Long Island Sound Futures Fund 2020 Applicant Webinar
Welcome and Introductions

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Program Coordinator
(Erin.Lewis@nfwf.org)
Webinar Instructions

- All participants muted.
- Do not hit hold button.
- Raise “hand” on webinar guidance screen NOW to confirm you can hear us 😊

**QUESTIONS?** Questions will be collected & answered at the end of sections during the webinar.

✓ Type question into “Enter a question for staff” and click “Send” or
✓ Send question to Erin.Lewis@nfwf.org after webinar.

**PROBLEMS?**

✓ Type it into the “Enter a question for staff.” We will try to resolve it during the webinar.
We will succeed - and that success will belong to every one of us. We should take comfort that while we may have more still to endure, better days will return: we will be with our friends again; we will be with our families again; we will meet again.
Agenda

Welcome

Long Island Sound Futures Fund (LISFF) Overview

Application Guidance

Webinar, PowerPoint recording & referenced documents @ nfwf.org/lisff
Purpose

Restoration and protection of the health and living resources of Long Island Sound. Themes:

- Clean Waters and Healthy Watersheds
- Thriving Habitats and Abundant Wildlife
- Educating to Engage Sustainable & Resilient Communities
- Sound Science and Inclusive Management

**TIP!** In the “Problem” and/or “Solution” section of the proposal narrative reference relevant parts of the Long Island Sound Comprehensive Conservation and Management Plan (CCMP) Update:
longislandsoundstudy.net/2015/09/2015-comprehensive-conservation-and-management-plan/
Sources & Amount of Available Funding

~ $3 million from:
Boundary in CT & NY
Coastal Boundary in CT & NY
Program Priorities

**Clean Waters and Healthy Watersheds.** Improve water quality by reducing nutrients, combined sewer overflows, stormwater runoff, and point and nonpoint source loading into Long Island Sound through:

- Projects that result in quantifiable pollutant prevention or reduction.
- Planning that sets-the-stage for implementation of such projects.
Program Priorities

**Thriving Habitats and Abundant Wildlife.** Restore coastal habitats to maintain resilience and function and to support populations of fish, birds and wildlife through:

- Restoring quantifiable acres of coastal habitat restored.
- Planning to set-the-stage for implementation of such projects.
- Fostering diverse, balanced and abundant populations of fish, birds and wildlife.

When preparing a proposal:

**TIP!** Apply the *Habitat Restoration Guidelines 2017* (link in RFP)

**TIP!** Use the *Important Habitat Types* (link in RFP)
Program Priorities

**Sustainable and Resilient Communities:** Support vibrant, informed, and engaged communities that use, appreciate, and help protect and sustain the Sound; and sustain its ecological balance in a healthy, productive, and resilient state for the benefit of both people and the natural environment through:

- Public engagement, knowledge and stewardship.
- Coastal projects that enhance community resilience and sustainability.
- Planning and design that set-the-stage for implementation of resilience projects.
Program Priorities

**Sound Science and Inclusive Management:** Manage the Sound using science that is inclusive, adaptive, innovative and accountable through:

- Citizen science.
- Data management and integration.
QUESTIONS?
Grant Types & Amounts

1) Implementation Grants. $20,000 to $300,000 for projects that result in “quantifiable” pollutant reductions or measurable gains in habitat restored.

2) Design/Planning Grants. $20,000 to $200,000 for watershed planning, & planning and design projects that set the stage for on-the-ground implementation of water quality or habitat restoration projects.
Project Types

1. Preliminary Community Engagement, Planning and Prioritization
   - Outcome: A shared set of priorities and activities for a region, watershed, community or site

2. Project Site(s) Assessment and Preliminary Design
   - Outcome: 50-60% design

3. Final Design and Secure Permits
   - Outcome: 90-100% design

4. Implementation
   - Outcome: Site or project

LISFF Planning & Implementation Project Types
3) Citizen Science and Water Quality Monitoring Grants: $20,000 to $75,000 to improve identification & source tracking in near-shore areas.

4) Public Participation & Education Grants: $5,000 to $75,000 for public participation and education projects.
   • $5000-$10,000 (small grants)
   • > $10,000 (large grants)
Largest Impact Grants

5) NEW! Up to $500,000 awarded to support the highest-impact projects:

• Must address the challenges and solutions described in the CCMP Themes and have a particularly high environmental benefit relative to cost

• Large-scale water quality, habitat restoration, coastal resilience, education/engagement and/or

• Demonstrate, influence, pilot, innovate, provide proof of concept to accelerate water quality improvement, habitat restoration, coastal resilience, or community & public outreach engagement.
QUESTIONS?
Grant Guidelines

Project Performance Period:

• Defined as all project activities completed, all funds expended, all match deployed.
• Start within six months of notification of award (11/2020)
• Completed within 12-18 months after notification.
• **High Impact Projects** completed w/in 24 months after notification.
• Project start dates *may not* be before October 1, 2020.

Projects selected may be subject to requirements under the **National Environmental Policy Act, Endangered Species Act, and National Historic Preservation Act.** NFWF will provide guidance if you are granted funds.
Quality Assurance Project Plans

Project types requiring submission & approval of a Quality Assurance Project Plan (QAPP):

• New data collection.
• Existing data use (new use for data collected for a different purpose, whether by the same or different groups).
• Data collection associated with design and planning.
• Water or other environmental media monitoring.
• Model development or use etc.

**Tip! Review QAPP GUIDANCE!** [www.nfwf.org/lisff/Pages/quality-assurance.aspx](http://www.nfwf.org/lisff/Pages/quality-assurance.aspx)

Questions? Erin.Lewis@nfwf.org
Grant Guidelines

**Match:**

- **Required** minimum: 50% of the **total** project cost *e.g.*, *cash, in-kind, nonfederal*
- Preference will be given to projects that exceed the minimum match.

**Tip!** Register in the System for Award Management (SAM)

- Consider registering now to save time later if you should receive a grant: [www.sam.gov/SAM/](http://www.sam.gov/SAM/)
Ineligible uses of Grant Funds

- Projects that have received funding for three consecutive years.
- Acquisition
- Stand-alone public access or signs.
- Research.
- New educational curriculum.
- Marketing to promote an organization.
- Food, t-shirts/promotional items,
- Political advocacy/fundraising, lobbying/litigation; compliance w/ legal requirements including permit conditions, mitigation, settlements.
QUESTIONS?
Parts of a LISFF Proposal
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. Do you have Adobe Reader? Download Adobe Reader.

For Technical assistance, please contact us via e-mail or phone 202-595-2497.
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Parts of the LISFF Easygrants Application

- **Project Information**
  - Due: 6/22/2017 11:59 PM ET
  - Easygrants ID: 57754

- **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
    - Contact Information: Complete
    - Organization Information: Complete
    - Project Information: Incomplete
    - Project Location: Incomplete
    - Map: Incomplete
    - Uploads: Incomplete
    - Metrics: Complete
    - Budget: Complete
    - Matching Contributions: Incomplete
    - Permits and Approvals: Complete
    - Review and Submit: Complete
Map your project at the finest scale by any of the three options:

1. **Upload Shapefile**
   - Select a Zip file (.zip) containing a shapefile (.shp, .dbf, .prj) from your local file system.
   - The shapefile must be of POLYGON geometry type.
   - The shapefile must not exceed 1 MB.

[Choose File] No file chosen

**Select By Geography**
- Draw a Custom Area

**My project area:**

[Submit Project Location]

[Submitted Project Locations]
[Pending Project Locations]
### Uploads

**Tip! Collect Documents Early**

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### Uploads

Choose Upload Type  

- **Add files**
- **Start upload**
- **Cancel upload**

There are no grant documents attached.

Continue
Narrative is in Uploads

Problem statement, solution, technical merit (methods/workplan), qualifications, communication/transferrability, past performance. **12 page limit.**

- **Project Theme:** Check **one** category that describes the *primary* theme of the proposal: ( ) Clean Waters and Healthy Watersheds; ( ) Thriving Habitats and Abundant Wildlife; ( ) Sustainable and Resilient Communities; or ( ) Sound Science Inclusive Management

- **Project Type:** Check **one** category that describes the *primary* activities/outcome of the proposal: ( ) Planning or Design ( ); Implementation ( ); Monitoring; or ( ) Education/Awareness

- ( ) Check if you want your proposal to fall in the category of Highest Impact Project

- ( ) Check if your project proposes to collect data. (Remember to add time and resources to prepare the QAPP in the project timeline).
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<td>Narrative</td>
<td>Yes</td>
<td>Template provided in Easygrants online application &quot;Uploads&quot; section. Recommended from significant partners, especially those providing matching contributions. Letters of support should <strong>NOT</strong> be mailed directly to NFWF. Scan all letters of support into one single file and upload the file in the &quot;Uploads&quot; section of your online application. Letters will not be accepted after the close of the application period. You may upload a maximum of 5 letters. Scan all letters and upload as a PDF package into the &quot;Uploads&quot; 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: &quot;To whom it may concern: If your project does not have letters of support upload a document stating &quot;No letters of support are provided.&quot;</td>
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<td>Letters of Support</td>
<td>Yes</td>
<td>Plans that illustrate or will be employed by the project, if applicable. If your project does not involve such a document, please upload a document stating &quot;a plan is not relevant to project delivery.&quot;</td>
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<td>Plans</td>
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<td>Photos</td>
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<td>Ten (10) page limit on additional documents to be submitted at discretion of the applicant. This type of &quot;Upload&quot; could be a plant list, information from a plan referencing this project as a priority etc. If you decide to upload &quot;other&quot; documents, please only upload the sections of documents most relevant to project delivery. If your project does not have additional documents upload a document stating &quot;No additional documents are relevant to project delivery.&quot;</td>
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<td>Other documents</td>
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<td>Template provided in Easygrants online application &quot;Uploads&quot; section. <strong>Federal, state, and local government applicants are not required to complete this section.</strong></td>
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<td>Statement of Litigation</td>
<td>Yes</td>
<td>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.</td>
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<tr>
<td>Board of Trustees or Directors</td>
<td>Yes</td>
<td>Please refer to the <a href="https://www.nfwf.org/lisff">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission. The FAQs provide excellent guidance about the required documents. See also chart below.</td>
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<tr>
<td>GAAP Audited Financial Statements*</td>
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## Metrics

### Select Metric

**Show:**
- Show All Templates
- Show All Strategies

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<td>LISFF - Management or Governance Planning - # plans developed</td>
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- Select All

- **Add Selected**
- **Close**
## Project Budget

### Personnel
- Domestic Airfare - Per Flight
- International Airfare - Per Flight
- Train - Per Ticket
- Rental Car - Per Day
- Taxis - Per Trip
- Mileage - Per Mile
- Gasoline - Per Gallon
- Per Diem (M&IE) - Per Day
- Lodging - Per Night
- Meals (No M&IE) - Per Meal

### Travel

### Equipment
- Equipment

### Materials and Supplies
- Materials and Supplies

### Contractual Services
- Subcontract/Contract - Per Agreement
- Subgrant - Per Agreement

### Other Direct Costs
- Other Direct Costs

### Indirect Costs
- Indirect Costs

### Total Direct Costs
- Total Direct Costs

### Total Indirect Costs
- Total Indirect Costs

### Total Costs
- Total Costs

---

**TIP!** “Total Costs” on BUDGET page must equal “Requested Amount” on PROJECT INFORMATION page.

Indirect Cost Policy: [nfwf.org/apply-grant/application-information/indirect-cost-policy](https://nfwf.org/apply-grant/application-information/indirect-cost-policy)
Examples in Budget

**Personnel**

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**Apply to Year(s)**

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**Materials and Supplies**

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**Apply to Year(s)**

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**Tip!** Fill out every box including those without asterisks!
Discussion of Budget Narrative

• **Tip!** You must ALWAYS enter a budget narrative. Thank You 😊
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.

- **Status** *
- **Source** *
- **Source Type** *
- **Type** *
- **Description** *
- **Amount** *

**Instructions**

Enter the name of the person or Organization providing the Matching Contribution

Limit: 250 characters Remaining: 250
Project Permits and Approvals

Permits and Approvals - Click Help for Examples and Instructions Editor

Instructions

Please describe the Permits or Approvals that are required for this project by completing the fields below. Fields marked with a red asterisk (*) are required. 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 Permits list page. Click Help for examples and instructions.

Agency – Contact Person *: Mary Smith, USFWS
Status *: Completed
Permit/Approval Description *:
Existing National Environmental Policy Act
Categorical Exclusion completed by USFWS, Region 5, Maryland Field Office
Limit: 500 characters Remaining: 383
Anticipated Submittal/Approval Date *: 4/4/2016

Save and Close  Close
Submitting the Full Proposal

View Full Submission

Submission

Validation Status

Page Name
- Contact Information
- Organization Information: Primary Organization is required

Project Information
- Project Title is required.
- Project Start Date is required.
- Project End Date is required.
- Description is required.
- Abstract is required.
- Requested Amount is required.

Project Location
- Project Location Description is required.
- Project Location Country(s) is required.

Map
- Please confirm your project has been accurately mapped.

Uploads
- Statement of Litigation is required and has not been uploaded.
- Board of Trustees, Directors, or equivalent is required and has not been uploaded.
- GAAP audited financial statements is required and has not been uploaded.
- IRS Form 990 is required and has not been uploaded.
- A-133 Audit is required and has not been uploaded.
- Project Map is required and has not been uploaded.
- BFF Proposal Narrative is required and has not been uploaded.

Metrics
- At least one metric is required.

Budget
- Complete

Matching Contributions
- Complete

Permits and Approvals
- Complete

FAQ

Help

Log Out

Return to Staff Module
QUESTIONS?
IMPORTANT DATES (subject to change). Please check the LISFF of the website for the most current dates and information at www.nfwf.org/lisff

• Full Proposal Due Date: 6/2/2020 11:59pm ET
• Review Period: Summer/Fall 2020
• Awards Announced: Early November 2020
Help and Feedback?

Erin.Lewis@nfwf.org, 202-857-0166

Traffic control for your requests!
Good Luck! Stay Healthy!