



Sandhills Game Land, NC. Photo credit Jeff Marcus

2021 LONGLEAF LANDSCAPE STEWARDSHIP FUND



Informational Webinar
Wednesday, December 2, 2020



Altria



Arbor Day Foundation



NFWF

WEBINAR GUIDANCE

- All attendees will be muted for the duration of the webinar.
- Please type your questions into the “questions” box in the webinar controls on the right side of your screen. NFWF staff will answer these questions during several breaks in the presentation, but you can type them in any time. Everyone will be able to hear the answers.
- Don’t be shy. If you have a question, someone else is thinking it, too.
- If you experience a technical glitch, please type it into the chat/question box.
- **The Webinar is being recorded. We will post a copy of these slides and the recording on the NFWF website at <https://www.nfwf.org/programs/longleaf-landscape-stewardship-fund>**

WEBINAR AGENDA

- Program Overview
- Program Priorities
- Submitting a Competitive Proposal
- Application Guidance
- Tips and Timeline
- Resources



PROGRAM OVERVIEW

What is the *LONGLEAF LANDSCAPE STEWARDSHIP FUND*?

A competitive grant program funded through a public-private partnership between...



Altria



That does the following...

- **Accelerates** restoration and enhancement of the longleaf pine ecosystem
- **Supports** the recovery of iconic and keystone species
- **Implements** the Longleaf Forests and Rivers business plan and Range-Wide Conservation Plan for Longleaf Pine
- **Supports** the goals and missions of each funding partner

PROGRAM OVERVIEW: 2021 FUNDING OPPORTUNITY

- Request for Proposals: <https://www.nfwf.org/programs/longleaf-landscape-stewardship-fund>
- Proposal due date: February 4th
- Eligible Applicants*:
 - ✓ Non-profit 501(c)
 - ✓ State, tribal and local governments
 - ✓ Academic institutions
- Anticipated Funding: \$4.3 million
- Grant size: \$100,000 - \$300,000



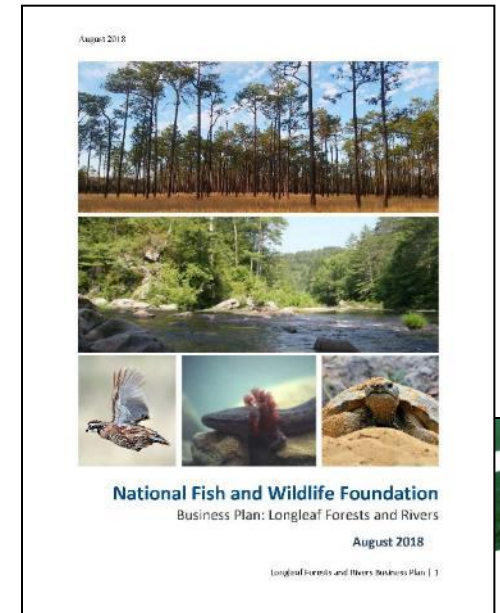
**Federal agencies and individual landowners cannot directly apply, but may partner with eligible applicants on proposals*

PROGRAM OVERVIEW

What are the program's objectives?

In 2021, the Longleaf Landscape Stewardship Fund seeks to achieve the following conservation outcomes...

1. Improve populations of red-cockaded woodpecker, gopher tortoise, Bachman's sparrow, and northern bobwhite
2. Establish **14,000-16,000 acres** of longleaf pine
3. Burn **250,000-275,000 acres** of longleaf pine
4. Maintain or enhance through other silvicultural treatments (other than prescribed fire) **10,000-15,000 acres** of longleaf
5. Conserve **500-1,500 acres** of longleaf habitat with conservation easements.
6. Involve more than **500 private landowners** in longleaf stewardship practices
7. Restore and enhance bottomland hardwood forests within identified focal areas



PROGRAM OVERVIEW

Longleaf Forests and Rivers Business Plan

10-Year Business Plan Goals



Red-cockaded
woodpecker

**Increase # of Breeding
Groups**



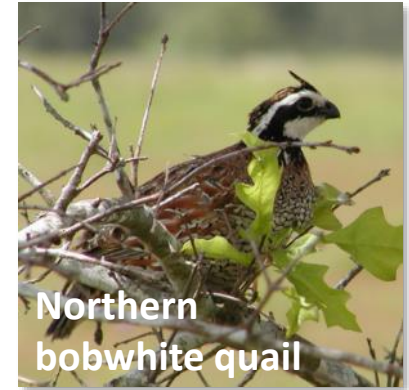
Bachman's
sparrow

**Sustain Acres of
Habitat Occupied**



Gopher tortoise

**Increase # of Viable
Populations**



Northern
bobwhite quail

**Establish Focal Areas
and Population Goals**

Download plan here: <https://www.nfwf.org/longleaf/Documents/longleaf-forests-rivers-business-plan.pdf>

PROGRAM OVERVIEW

Where should projects take place?

Projects should occur within the historical longleaf pine range in the following states...

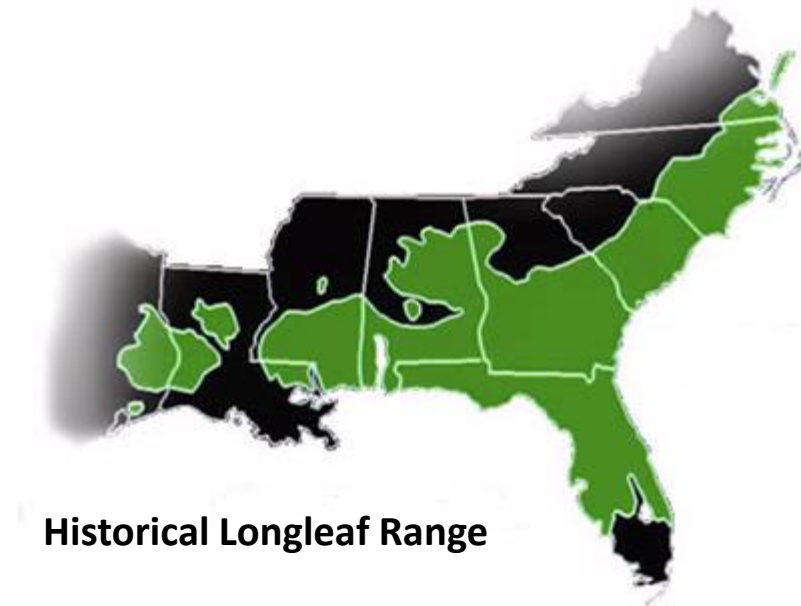
Alabama	Florida	Georgia	Louisiana	
Mississippi	North Carolina	South Carolina	Texas	Virginia

Lands eligible for funding include:

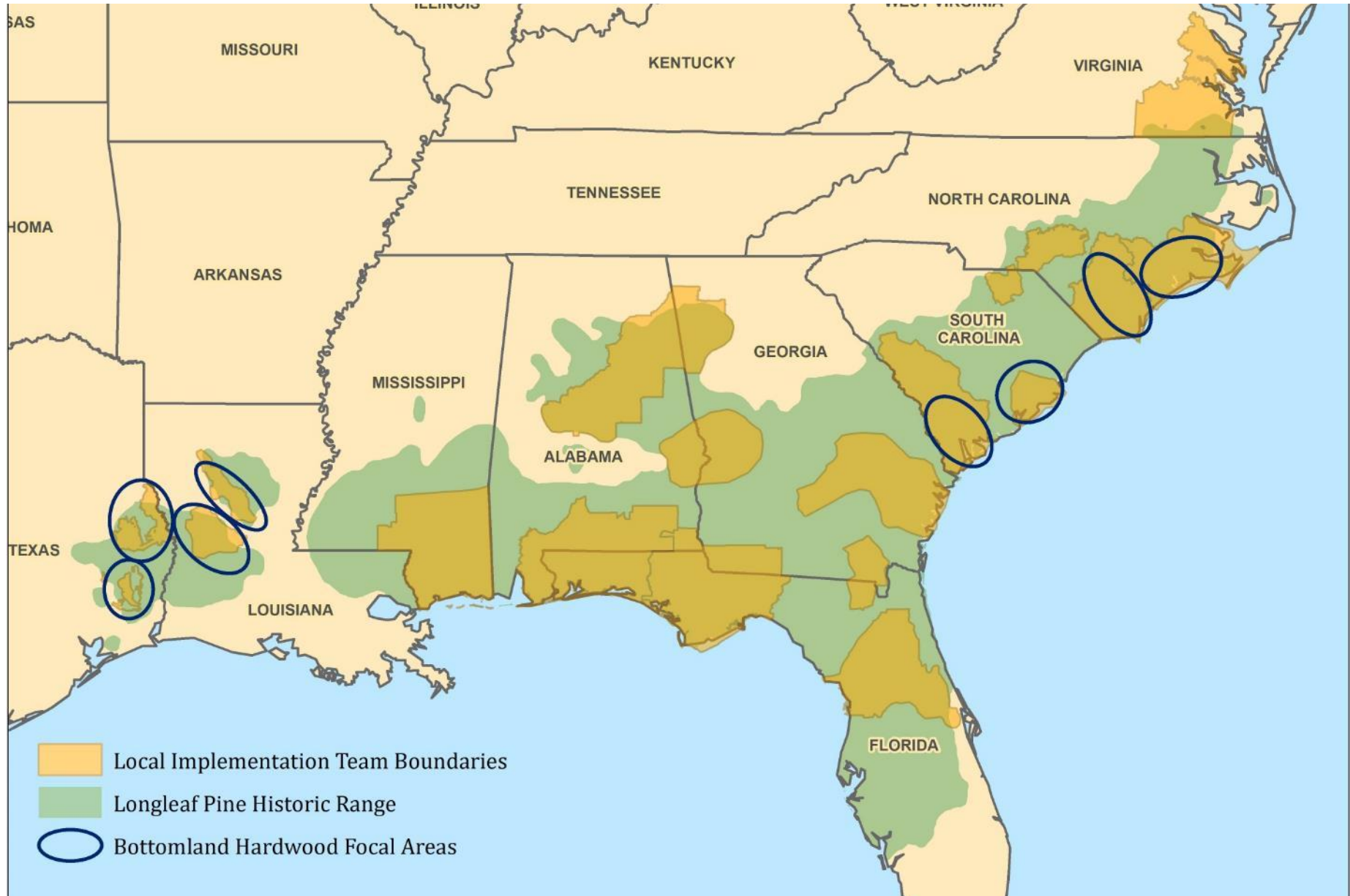
- Privately-owned lands
- State and local government lands
- Federal lands*

Applicants must be one of the following:

- Non-profit 501(c)
- State, tribal and local governments
- Academic institutions



PROGRAM OVERVIEW – FOCAL AREAS



<http://www.americaslongleaf.org/local-implementation/local-implementation-team-contacts/>

PROGRAM OVERVIEW

Funding Availability:

- Anticipate awarding up to \$4.3 million (total) in 2021
- Grant awards typically range from \$100,000 to \$300,000

To be eligible for funding, proposals must adhere to the following:

1. Have **at least** 1:1 match ratio of non-federal cash or in-kind services
 2. Project periods **up to two years**, with significant deliverables achieved in year one
 3. Be in good standing with NFWF regarding existing grant/reporting requirements
 4. Applications whose project area includes military bases/installations must demonstrate how projects will:
 - ✓ Protect and sustain military mission through restoration and enhancement of areas buffering a base/installation; and/or
 - ✓ Conserve important natural resources that will enhance mission operations
- A **questionnaire** must be completed and signed by appropriate local military natural resource liaison and uploaded to Easygrants.



PROGRAM OVERVIEW

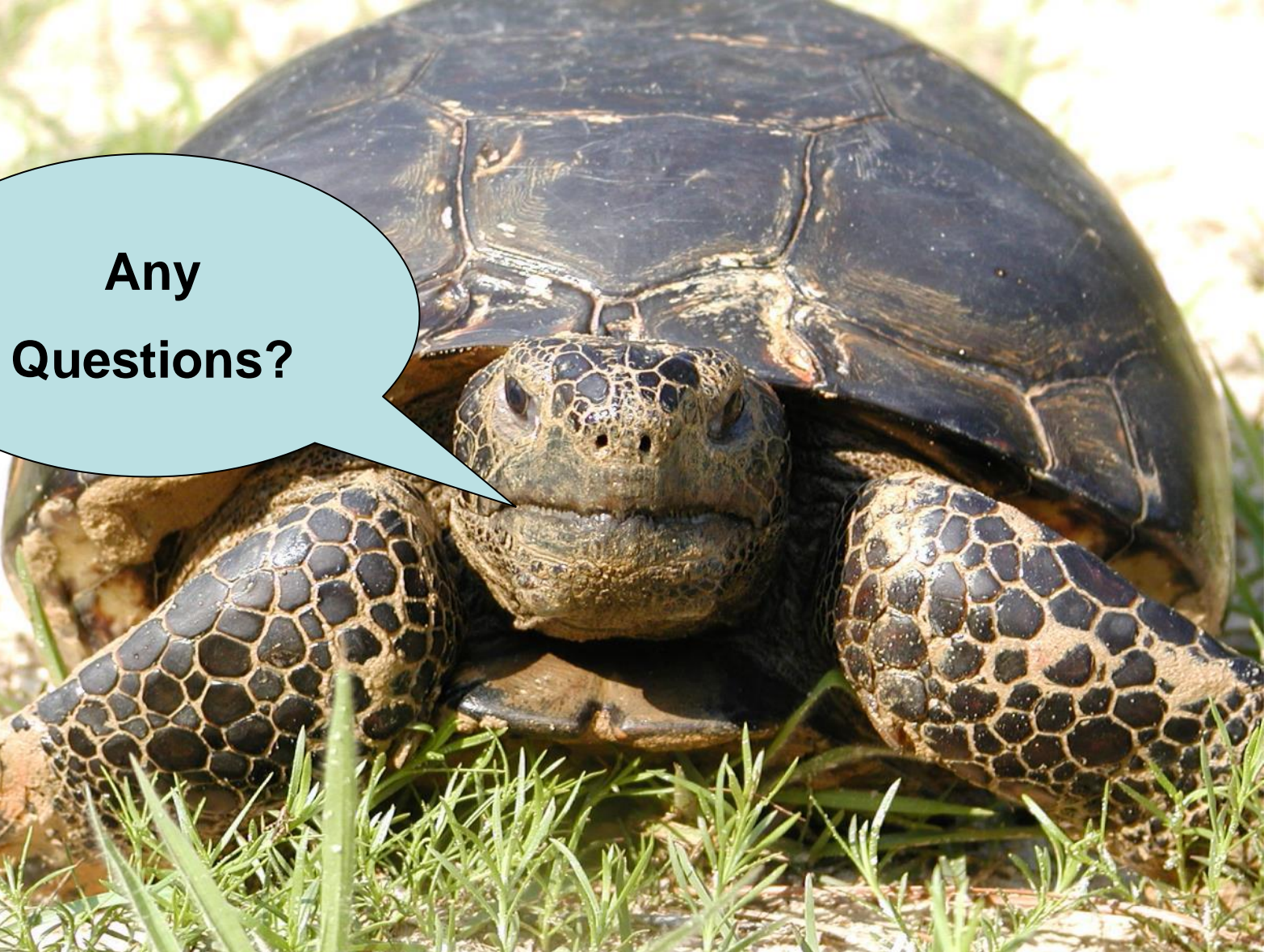
Eligibility criteria continued:

5. Describe progress to-date on current LSF grants if applicable
6. Coordinate with and submit letters of support from:
 - ✓ **State forestry offices** for projects including work on state and private lands
 - ✓ Appropriate **military installation/base commander or designee** addressing **specific** benefits to military mission
 - ✓ **Forest Supervisor** for projects including longleaf restoration and management on National Forests
 - ✓ Letter from the applicable **NRCS State conservationist(s)** for projects that include work on private lands, acknowledging the application and project are being coordinated with appropriate State and District NRCS staff.
 - ✓ Projects that geographically overlap with a local implementation team (LIT), but are not submitted on behalf of the LIT partnership, must provide an acknowledgement letter from the LIT(s) outlining how the project will coordinate with the LIT partners and complement or enhance existing/planned LIT/SGA activities.
 - ✓ Letters documenting the support/contributions of all other project partners are strongly encouraged, but not required.

PROGRAM OVERVIEW

Ineligible Uses of Grant Funds

- **Equipment:** Applicants are encouraged to rent equipment where possible and cost-effective or use matching funds to make those purchases. NFWF acknowledges, however, that some projects may only be completed using NFWF funds to procure equipment. If this applies to your project, please contact the program staff listed in this RFP to discuss options.
- Political advocacy, fundraising, lobbying, litigation, terrorist activities or Foreign Corrupt Practices Act violations.
- Support of 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.



PROGRAM PRIORITIES

What are the program's funding priorities?

1. Establishing Longleaf Pine and/or Bottomland Hardwoods*
2. Enhancing and Maintaining Existing Longleaf Pine and/or Bottomland Hardwood* Ecosystems
3. Expanding and Coordinating Technical Assistance and Outreach
4. Building and Improving LIT Capacity
5. Accelerating Species Recovery
6. Conservation Easements*

**Bottomland hardwood and conservation easement strategies limited to projects located in LA, TX and NC/SC Coastal Plain*



NFWF is particularly interested in projects that help improve the understanding and quantification of the **carbon** and **water** benefits of longleaf pine and bottomland hardwood restoration, enhancement and management projects.

PROGRAM PRIORITIES

1. Establishing Longleaf Pine and/or Bottomland Hardwood Forests

- Site preparation and planting of longleaf pine and/or bottomland hardwoods on public and private lands

2. Enhancing and Maintaining Existing Longleaf Pine and/or Bottomland Hardwoods

- **For Longleaf Pine**

- **Prescribed Fire:**

- Increase prescribed fire capacity, coordination and collaboration through fire teams, prescribed burn associations, etc.
 - Provide technical assistance, training and/or other incentives to increase prescribed burning on private lands
 - Forest management plans
 - Implementation of Farm Bill programs
 - Working Lands for Wildlife, Partners for Fish and Wildlife, etc.
 - Identify and address specific barriers or roadblocks to Rx fire implementation



PROGRAM PRIORITIES

2. Enhancing and Maintaining Existing Longleaf Pine and/or Bottomland Hardwoods (cont.)

- **For Longleaf Pine (cont.)**

- **Other silvicultural treatments:**

- Thinning, invasive species control, mechanical and/or chemical treatments
 - Planting native understory species on public and private lands
 - Treatments in mixed stands with a minor manageable component of longleaf with a goal of moving these stands to a longleaf-dominant condition

- **For Bottomland Hardwoods**

- Supporting regeneration through invasive species control or pre-commercial thinning
 - Additional under-planting as necessary



PROGRAM PRIORITIES

3. Expanding and Coordinating Technical Assistance and Outreach

I. Increase Outreach and Technical Assistance Delivery Success

- Increase coordination and delivery of technical assistance (TA), including additional TA providers (additional staff, contractors, etc.)
- Implement innovative methods to engage private landowners or producers and expand on-the-ground restoration and protection activities on private lands
- Target outreach for private landowners and producers and working with NRCS, FWS and other partners to prioritize, plan and deliver financial assistance such as EQIP, Partners for Fish and Wildlife Program, Working Lands for Wildlife and other programs to improve habitat and support at-risk species
- NFWF seeks projects that include outreach and technical assistance to, and enhanced participation of underserved landowners, including USDA's historically underserved farmers and ranchers.

II. Advancing New Market-oriented and/or Incentive Programs

- Stimulate landowner participation in longleaf recovery efforts
- Enhance restoration and maintenance activities

III. Third-party Forest Certification

- Increase participation in third-party forest certification programs to encourage third-party verification of sustainable forest management practices for longleaf pine ecosystem, bottomland hardwood forests, and associated wildlife.



PROGRAM PRIORITIES



4. Building and Improving Local Implementation Team Capacity

- Strengthen capacity of local implementation teams/partnerships
- Support of a Coordinator position (50% cap)
 - Coordinator support is limited to LITs working within a Significant Geographic Area
- Address how investments will lead to measurable conservation outcomes

PROGRAM PRIORITIES

5. Accelerating Species Recovery

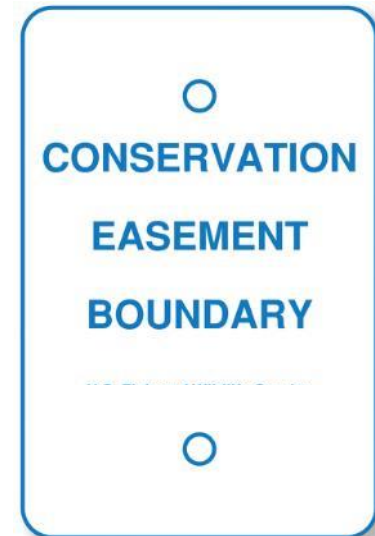
- Implement strategies (e.g., translocation, installation of nest-cavities, etc.), as part of larger project focused on longleaf restoration or enhancement
- Preference will be given to projects that contribute to the species outcomes outlined in the Longleaf Forests and Rivers business plan for red-cockaded woodpecker (RCW), gopher tortoise, Bachman's sparrow, and northern bobwhite
- Pre- and post-habitat restoration and species-specific strategy monitoring to measure RCW, gopher tortoise, Bachman's sparrow and northern bobwhite response will be considered on a case-by-case basis.



6. Conservation Easements

**projects within LA, TX and NC/SC Coastal Plain only*

- Targeted land conservation projects that protect high quality, existing longleaf pine and/or bottomland hardwood habitat, or key sites targeted for longleaf and/or bottomland hardwood restoration, that are part of a broader restoration proposal
- Requests capped at 15% of total amount requested
- Transaction costs primarily; will consider high leverage projects for acquisition costs

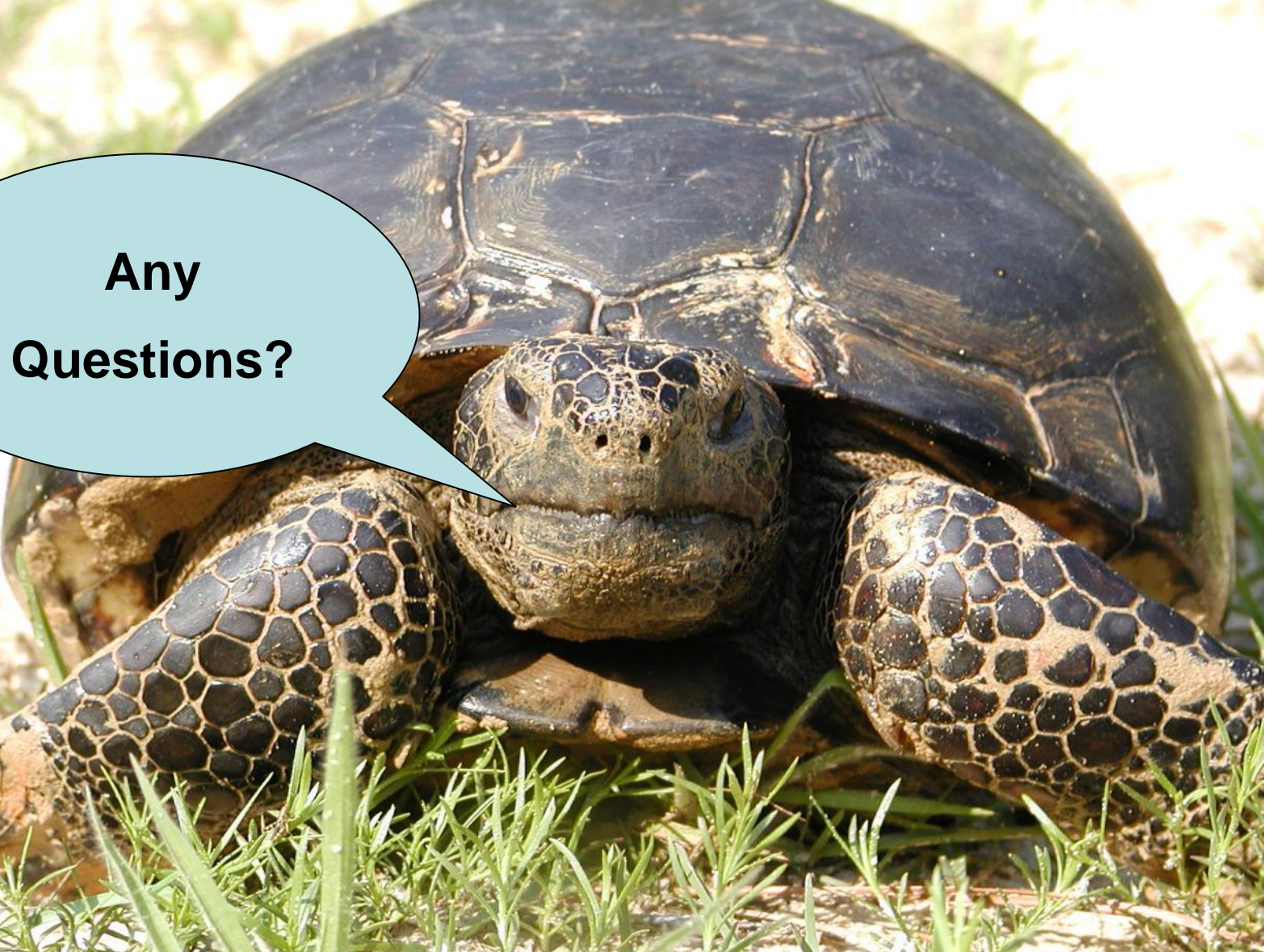


SUBMITTING A COMPETITIVE PROPOSAL

1. **Program Goals and Priorities:** All projects must include specific quantitative metrics that will be tracked and measured to evaluate project success.
2. **Technical Merit:** Project will engage technical expertise throughout project planning, design and implementation.
3. **Funding Need:** Explain how funding is **essential** for activities to move forward.
4. **Conservation Plan and Context:** Does project support priorities and goals of the Business Plan: Longleaf Forests and Rivers, America's Longleaf Restoration Initiative's Range-wide Plan for Longleaf Conservation, and other relevant plans?
5. **Cost-Effectiveness:** Project includes a cost-effective budget that balances performance risk and efficient use of funds. Cost-effectiveness evaluation may include, but is not limited to, an assessment of either or both direct and indirect costs in the proposed budget. 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.

SUBMITTING A COMPETITIVE PROPOSAL

6. **Matching Contributions:** Larger match ratios and matching fund contributions from a diversity of partners are encouraged and will be more competitive during application review
7. **Partnerships:** Demonstrate appropriate partnership exists or is developing to successfully implement project.
8. **Monitoring:** Project includes a plan for monitoring progress during and after the proposed project period to track project success and adaptively address new challenges and opportunities as they arise.
8. **Sustainability:** Describe project maintenance post grant period including securing future funding.
9. **Letters of Support:**
 - State forestry office(s)
 - Appropriate military installation/base Commander
 - Forest Supervisor of the applicable National Forest(s)
 - NRCS State conservationist(s)
 - Local implementation team (LIT)
 - Other project partners



Application Guidance and Navigating Easygrants



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.

easygrants.nfwf.org

Easygrants Helpdesk:

Email: easygrants@nfwf.org

Voicemail: 202-595-2497

[? Frequently Asked Questions](#)

Log In

[New User?](#)

Login ID / Email

Password

☒ Remember Me

[Forgot Password?](#)

Log In

Easygrants – Creating Username or Organization

Register

First Name *

Middle Name

Last Name *

Login ID / Email *

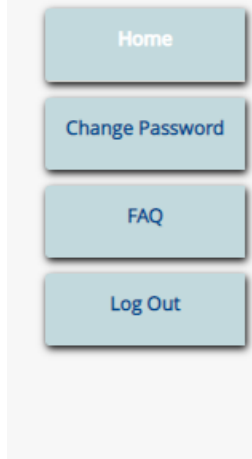
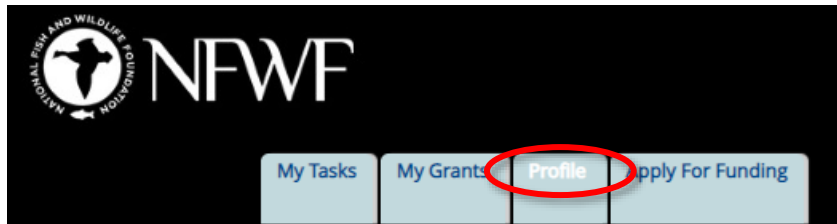
Confirm Login ID / Email *

Password *

[Password Requirements](#)

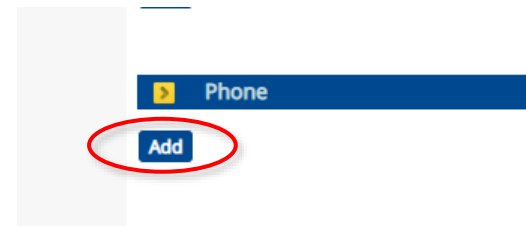
Confirm Password *

- Do not create duplicate accounts.
- Use your professional email address and full legal organization name.
- Unsure if you already have a user account or if organization is registered in Easygrants? Contact helpdesk at easygrants@nfwf.org or 202-595-2497.



[View My Contact Details](#) ← *Click here*
[Manage My Communication and Interests](#)
[Manage My Demographics](#)

Scroll down



Please visit review your contact details and make sure that you
provide a phone number

BEGINNING THE PROPOSAL

- Easygrants.nfwf.org
- Apply for Funding
- Applicant Questionnaire
- My Tasks> Full Proposal

My Tasks

My Grants

Profile

Apply For Funding

Home

Change Password

FAQ

Log Out

To access a task below, [click the task name link in the Task column](#). Please note that a task will not be considered submitted until you longer display on this page but you may view a PDF copy (if applicable) by clicking the View All My Tasks button.

Peer Reviewers: To view the proposal you are reviewing please click the "Third Party Review" link. Please do not click View PDF, as it is


[Frequently Asked Questions \(FAQs\) during COVID-19 Pandemic](#)

Apply for Funding

View All My Tasks

My Tasks

Easygrants ID	Primary Contact/PI	Task	Program Name	Fund
70771	Bernstein, Zack	Full Proposal	Grants	Sea 1
71160	Bernstein, Zack	Full Proposal	Grants	Low Resti
71209	Bernstein, Zack	Full Proposal	Grants	Long Stew



NFWF

Longleaf Landscape Stewardship Fund
Full Proposal Tip Sheet

STARTING AN APPLICATION

When you are ready to begin the application process, go to [easygrants.nfwf.org](#)

- New users to the system will be prompted to register before starting their application.
- Existing users should log in using their email address and password. If you have forgotten your password, please click the "Forgot your password?" link on the Easygrants login page and a reset email 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 Longleaf Landscape Stewardship Fund from the list of "Available Funding Opportunities"
- Complete the Eligibility Quiz and Save and Submit your responses.
- If you pass the Eligibility Quiz, Easygrants will return you to your default Easygrants Home Page. From there, click on the "Full Proposal" for the Longleaf Landscape Stewardship Fund 2021 cycle. Now you are ready to get started! If you do not pass the Eligibility Quiz, please contact the NFWF Program Manager located 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 in any order. You are encouraged to use the [Help](#) features 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 [Get Started](#) link on the left hand side of the screen to launch your session information.

Take Note!

- Pop-ups:** Easygrants uses pop-up windows to display some files. Please make sure your web browser allows for pop-ups. If the virtual 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 closing 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 Acrobat.
- 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 **February 4, 2021 11:59 PM Eastern Standard Time**. Please note: DO NOT fill the "Submit" button until you are totally ready to submit. Once you fill submit the application is formally submitted and you may no longer make changes.

CONTACT INFORMATION

Enter the contact information for the primary person responsible for completing the Easygrants application (this person is referred to as the PI or PIs). Additional personnel may be added to your Easygrants account by clicking the "Add" button and entering their information (as 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 submission is comprehensive. Select your organization from the list that is the most complete (has DUNS and EIN numbers). (Easygrants informs you that your organization's EIN or DUNS already exists and you are unable to find your organization, please contact Easygrants 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.

APPLICATION GUIDANCE

Application Components

- Contact Information
- Organization Information
- Project Information
- Project Location
- Map
- Uploads
- Metrics
- Budget
- Matching Contributions
- Permits and Approvals



Home

Main

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

Project Information

Due: 2/4/2021 11:59 PM ET

Bernstein, Zack | Grants | Longleaf Stewardship Fund | Longleaf Landscape Stewardship Fund 2021

Easygrants ID: 71209

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 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 Fund](#)

Other useful links that will appear in the navigation bar at left include:

- **Home** brings you back to your Home page and out of this submission task.
- **FAQ** provides answers to common questions about the Foundation's proposal elements.
- **Help** provides guidance on both content and technical aspects related to completing many of the pages in the system.
- **Log Out** logs you out of the system.

Validation Summary

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

PROJECT INFORMATION

- **Title:** (~100 characters)
 - short, descriptive name indicating project purpose
- **Description:** (~500 characters)
 - Main activities and methods
 - Specific habitat, location or species benefitted
- **Abstract:** (~1,500 characters)
 - Location, activities, outcome/metrics, and partners
 - Context and background information
 - Explain how outcomes will address a conservation issue

PROJECT INFORMATION - EXAMPLE

Project Description

Accelerate longleaf pine restoration and conservation on more than 19,000 acres of public and private land in west Georgia and east Alabama. Outcomes include planting longleaf on 137 acres and implementing prescribed fire on 19,000 acres of existing longleaf habitat, focusing on properties buffering Fort Benning, as well as high priority state and privately owned lands.

Project Abstract

The Chattahoochee Fall Line Conservation Partnership will restore and enhance more than 19,000 acres of longleaf pine habitat within the Chattahoochee Fall Line area of west Georgia and east Alabama, part of the recently Department of Defense designated Georgia Sentinel Landscape.

Project will support longleaf plantings, a seasonal burn crew to increase prescribed fire capacity and private landowner outreach and technical assistance. A biologist will monitor and maintain red-cockaded woodpecker nest cavities on one of the largest populations on private lands in Alabama.

Restoration outcomes will be targeted on state and privately-owned properties buffering Fort Benning to increase off-base habitat for rare and at-risk species, increasing flexibility for military mission requirements.


Map

+

← → ↻

https://easygrants.nfwf.org/NFWF/Implementation/Modules/Application/ModuleContent.aspx?Config=FullProposalNewMetrics500041Config&Page=Map&ID=500324

🔍 ☆ Incognito



NFWF

Map - Ashleyann Perez - Full Proposal

Home

Main

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

Instructions

Leaving this Map page before completing all of the steps below will result in a loss of your unsaved map data. If you take longer than one hour to complete the steps below, Easygrants will time out and you will lose your unsaved map data. You may click Save before you are done to reset the Easygrants clock, but you must first Submit your locations so that they appear GREEN (submitted). Clicking Save when there are ORANGE (pending) locations will result in loss of those orange polygons. You may return to this Map page at any time to add to (or delete) the mapping work that you save.

Overview of Steps to Create and Submit Your Project Location Map

Click Help (on the left) to see detailed instructions for all of the steps below as well as a glossary of mapping terms used in this mapping tool. If using this tool for the first time, please read through the Help guide and familiarize yourself with the mapping tool features and terminology before entering your mapping data.

1. Begin by clicking Save at the bottom of this Map page to set the Easygrants one hour clock ticking. If you skip this step, the system may timeout sooner than expected and you may lose unsaved map data.
Important: Once you start creating a map, to avoid losing map data, complete all the steps below, in succession, before clicking Save or Save and Continue (Step 5).

2. Next, map your Project Location(s) using one of the three options provided in the mapping tool below. Detailed instructions for each are contained in the Help document.

a. Upload an existing shapefile (see Shapefile requirements below) by clicking on the Upload Shapefile feature bar (this option is open by default when you start using the mapping tool); or

b. Select one or more geographic features (e.g. county, lake, national park) for your project by clicking the Select by Geography feature bar; or

c. Create a custom area to depict your project location(s) by clicking on the Draw a Custom Area feature bar.

3. Finalize the creation of your map by clicking Submit Project Location.
All spatial locations MUST appear in GREEN to indicate that those project locations have been submitted.

4. To confirm your map, click the Confirmation Check Box at the bottom of the page.

5. Finally, click Save to save your map and stay on this page, or Save & Continue to save your map and move to the next page in this task.
All GREEN locations will be saved and any ORANGE locations will be discarded.

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:

+

Home


+

+

+

+


+



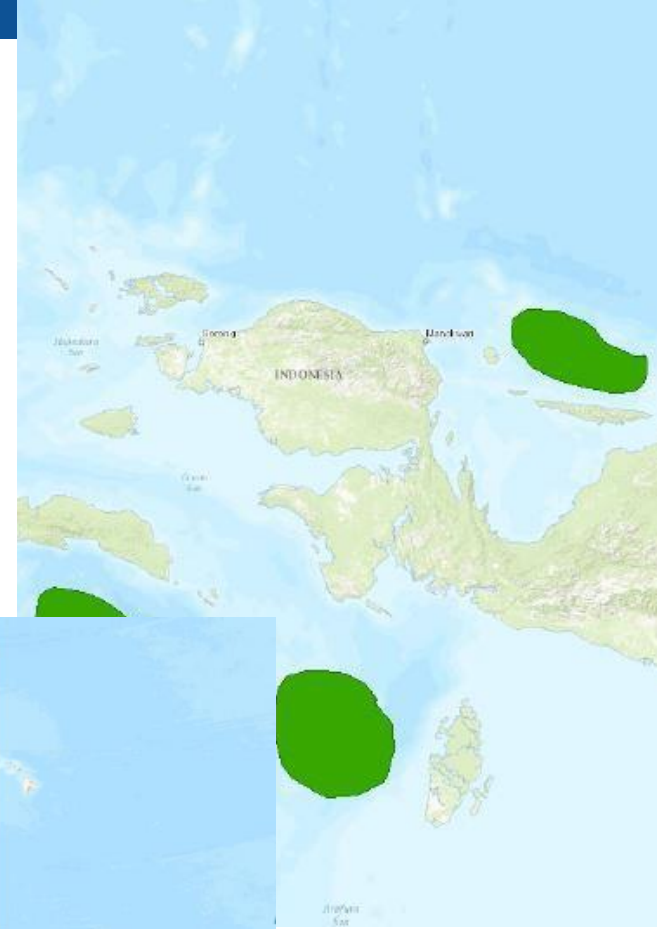
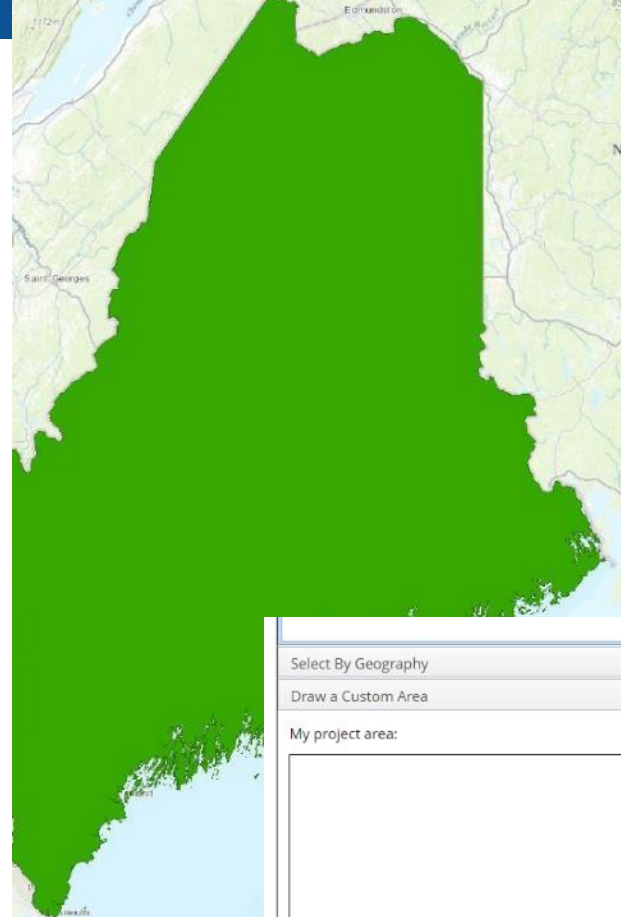
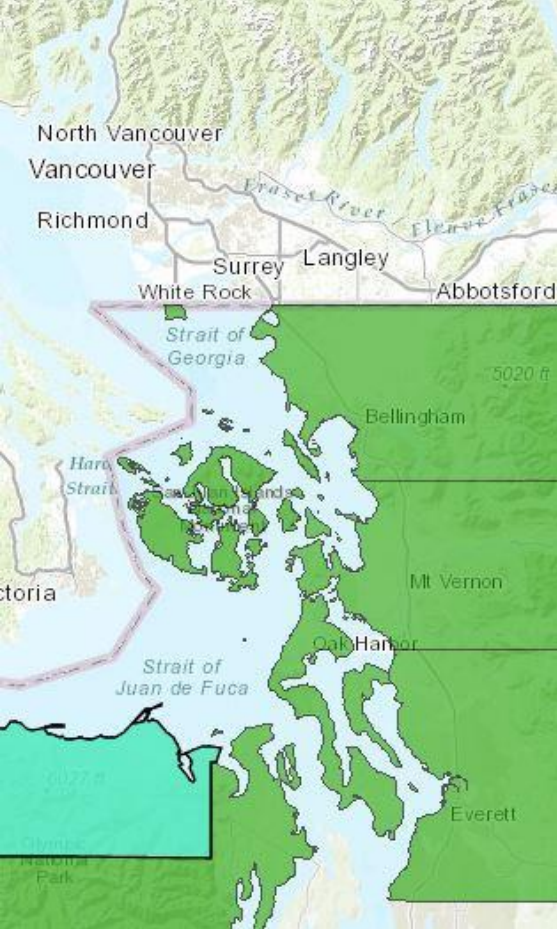
Search for a location

31

NATIONAL FISH & WILDLIFE FOUNDATION



NFWF



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

MAPPING YOUR PROJECT LOCATION

- Map the location(s) where on-the-ground project work will occur
- Be as specific as possible!
- You should not select an entire state or county as your project location unless your project spans the entire region

Learn more: <http://www.nfwf.org/whatwedo/grants/applicants/Pages/mapping-tool.aspx>

UPLOADS

Upload Checklist

Upload Type	Required	Template
LLSF Full Proposal Narrative 2021	Yes	LLSF Full Proposal Narrative Template 2021
Project Map	Yes	
Letters of Support	No	
Photos - Jpeg	No	
LSF DoD Questionnaire	No	LLSF DoD Questionnaire
Statement of Litigation	Yes	Statement of Litigation
Board of Trustees, Directors, or equivalent	Yes	
Applicant Controls Questionnaire	Yes	Applicant Controls Questionnaire Template
GAAP audited financial statements	Yes	
IRS Form 990	Yes	
A-133 Audit	Yes	
Indirect Rate Agreement	No	
Other Documents	No	



UPLOADS – FINANCIAL AND OTHER DOCUMENTS

All financial documentation must:

- Represent the same fiscal year period
- Must be the most recent financial information available
- Must be *less than* two years old

If you do not have a required financial document, then please upload an explanation on your company letterhead in place of the document.

For details on what documents you need to submit and for FAQs regarding financial documents, go here: <https://www.nfwf.org/apply-grant/application-information/required-financial-documents>



The following financial documentation must be submitted with NFWF full proposals. Applicants are encouraged to provide this information at the time of application in order to prevent review, approval and/or contracting delays (if applicable). Below, you will find a list of Frequently Asked Questions to assist you with compiling the required information. If you have additional questions regarding documentation requirements or unanswered questions, please contact the NFWF staff representative listed in the RFP or your Grants Administrator.

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.

The following table breaks out the required documents by type of entity:

Organization Type	Required Financial Documentation						
	¹ I-990 or Electronic Notice	EIN or FEIN	DUNS Number	Single Audit ²	GAAP Audit	³ Balance Sheet AND Income Statement	⁴ NICRA or CAP



UPLOAD TIPS

- Select the appropriate upload type from the dropdown menu when uploading financial documents.
- If an upload type for a specific financial document is not available, it means NFWF already has the document on file. Do not use the “Other Document” upload type. If unsure, contact NFWF staff directly to assist with securely uploading the financial document.
- To re-upload a document, you will need to first delete the original document and then upload the new/revised document

The screenshot shows a web interface for uploading documents. At the top is a blue header bar with a yellow arrow icon and the text "Uploads". Below this is a dropdown menu labeled "Choose Upload Type" which is open, showing a list of document types: "Choose Upload Type", "Full Proposal Narrative", "Project Map", "Letters of Support", "Statement of Litigation", "Board of Trustees, Directors, or equivalent", "GAAP audited financial statements", "IRS Form 990", "A-133 Audit", "Indirect Rate Agreement", and "Other Documents". To the right of the dropdown are three buttons: "Add files..." (with a plus icon), "Start upload" (with a circular arrow icon), and "Cancel upload" (with a circular arrow icon). Below these buttons is a large, light gray rectangular area. On the right side of this area, the text "For Techn" is visible.

UPLOADS

✓ Proposal Narrative Template

- Download the Word template from Easygrants
- Proposals should be no more than 9 pages
- Keep the formatting – same font, font size and margins
- Do not delete the text provided in the narrative
- Be concise and focus on project need, scope of work and deliverables. No need to include basic background information, such as: “The range-wide plan calls for restoring 8 million acres of longleaf pine...”
- Upload into Easygrants either as a Word doc or PDF



The screenshot shows the top portion of a proposal template. At the top left is the NFWF logo, which includes a circular emblem with a fish and the text 'NATIONAL FISH AND WILDLIFE FOUNDATION' and 'NFWF' to its right. Below the logo, the title 'Longleaf Stewardship Fund Full Proposal Project Narrative' is centered. A box containing instructions is highlighted: 'Instructions: Save this document on your computer and complete the narrative in the format provided. The final narrative should not exceed nine (9) pages; please use Times New Roman font, no smaller than 11-point. Please include spaces between paragraphs. Do not delete these instructions or the text provided below. Once complete, upload this document into the on-line application as instructed.' Below this, the first section '1) Project Overview:' is visible, followed by detailed instructions for describing the project's importance and how it supports conservation goals. A final paragraph at the bottom of the visible section states: 'Proposals should describe how the project supports the goals and activities of local Federal partners, particularly local U.S. military installations and bases (refer to RFP), National Forests and U.S. Fish and Wildlife Refuges, where relevant. Projects that will benefit U.S. military installations and bases must complete the DoD Questionnaire and upload the completed document in Easygrants.'

UPLOADS

✓ Letters of Support

If possible, compile into one PDF and upload one file

✓ Department of Defense Questionnaire

Projects that include work that directly or indirectly benefits a military installation

Questionnaire should be completed by the appropriate local military natural resources staff

✓ Metrics

No separate metrics spreadsheet upload. Metrics will only be entered through Easygrants.

Longleaf Stewardship Fund: Department of Defense Questionnaire

GUIDELINES

For SGAs that include military bases or installations, applications must demonstrate how proposed projects will support DoD's mission objectives by:

- Protecting, sustaining or enhancing range and installation missions, and facilitating continuing capabilities for military testing, training and operations by restoring and enhancing longleaf in areas buffering a base or installation.
- Conserving important natural resources that will enhance mission operations. Importance may be determined in terms of ecosystem function, regulatory status and relationship to military mission objectives. Applicants should provide specific examples of how the project will help the installation(s) reduce or avoid at-risk and other species-related management issues. Lands closer to military operations are generally preferred, but lands further from military operations will be considered if the proposed action will provide demonstrated conservation benefit to at-risk species that may be taken into consideration in regulatory consultations involving FWS.
- A letter from the Commander of the installation, or official designee, briefly explaining how the project supports the military mission must be included with the application. The project can support the military mission by advancing the goals of the installation's Integrated Natural Resource Management Plan (INRMP); complementing regional conservation efforts that apply beyond the installation boundaries, like joint land use studies; supporting Readiness and Environmental Protection Integration (REPI) buffer project objectives; or improving or expanding habitat outside the installation that supports at-risk, threatened and endangered species of concern to the installation.

This questionnaire must be completed and signed by the appropriate local military natural resources liaison. Please limit responses to two (2) pages.

METRICS

- Load program metrics using the “LLSF Metrics” template from drop down menu.
- Please enter “0” for the “Starting Value”

Metric instruction: Enter the number of acres of over-story treated, mid-story treated, native understory established, and/or non-native, invasive plant species treated that will be completed within existing longleaf pine habitat on private lands. Acres of prescribed fire should not be included in this total. An acre is to be reported only one time, even if

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Select Metric

Show:

Show All Templates

Show All Strategies

Applicant Submission Version

Filter By:

LLSF Metrics

Show All Strategies

Metric

☐

 LLSF - Longleaf Pine - Improved management practices - Acres under

Viewing Records 1 - 1 of 1

☐ Select All

Delete Selected

Save

Save and Continue

Notes

Metric : LLSF - Longleaf Pine - Improved management practices - Acres under imp mgt (private)

Note

Will complete 1,500 acres of mid-story thinning in Georgia and 1,000 acres of mid-story thinning in Florida, for a total of 2,500 acres treated on private lands.

Save And Close

Close

☐

 LLSF - Longleaf Pine - Conservation easements - Acres protected under easement

?

Habitat Conservation

Recommended

☐

 LLSF - Outreach/ Education/ Technical Assistance - # people targeted

?

Capacity, Outreach, Incentives

Recommended

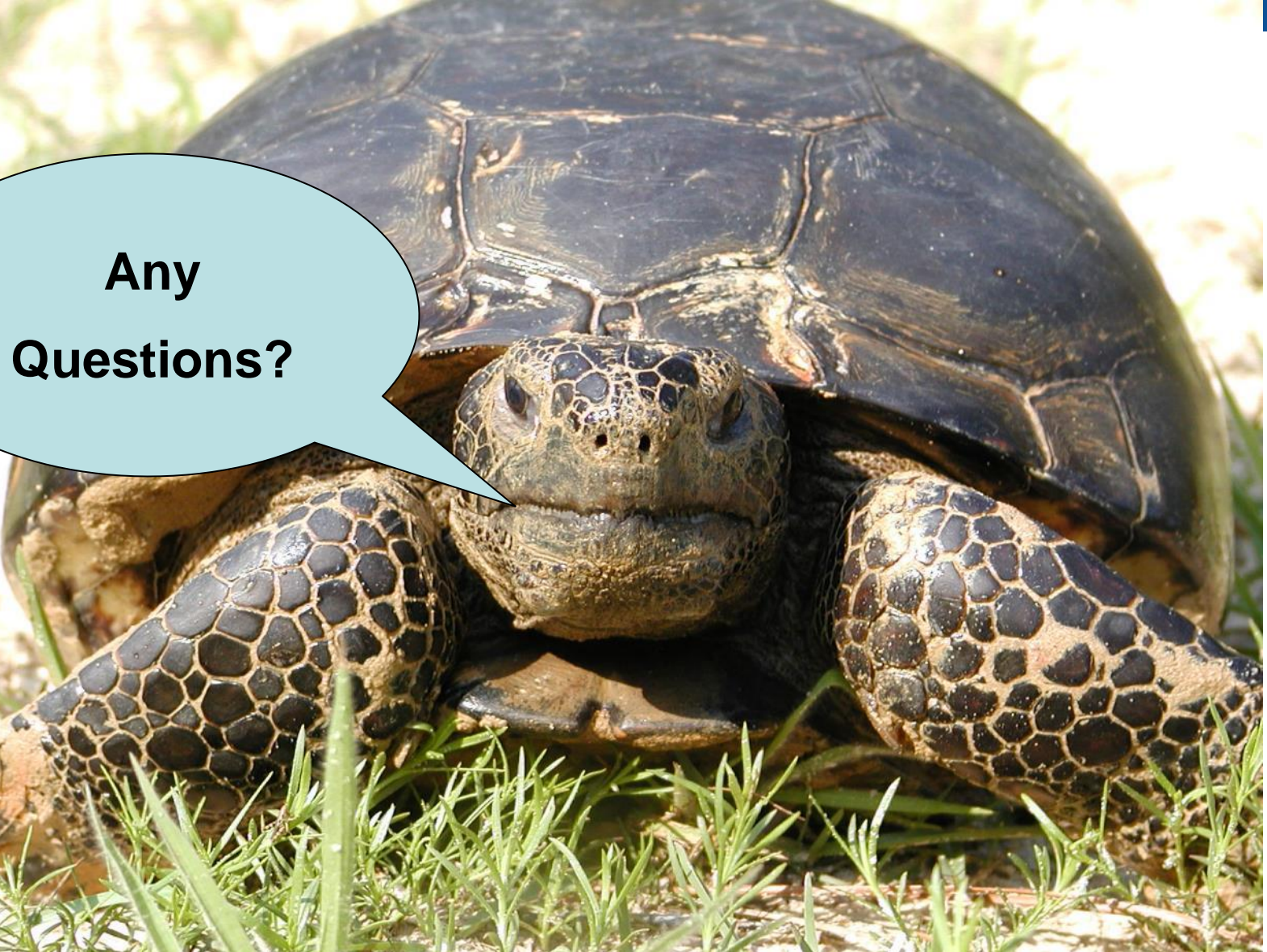
☐ Select All

Add Selected

Close

* If none of the available metrics apply to your project, please contact NFWF to discuss





BUDGET

- Only the grant amount requested from NFWF
- Itemize all costs in appropriate budget categories.
- No lumping costs i.e., 'All Salaries: \$10,000'
- **'Total Amount Requested'** in Project Information section must equal the **'Budget Grand Total'** in Budget section

▼ <u>Materials and Supplies</u>	\$0.00
Materials and Supplies + 📄	\$0.00
▼ <u>Contractual Services</u>	\$0.00
Subcontract/Contract - Per Agreement + 📄	\$0.00
Subgrant - Per Agreement + 📄	\$0.00
▼ <u>Other Direct Costs</u>	\$0.00
Other Direct Costs + 📄	\$0.00
▼ <u>Indirect Costs</u>	\$0.00
Indirect Costs + 📄	\$0.00
<u>Total Direct Costs</u>	\$0.00
<u>Total Indirect Costs</u>	\$0.00
<u>Total Costs</u>	\$0.00



<https://www.nfwf.org/whatwedo/grants/applicants/Pages/budget-instructions.aspx>

BUDGET

- Use the green plus sign  to add line items to the budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help



Log Out



Return to Staff Module

Budget



Expand all



Personnel



Personnel  



John Doe Forester  



Travel



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  

Equipment

Equipment  

Materials and Supplies

Budget 

\$66,000.00

\$66,000.00

\$66,000.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00


\$0.00

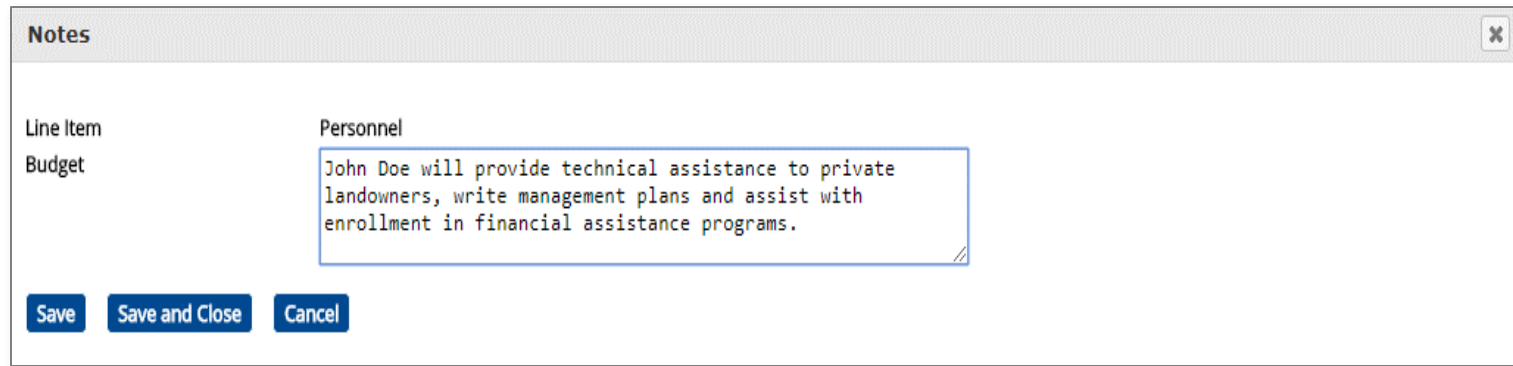
\$0.00

nnel

0.00

BUDGET

- Use the 'notes' feature  to add a narrative description for each section of the budget
- Each line item must include a corresponding narrative entry



Line Item	Personnel
Budget	John Doe will provide technical assistance to private landowners, write management plans and assist with enrollment in financial assistance programs.

Save Save and Close Cancel

Learn more: <http://www.nfwf.org/whatwedo/grants/applicants/Pages/budget-instructions.aspx>

MATCHING CONTRIBUTIONS

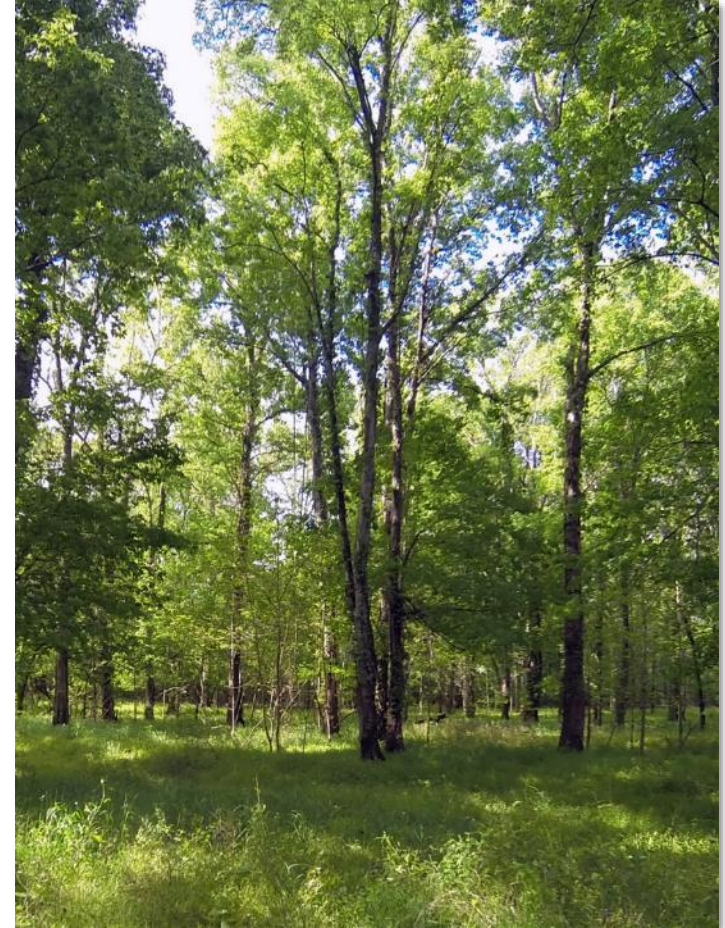
- Projects with **at least 1:1** non-federal match ratio will be most competitive
- Federally appropriated or managed funds are **ineligible**; e.g., Pittman-Robertson, Dingell-Johnson, Intermodal Surface Transportation Efficiency Act

Match must be:

- Raised and dedicated specifically for the project
- Spent between the project start and end dates designated in the grant application
- Voluntary in nature (mitigation, restitution, or other permit or court-ordered settlements are ineligible); and
- Applied only to the NFWF grant and not to any other federal matching programs

MATCHING SOURCES

- ✓ Cash
- ✓ In-kind contributions of staff
- ✓ Materials and services donated
- ✓ Volunteer time
- ✓ Cost of land acquisition/easement
- ✓ Allowable indirect costs not covered by grant funding may be eligible
- ✓ Other tangible contributions to project goals



Click **Add** to enter the required matching contribution information below. Click **Help** for examples and instructions. Each source of matching contributions must be added separately, and you can add a new contribution below, you will be able to **Edit** or **Delete** it, as needed. Click **Save and Continue** to save your work and move to the next page.

Matching Contribution Editor

Instructions

Enter the required matching contribution details below. Click **Save** regularly to save your work 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 instructions.

Status *

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

Source Type *

Type *

Description *
Cash
In-kind

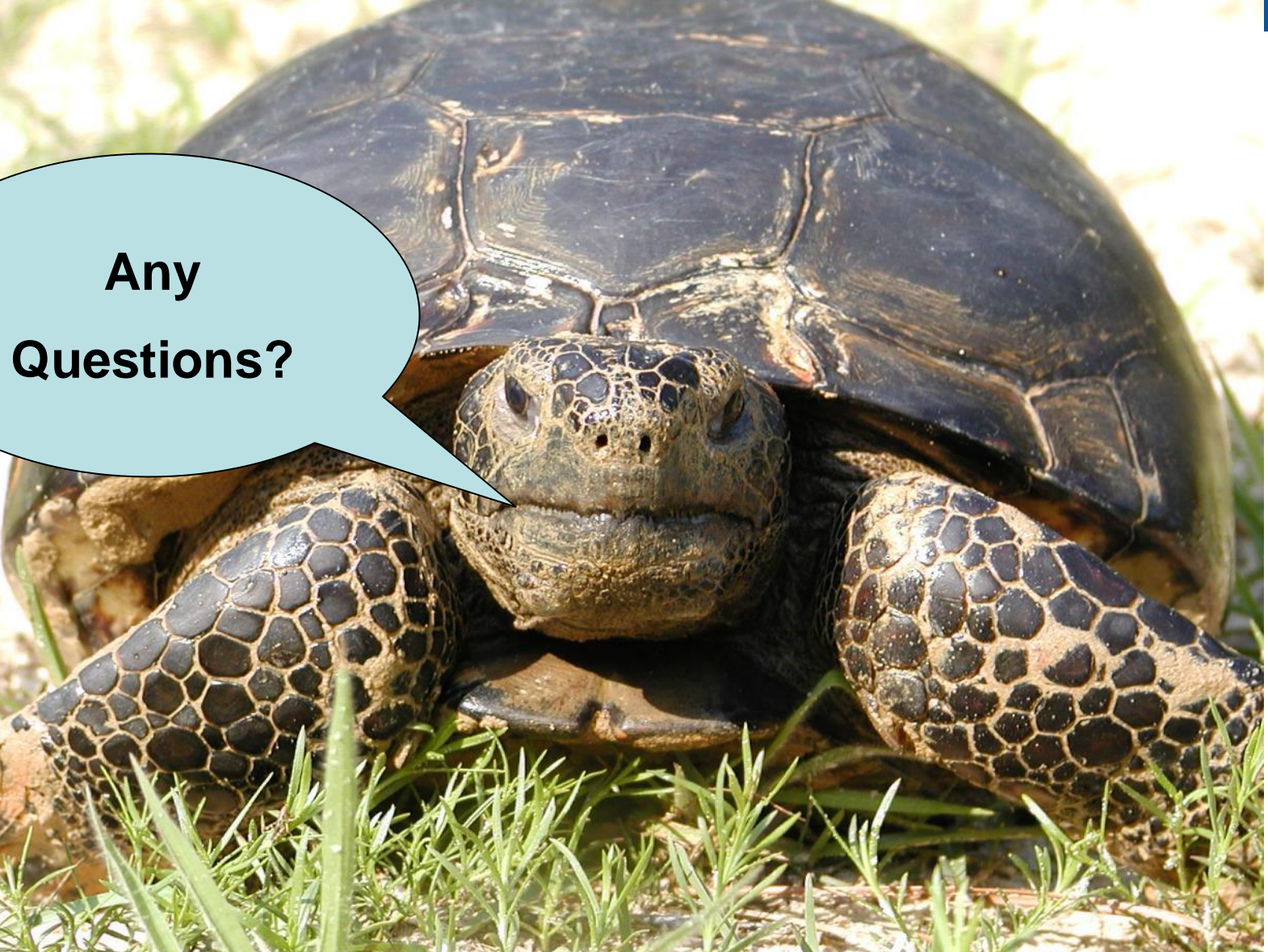
Limit: 250 characters Remaining: 250

Amount *

Save and Close**Close**

ADDITIONAL APPLICATION DETAILS

- Federal funding may be subject to requirements under the following acts. Applicants should budget time and resources to obtain the needed approvals.
 - National Environmental Policy Act
 - Endangered Species Act
 - National Historic Preservation Act
- Award payments are primarily reimbursable. Projects may request funds for reimbursement at any time after completing a signed agreement with NFWF.

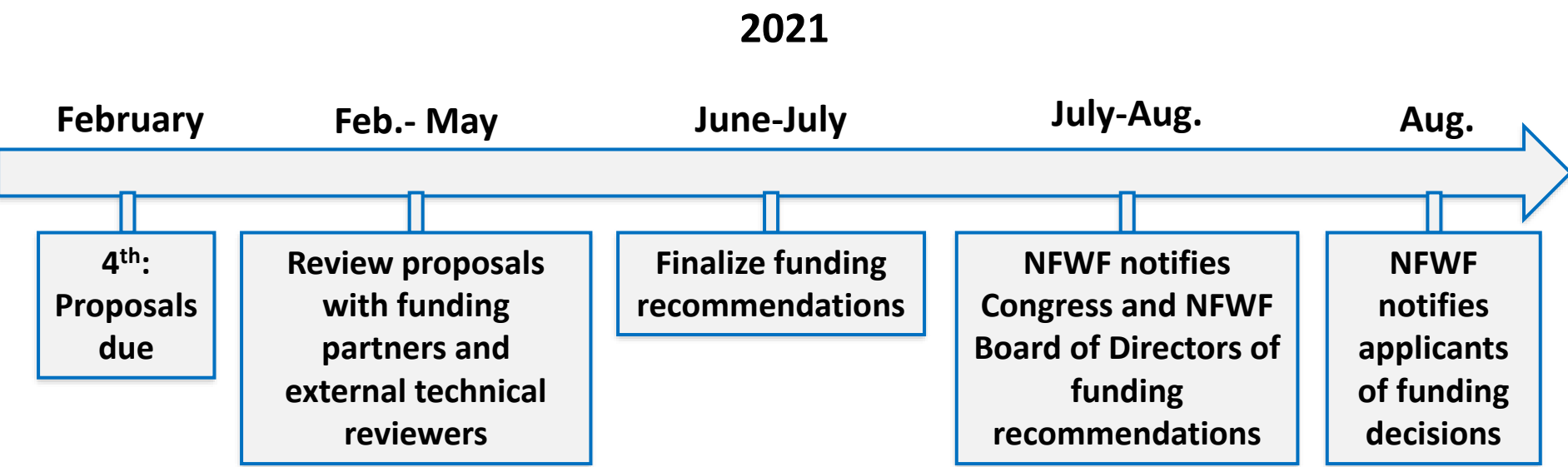


ADDITIONAL TIPS FOR APPLICANTS

- If you've never used Easygrants before, create your login **TODAY** and familiarize yourself with the system.
- If you aren't new to Easygrants, check and make sure your login is working and that your organization's record is up to date in our system.
- Start the application *as soon as possible* to minimize last minute Easygrants trouble.
- Contact potential partners early in the process to develop project priorities, scope of work, and budget, identify sources of match, and securing letters of support.
- If you're not familiar with the Longleaf Forest and Rivers Business Plan, please review: <https://www.nfwf.org/longleaf/Documents/longleaf-forests-rivers-business-plan.pdf>
- If you're not familiar with the America's Longleaf Restoration Initiative Range-wide Conservation Plan for Longleaf Pine or don't know who to contact to learn more about the Local Implementation Teams, visit: www.americaslongleaf.org.
- We're here to help! Don't hesitate to contact us with questions about your proposal, Easygrants, etc.



TIMELINE



Longleaf Forests and Rivers business plan

RESOURCES

<https://www.nfwf.org/longleaf/Documents/longleaf-forests-rivers-business-plan.pdf>

Tip Sheet

<https://www.nfwf.org/sites/default/files/2020-11/Longleaf-Landscape-Stewardship-Fund-2021-Tip-Sheet.pdf>

State Forestry Agency, USFS, NRCS State Conservationists Contact Information

<http://www.nfwf.org/longleaf/Documents/State%20Conservationists-Foresters.pdf>

Required Financial Documents

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/required-financial-docs.aspx>

Budget Instructions

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/budget-instructions.aspx>

NFWF Indirect Policy

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/indirect-policy.aspx>

Easygrants Mapping Tutorial

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/mapping-tool.aspx>

Department of Defense Questionnaire

http://www.nfwf.org/longleaf/Documents/LLSF_DoD_questionnaire%20FINAL.docx

LIT Conservation Plan Status Template

<http://www.nfwf.org/longleaf/Documents/LIT+Plan+Status+Template.docx>

Forestland Stewards Business Plan (for bottomland hardwoods priorities in LA, NC, SC, TX)

<http://www.nfwf.org/forestlandstewards/Documents/forestland-stewards-business-plan.pdf>

QUESTIONS or COMMENTS

Proposal/project questions:

Jon Scott

Jonathan.Scott@nfwf.org

(202) 595-2609

Zack Bernstein

Zachary.bernstein@nfwf.org

202-595-2433

Easygrants technical support:

Email helpdesk at

Easygrants@nfwf.org or leave a message at 202-595-2497

