not limited to, an assessment of either or both direct and indirect costs in the proposed budget.

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

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

## MATCHING CONTRIBUTIONS

All applicants must provide matching contributions of at least 50% of the total grant amount requested from LISFF (i.e., if you request \$100,000 then the required match is \$50,000). Contribution of match that is greater than the required minimum match will be scored higher in this category. Please see the "Evaluation Criterion," section of the LISFF 2020 RFP for the breakdown.

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

Non-federal Matching Contributions:

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

**What is source of volunteer time?** To learn more about the Value of Volunteer Time, the methodology, and explore historical national and state-level data, visit [independentsector.org/valuevolunteers](http://independentsector.org/valuevolunteers).

## PERMITS and APPROVALS

If permits and/or approvals are required for this project, click the “Add” button to provide details for each permit and/or approval. Include extra information in the description section as necessary (e.g., pre-permit meeting held on Jan. 1, 2018, etc.).

## REVIEW and SUBMIT

When you are ready to submit, each section of your proposal should be indicated “Complete” with a green check mark (✓) in the “Status” column. If any section is indicated “Incomplete” with a red (✗), you will not be able to submit and must go back and check your work in each section that is “Incomplete”. The Validation Status section in the Review and Submit section of the application explains why the system indicates a section is “Incomplete”.

To view and save your proposal you may click on the “View PDF” button. This function creates a composite file with all of the fields and substantive uploads, which you may then save as a stand-alone document. Please note that some of the financial documentation will be excluded from the composite file, but will be received by NFWF upon submission. Once you have reviewed your proposal for accuracy, click the “Submit” button to officially submit your proposal. Upon submission, you will receive a confirmation email from [Easygrants@nfwf.org](mailto:Easygrants@nfwf.org).

## FREQUENTLY ASKED EASYGRANTS QUESTIONS

### 1. How do I get back into the Easygrants online system when locked out?

Please send an email to Easygrants Helpdesk ([Easygrants@nfwf.org](mailto:Easygrants@nfwf.org)) with your name, easygrants ID #, e-mail address, phone number, program you are applying to, and a description of the issue.

### 2. I forgot my Easygrants password. How do I get this information sent to me?

Please go to [easygrants.nfwf.org](http://easygrants.nfwf.org), click the “Forgot your password?” link, enter your e-mail address as the Login ID, and click Submit. Easygrants will e-mail you a copy of your login information. Please note that the reset password link expires after 24 hours of being sent. If it has been longer than 24 hours since the initial request you will have to request another link in order to reset your password. If you are unable to log in after having attempted to reset your password please send an email to Easygrants Helpdesk ([Easygrants@nfwf.org](mailto:Easygrants@nfwf.org)) with your name, easygrants ID #, e-mail address, phone number, program you are applying to, and a description of the issue.

### 3. I have finished my proposal and it is not showing up as completed.

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

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

You will receive an automated notification from [Easygrants@nfwf.org](mailto:Easygrants@nfwf.org). Please make sure to adjust your email to avoid the email ending up in your spam file ☺

### 5. I completed the application and it will not submit. Why not?

If you are unable to submit your application, go to the Review and Submit form in the application. If any section is indicated “Incomplete” with a red (✗), there will also be an explanation as to why the system indicates the section is

"Incomplete". You must go back and check your work in each section that is "Incomplete". Below are two examples that frequently prevent submission:

- 1) Check the Project Information section of the Easygrants online application "Requested Amount" to see if it matches your budget grand total. The amounts must match **exactly** (down to the cent) for you to be able to submit a proposal. Please edit your Requested Amount and/or budget if needed.
- 2) Do not complete sections of the budget where you have no costs. If you entered "0" for any budget line items, delete those line items. Placing a "0" in these line items will prevent you from submitting a proposal.

#### **6. What should I do if a page crashes in Easygrants?**

If you receive a System Encountered Error it is important to follow the instructions on the page

- 1) First, click **Resume** and you should return to the previous page. Check if the action you tried to complete occurred. If the action did not complete, make a note of what page you are on and what button or link you are clicking.
- 2) Retry the action. If the system crashes again you must click the **Send an E-mail** to report the issue. This will open a Send Error Message E-mail page in a new window or tab. **Do not skip these steps and e-mail Easygrants Helpdesk yourself; we need the information in this e-mail to resolve your issue.**
- 3) In the email to Easygrants Helpdesk, please enter your name, easygrants ID #, e-mail address, phone number, and a description of what happened. The description needs to include what page you were on, what data you may have typed into the page, what button/link you clicked, and what you were trying to do.
- 4) Click **Submit** to send the message and report the error. This will be sent to the NFWF Easygrants Helpdesk along with additional technical information sent by Easygrants.

#### **7. I need to download a copy of my submitted proposal.**

To download a copy of your proposal after submitting please go to your Home screen, click the **View All Tasks** button, and find your proposal in the list of tasks. Click **View PDF** to download a copy of your proposal. If the PDF does not open or begin downloading please try again, holding the Shift or Control (CTRL) key on your keyboard to override your pop-up blocker. Please note that proposals are only available for a limited time after a cycle closes.

#### **HELP WITH THE EASYGRANTS ONLINE SYSTEM**

For Easygrants technical support please contact our Helpdesk at [Easygrants@nfwf.org](mailto:Easygrants@nfwf.org) or leave a message at 202-595-2497. Please include your name, easygrants ID #, e-mail address, phone number, program you are applying to, and a description of the issue. Helpdesk hours are 9:00 AM to 5:00 PM EST, Mon-Fri.

#### **GENERAL QUESTIONS ABOUT THE RFP**

Erin Lewis, Program Coordinator  
202-857-0166  
[Erin.Lewis@nfwf.org](mailto:Erin.Lewis@nfwf.org)