How to Apply in Easygrants
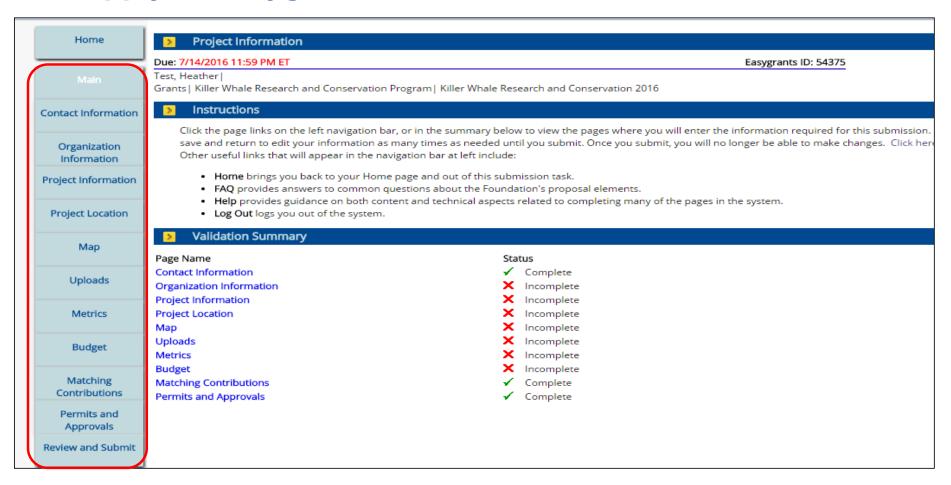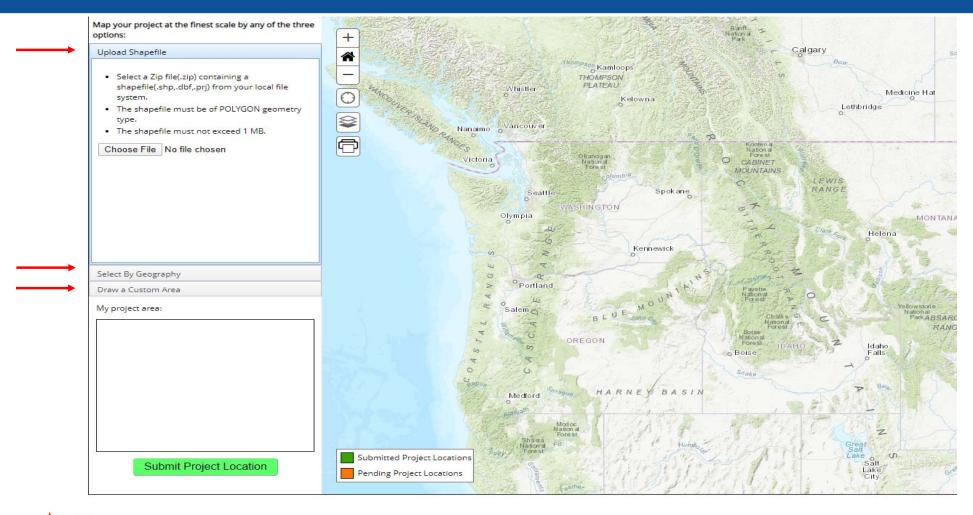
Black bear

How to Apply in Easygrants

How to Apply in Easygrants

Once you are on your Easygrants homepage, click on "Apply for Funding"

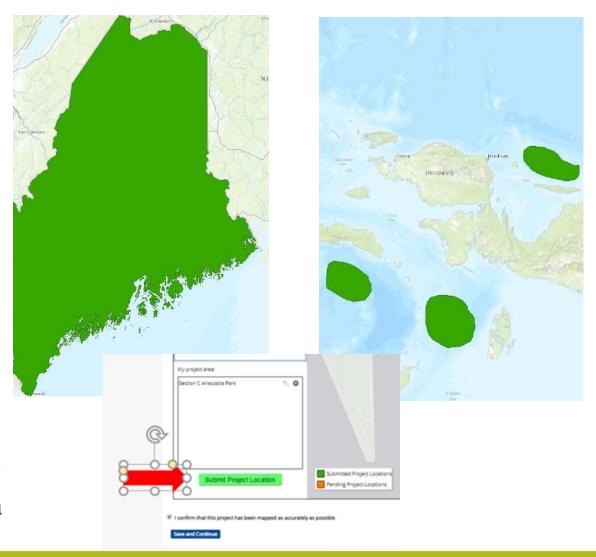Choose the Funding Opportunity you're applying to.

How to Apply in Easygrants

Map

Map your project at the finest scale by any of the three options:

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

☐ I confirm that this project has been mapped as accurately as possible

Save and Continue

1. Upload Shapefile
2. Select by Geography
3. Draw a Custom Area

My project area:
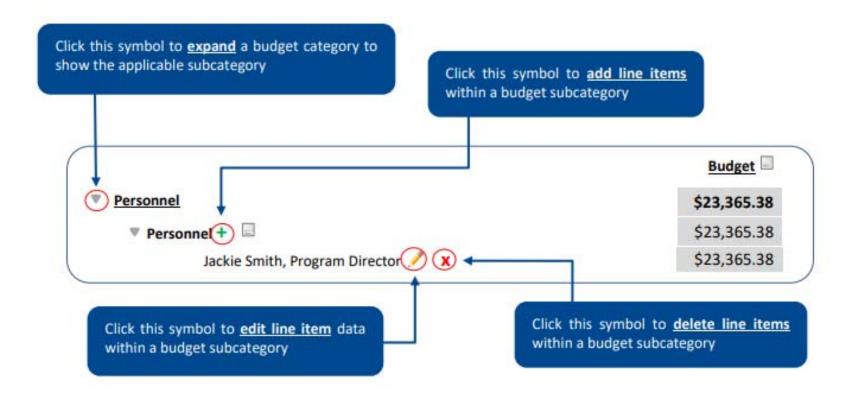
Section C Anacostia Park

Submit Project Location

Submitted Project Locations
Pending Project Locations

I confirm that this project has been mapped as accurately as possible

Save and Continue

Uploads

Upload Type	Required	Template
Upload Checklist		
Full Proposal Narrative	Yes	Full Proposal Narrative Template 2010
Project Map	Yes	
Letters of Support	No	
Photos - Jpeg	No	
Statement of Litigation	Yes	Statement of Litigation
Board of Trustees, Directors, or equivalent	Yes	
GAAP audited financial statements	Yes	
IRS Form 990	Yes	
A-133 Audit	Yes	
Indirect Rate Agreement	No	
Other Documents	No	

Budget

- In order to complete a budget for your proposal, you must expand the appropriate categories and provide the information requested.

- If you do not anticipate an expense for a particular category, skip that category- it is not necessary to enter a "0" value in the cost fields.

- Try to anticipate factors that may affect the budget when developing projections and provide an explanation of those factors.

- Matching contributions should not be included in the budget.

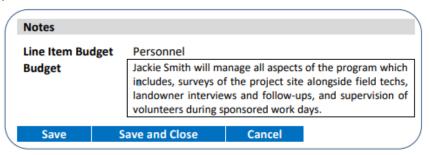| Budget	
Collapse all	
	Budget ☐
➤ **Personnel**	**$23,365.38**
Personnel	$23,365.38
Jackie Smith, Program Manager	$23,365.38
➤ **Travel**	**$512.00**
Domestic Airfare	$0.00
International Airfare	$0.00
Train- Per Ticket	$150.00
Two Round Trip Tickets to Project Site	$150.00
Rental Car- Per Day	$0.00
Taxis – Per Trip	$0.00
Mileage – Per Mile	$0.00
Gasoline – Per Gallon	$0.00
Per Diem (M&IE)	$0.00
Lodging – Per Night	$362.00
Washington, DC hotel for Kick Off & site visit	$375.00
Meals (No M&IE) – Per Meal	$0.00
➤ **Equipment**	**$20,500.00**
Equipment	$20,500.00
Excavation Machine	$20,500.00
➤ **Materials and Supplies**	**$525.00**
Materials and Supplies	$525.00
Native Grass Seed	$525.00
➤ **Contractual Services**	**$60,042.00**
Contract – Per Agreement	$27,542.00
M.A.P. Consulting	$27,542.00
Subaward – Per Agreement	$32,500.00
ACME International, River Cleanup	$32,500.00
➤ **Other Direct Costs**	**$17.00**
Other Direct Costs	$17.00
River cleanup event parking.	$17.00
➤ **Indirect Costs**	**$5,841.34**
Indirect Costs	$5,841.34
Salaries & Benefits, 9/30/20, Provisional	$5,841.34
Total Direct Costs	**$104,961.38**
Total Indirect Costs	**$5,841.34**
Total Costs	**$110,802.72**

Budget

Detailed Budget Instructions: Adding/Editing Narratives

- Narratives are required for all budgeted categories.
  - Explain/justify the estimated costs including the unit cost and quantity requested
  - Explain how the costs associated with each line item supports the implementation of the project as outlined in the proposal

- Narratives should be written in such a way that someone not familiar with the project can conceptually understand the **rationale**, **purpose** and **calculation** of the anticipated costs identified by line item.

- Narratives should be concise and describe line items in 1-3 sentences.

Figures without narrative descriptions will be returned to the applicant for further details and clarification.
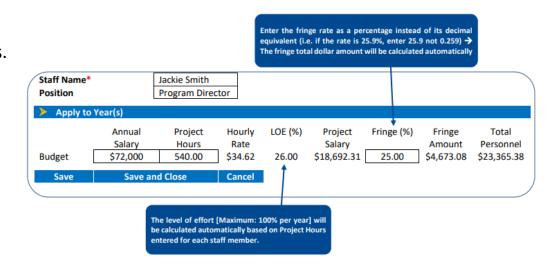
Click this symbol to add a narrative within a budget subcategory

	Budget
Personnel	$23,365.38
Personnel +	$23,365.38

Next, complete the narrative box as shown below:

Notes

Line Item Budget Budget	Personnel
	Jackie Smith will manage all aspects of the program which includes, surveys of the project site alongside field techs, landowner interviews and follow-ups, and supervision of volunteers during sponsored work days.

| Save | Save and Close | Cancel |

Detailed Budget Instructions: Personnel

- Identify and itemize each individual employee/staff member of your organization working on the project, their name, and position/job title in individual line items.
  - **Non-employees, consultants or contractors working on the project should be listed separately in the Contractual Services category of the budget.**

- Input annual salary in whole dollars.

- Specify the number of hours they will dedicate to this project in the Project Hours box.

- Enter the fringe rate (if applicable) to be applied to each staff member working on the project.

- Enter a description of the work to be completed by each position budgeted for and how the work of each position will support the purpose and goals of the overall project.
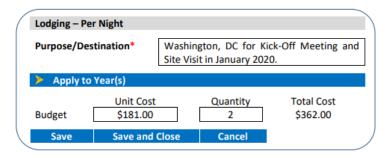
Enter the fringe rate as a percentage instead of its decimal equivalent (i.e. if the rate is 25.9%, enter 25.9 not 0.259) → The fringe total dollar amount will be calculated automatically

| Staff Name* | Jackie Smith |
| Position | Program Director |

Apply to Year(s)

	Annual Salary	Project Hours	Hourly Rate	LOE (%)	Project Salary	Fringe (%)	Fringe Amount	Total Personnel
Budget	$72,000	540.00	$34.62	26.00	$18,692.31	25.00	$4,673.08	$23,365.38
Save		Save and Close		Cancel				

The level of effort [Maximum: 100% per year] will be calculated automatically based on Project Hours entered for each staff member.

TIPS
- *Each employee listed works for the grantee organization (not a third party or contractor)*
- *Provide gross salary before taxes only*
- *Salary and fringe must be itemized by staff member/line item*

Detailed Budget Instructions: Travel

- Itemize each type of travel requested in the appropriate travel subcategories. Do not combine trips together into a simple lump sum that covers multiple travel types.
  - If travel to multiple locations is required, each destination should have their own line item under each applicable travel subcategory.
  - If the type of travel does not fall within one of the subcategories listed, include that item in the Other Direct Costs category of the budget.
  - **Do not include the travel costs being paid for by subrecipients, contractors or other third parties.**

- Specify the purpose and destination for the travel item, unite typ, and the quantity of units requested.

- Budget items using the basis as described next to budget subcategory.

- Briefly describe the purpose of the travel and the assumptions used in estimating the costs of all travel that the applicant is paying for directly.

Lodging – Per Night

| Purpose/Destination* | Washington, DC for Kick-Off Meeting and Site Visit in January 2020. |

➤ **Apply to Year(s)**

	Unit Cost	Quantity	Total Cost
Budget	$181.00	2	$362.00

| Save | Save and Close | Cancel |

Narrative Sample: Jackie Smith will travel to Washington D.C. to meet with NFWF program staff for project kick-off meeting and planning. Meeting will take place over 3 days, so two nights are budgeted. Costs are estimated based on allowable GSA rates and cursory searches for hotel rooms for one person.
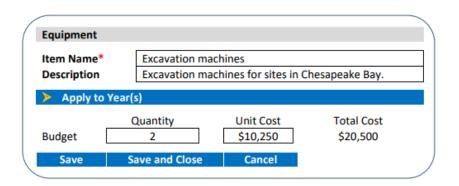

TIPS

- For Mileage, Lodging, Per Diem, Meals & Incidentals, use GSA.GOV as a guide for allowability and reasonableness.

- Provide economy class, round trip airfare rates

- If travel destinations have yet to be determined, please indicate so in budget and narrative and explain the basis for cost estimates (previous projects experience, recent searches, etc.)

Detailed Budget Instructions: Equipment

Equipment is defined as tangible property having a useful life of more than one year and a <u>per-unit</u> acquisition cost of <u>$5,000</u> or more. Items not meeting these criteria should be itemized in the Materials and Supplies category of the budget.

- Itemize each piece of equipment to be purchased for this project in their own line item.

- Identify the item name, the quantity of items budgeted for, and the unit cost for each.

- State the intended purpose of each item as it relates to project goals, and how the estimated costs were determined.

- Equipment costs should only include the costs to purchase new equipment needed to complete the project.

- If available, please upload equipment quote during proposal submission.

Equipment

| Item Name* | Excavation machines |
| Description | Excavation machines for sites in Chesapeake Bay. |

➤ **Apply to Year(s)**

	Quantity	Unit Cost	Total Cost
Budget	2	$10,250	$20,500

| Save | Save and Close | Cancel |

Narrative Sample: Excavation machines are needed during extensive restoration activities that requires the clearing and removal of thick vegetation and land at the three work sites. The equipment will enable us to complete work quickly and efficiently and saves funds by eliminating the need to hire large work crews. Quote and rent vs. buy analysis attached to proposal.
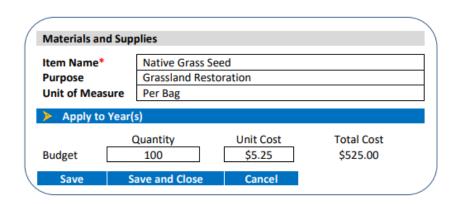
TIPS

- *Existing equipment already owned by the applicant should not be included in this section*

- *Costs for equipment being rented should be included in the Other Direct Costs budget category*

Detailed Budget Instructions: Materials and Supplies

Materials and Supplies are defined as tangible property not meeting the criteria of equipment.

- Itemize each item to be purchased for the project.

- Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used.

- Specify the quantity and unit cost for each item.

- Briefly describe requested supplies and their intended purpose in relation to project goals.
  - Quantities may be estimated if not known at the time of applications, but provide a basis for this estimate in the narrative.
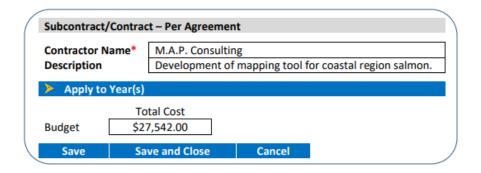
Materials and Supplies

Item Name*	Native Grass Seed
Purpose	Grassland Restoration
Unit of Measure	Per Bag

➤ **Apply to Year(s)**

	Quantity	Unit Cost	Total Cost
Budget	100	$5.25	$525.00

| Save | Save and Close | Cancel |

Narrative Sample: 100 bags of native grass seed will be purchased as a part of the grassland restoration aspect of the project as a direct benefit to the land, riparian areas, and native species. Costs are estimated based on a previously completed project similar in scope and size.

TIPS

- Routine materials/supplies for your organization's operational needs should not be included here, only those specific to the project
- If exact quantities of supplies has yet to be determined, please still use the quantity function in the budget and indicate estimates are used in narrative. Explain the basis for cost estimates (previous project experience, recent searches based on scope, etc.)

Detailed Budget Instructions: Contractual Services

SUBAWARD	CONTRACT
Transfer of programmatic responsibility to another organization, with measurable performance goals related directly to the primary award	A party is required to deliver a product or service in exchange for compensation

- Select the appropriate agreement type.

- Itemize each contractual services cost budgeted for this project per agreement
  - **Do not lump multiple subwards into one line item.**

- If you have not identified the specific contractor or subrecipient who will be conducting the required work, input "TBD" in the Contractor/Subrecipient Name box.

- For each Subaward or Contract, briefly describe the associated activities, scope of work or services to be provided and how the costs were estimated.
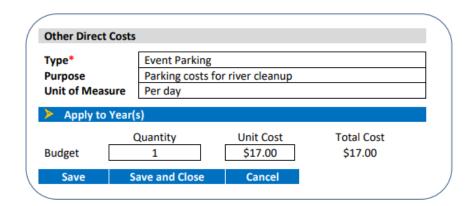
Subcontract/Contract – Per Agreement

Contractor Name* Description	M.A.P. Consulting
	Development of mapping tool for coastal region salmon.

> Apply to Year(s)

	Total Cost
Budget	$27,542.00

| Save | Save and Close | Cancel |

Narrative Sample: M.A.P. Consulting will be hired to develop a mapping tool for tracking salmon over course of the project. M.A.P. has extensive experience creating similar tools that our organization does not possess to complete this task in-house. Cost based on preliminary quote.

TIPS
- All cost associated with the Contract or Subaward should be included in the line item including Travel, Materials and Supplies, etc.
- NFWF budget approval does not constitute approval of Procurement methods
- NFWF expects applicants to follow their internal procurement processes for selecting third parties

Detailed Budget Instructions: Other Direct Costs

- Itemize any additional costs that do not appropriately fit within any budget category listed above.

- Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used.

- Specify the quantity and unit cost for each item.

- Enter a brief description of each budgeted cost item explaining the need for each item, how it will further the objectives of the project, and how the cost estimation was determined.

Other Direct Costs

Type*	Event Parking
Purpose	Parking costs for river cleanup
Unit of Measure	Per day

➤ **Apply to Year(s)**

	Quantity	Unit Cost	Total Cost
Budget	1	$17.00	$17.00

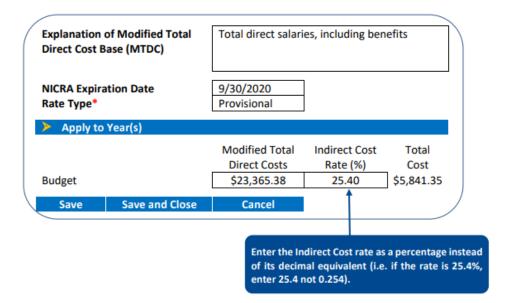| Save | Save and Close | Cancel |

TIPS

This category should contain items such as equipment rental, conference fees (facility rental, honorariums, and other participant costs) ad hoc services (sampling, waste removal), stipends, printing cost and shipping/mailing fees.

Detailed Budget Instructions: Indirect Costs

Indirect Costs are incurred for a common purpose, benefiting more than one objective project or program, and cannot be easily assignable to the outcome, project or program specifically attaining the related benefits.
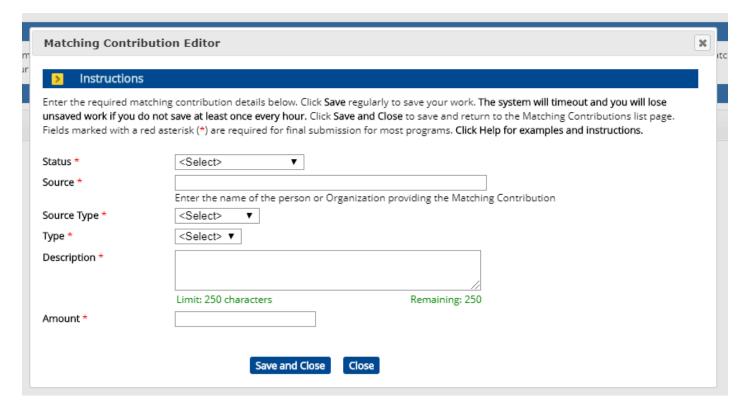
- Refer to your organization's NICRA (if applicable) in the "base" section to input the MTDC base in the explanation box.

- If the rate type is De Minimis, the expiration date is not required.

- 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.
    - **Budgets without narrative descriptions for indirect costs may be rejected and/or returned to the applicant for further details and clarification.**

Explanation of Modified Total Direct Cost Base (MTDC)	Total direct salaries, including benefits
NICRA Expiration Date	9/30/2020
Rate Type*	Provisional

➤ **Apply to Year(s)**

	Modified Total Direct Costs	Indirect Cost Rate (%)	Total Cost
Budget	$23,365.38	25.40	$5,841.35

| Save | Save and Close | Cancel |

Enter the Indirect Cost rate as a percentage instead of its decimal equivalent (i.e. if the rate is 25.4%, enter 25.4 not 0.254).

Note: The federal government has determined that a de minimis 10% indirect rate is an acceptable minimum for organizations without a NICRA, as such NFWF reserves the right to scrutinize ALL proposals with indirect rates above 10% for cost-effectiveness.

Please refer to NFWF's Indirect Costs Policy for clarification on the allowability and application of Indirect Costs.

Matching Contributions

Review and Submit

- Make sure to click the blue **"Submit"** button to submit your proposal.

- If correctly submitted, you will receive a confirmation e-mail and the task will disappear from your homepage.