

# WELCOME TO THE HURRICANE RESPONSE MARINE DEBRIS REMOVAL FUND 2022 APPLICANT WEBINAR

## Using GoToWebinar

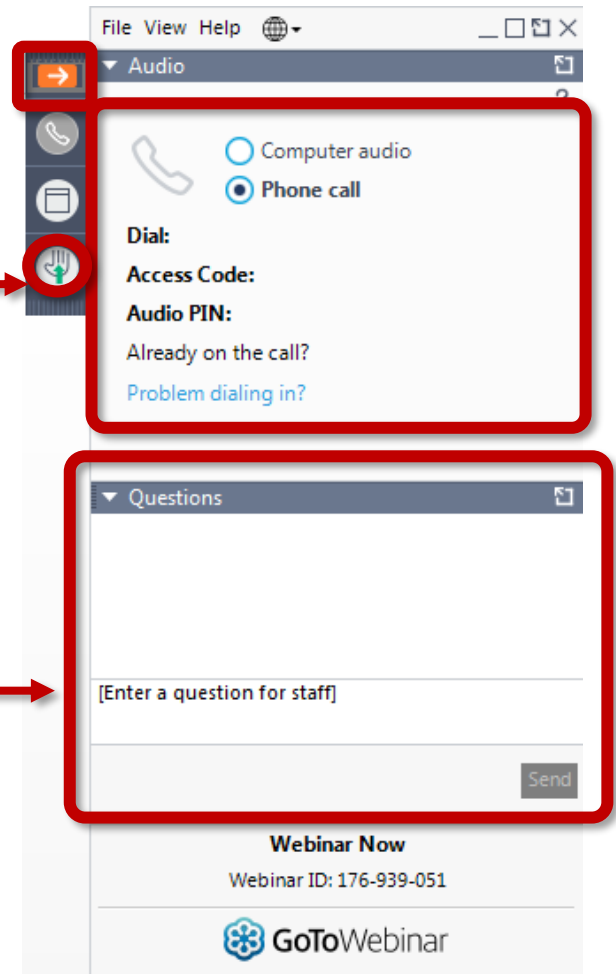
Open and close your control panel

Join audio:

- Choose **Mic & Speakers** to use VoIP
- Choose **Telephone** and dial using the information provided

Submit questions and comments via the Questions panel

**Note:** Today's presentation is being recorded and will be provided within 48 hours.



NFWF



# Hurricane Response Marine Debris Removal Fund

**Michelle Pico**

Program Director, Marine Conservation  
[pico@nfwf.org](mailto:pico@nfwf.org)



**NFWF**

# FULL PROPOSAL APPLICANT WEBINAR

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## AGENDA:

- Intro to the Hurricane Response Marine Debris Removal Fund
- Applicant Resources & Tips
- Application Walkthrough
- After You Submit

# Hurricane Response Marine Debris Removal Fund

- **Purpose** : to assess, remove and dispose of marine debris caused by severe storms
- **Investment Priorities**
  - Impact to Communities
  - Impact to Wildlife and Habitats
- **2022 Geographies** : counties in the Gulf of Mexico impacted by hurricanes Ida, Laura, Delta and Sally



NFWF



# Program Specific Information – [www.nfwf.org/programs](http://www.nfwf.org/programs)

## Programs



The National Fish and Wildlife Foundation awards competitive grants through our programs to protect and conserve our nation's fish, wildlife, plants and habitats. The Foundation works with public and private partners in all 50 states and U.S. territories to solve the most challenging conservation problems. Explore our programs below to learn about their conservation goals and strategies, and the species and landscapes they support.

- RFP Details  
- Tip Sheet

## Active Programs

hurricane



All Landscapes



All Trending Topics



Acres for America



Emergency Coastal Resilience Fund



Hurricane Response Marine Debris Removal Fund



NFWF

# Hurricane Response Marine Debris Removal Fund

Pathway to the beach in Florida

Hurricane Response Marine  
Debris Removal Fund 2020-  
2021 Season Request for  
Proposals

[Home](#) / [Programs](#) / ...

The Hurricane Response Marine Debris Removal Fund is a partnership between NFWF and the NOAA Marine Debris Program that awards grants to assess, remove and dispose of debris caused by severe storms. Grants are awarded based on targeted debris' existing or potential impact to coastal communities and resources, and to prevent further harm to sensitive marine habitats and species listed under the Endangered Species Act.

## Hurricane Response Marine Debris Removal Fund 2020-2021 Season Request for Proposals

[Home](#) / [Programs](#) / [Hurricane Response Marine Debris Removal Fund](#) / ...

Full Proposal Webinar (Register [here](#)): Tuesday, May 24, 2022 3:00pm EST

Full Proposal Due Date: June 29th, 2022 by 11:59pm EDT

### Related Content

[PDF Version](#)[Tip Sheet](#)[Webinar Registration](#)

### OVERVIEW

[SUMMARY](#)[APPLICATION INFORMATION](#)[PROGRAM INFORMATION](#)

## Application Information

05/17/2022

Hurricane Response Marine Debris Removal  
Fund 2020-2021 Season Request for  
Proposals

[VIEW NOW](#)**NFWF**

# General Application Information – [www.nfwf.org/apply-grant](http://www.nfwf.org/apply-grant)

## Apply for a Grant

[Application Information](#) [Recipient Information](#) [Grants Library](#)

[Required Financial Documents](#)

[Budget Instructions](#)

[Indirect Cost Policy](#)

[Indirect Cost Calculator](#)

[Transparency Act Requirements](#)

[Easygrants Mapping Tool](#)

[Pre-Proposal Summary](#)

[Full Proposal Summary](#)

[FAQs](#)

- Financial Documents
- Budget Instructions
- Indirect Cost Policies



Each science Director supports additional and broad applications.

The Foundation provides funding on a competitive basis to projects that support our nation's fish wildlife and plants and their habitats.

Each science Director supports additional and broad applications.

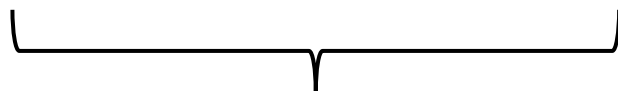
The Foundation provides funding on a competitive basis to projects that support our nation's fish wildlife and plants and their habitats.



Moose, Wyoming

If you have questions concerning your application please contact the staff member listed in your request for proposal. If you have questions regarding a current grant, please contact your grants administrator. You can also email [info@nfwf.org](mailto:info@nfwf.org).

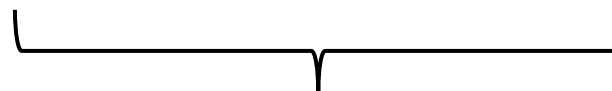
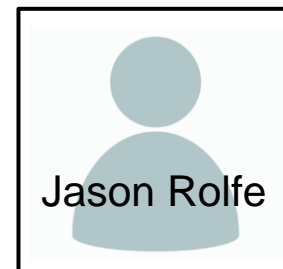
# Thinking Through Your Project Idea



## Your NFWF Program Team

- Nexus to RFP
- Navigating the Application

Contact information can be found in the RFP, or on the NFWF website.



## Your NOAA Program Team

- Regional Priorities
- Regional Partners/Resources
- NEPA Review

[Caitlin.wessel@NOAA.gov](mailto:Caitlin.wessel@NOAA.gov)

[Jason.Rolfe@NOAA.gov](mailto:Jason.Rolfe@NOAA.gov)



# Heed this Warning!



All submitted 2022 applications will be reviewed for **COMPLETENESS**:

1. Did you follow the data fields format?
2. Did you add Notes to **EACH** metric?
3. Did you complete a Map?
4. Did you include Notes to **EACH** budget line item?

If any of the above 4 are not COMPLETE the **application will be rejected** on **June 30<sup>th</sup> by 5:30PM ET** and an email will be sent to the address associated with the application.

You will have until **5:30PM ET on July 5<sup>th</sup>** to fix the changes and resubmit in order to remain in consideration.



Photo Credit: James Watt/NOAA Office of Marine National Sanctuaries, 2002

# NFWF Application Walkthrough

[www.easygrants.nfwf.org](http://www.easygrants.nfwf.org)



NFWF





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.

[Frequently Asked Questions](#)

## Log In

[New User?](#)

Login ID / Email

Password

☐ Remember Me

[Forgot Password?](#)

Log In

For the optimal Easygrants experience, please:

- [Use a Supported Browser](#)
- [Enable Pop-ups](#)
- [Allow Cookies](#)
- [Only Use One Tab](#)
- [Get Adobe Reader](#)
- [Log Out and Close Browser for Security](#)

For Technical assistance, please contact us via [e-mail](#) or phone 202-595-2497.

[Download Adobe Reader](#)

Powered by [Easygrants™](#) v9.5.0



# Adding your contact information:

The screenshot displays the NFWF user interface. At the top, a navigation bar contains four tabs: 'My Tasks', 'My Grants', 'Profile', and 'Apply For Funding'. The 'Profile' tab is highlighted with a red circle. Below this bar, on the left, is a vertical menu with buttons for 'Home', 'Change Password', 'FAQ', and 'Log Out'. To the right of this menu, there are three links: 'View My Contact Details', 'Manage My Communication and Interests', and 'Manage My Demographics'. A red arrow points from the text 'Click here' to the 'View My Contact Details' link. Below these links, a large red arrow points downwards, accompanied by the text 'Scroll down'. At the bottom of the page, there is a section for adding contact information. It features a blue header bar with a yellow phone icon and the word 'Phone'. Below this bar, there is a white input field and a blue 'Add' button, which is circled in red.

My Tasks My Grants **Profile** Apply For Funding

Home

Change Password

FAQ

Log Out

View My Contact Details *Click here*

Manage My Communication and Interests

Manage My Demographics

*Scroll down*

Phone

Add



## My Tasks - NFWF Grantee - Home

[My Tasks](#)[My Grants](#)[Profile](#)[Apply For Funding](#)[Home](#)[Change Password](#)[FAQ](#)[Log Out](#)[Apply for Funding](#)[View All My](#)

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 click the Submit button. After submitting a task, you will be redirected to the Home page.

Peer Reviewers: To view the proposal you have submitted, click the [View All My](#) link next to the proposal.

[Frequently Asked Questions \(FAQs\) due](#)

[Home](#)[Change Password](#)[FAQ](#)[Log Out](#)

[Click here to respond to an RFP or to a solicited request](#)

Listed below are the current funding opportunities accepting applications. To view more details on the Funding Opportunity, click Guidelines next to the opportunity.

- To apply to a Funding Opportunity, select the opportunity and click Continue.
- To return to the Home page, click **Cancel**.

If you have been provided an RFP code please click the link at the top, then enter your code. Please note that the code is case sensitive.

### Available Funding Opportunities

#### Grants

<input type="radio"/>	America the Beautiful Challenge 2022	<a href="http://www.nfwf.org/challenge">www.nfwf.org/challenge</a>
<input type="radio"/>	Bring Back the Native Fish 2022	<a href="http://www.nfwf.org/programs/bring-back-native-fish">www.nfwf.org/programs/bring-back-native-fish</a>
<input type="radio"/>	Central Appalachia Habitat Stewardship Program 2022	<a href="http://www.nfwf.org/centralapps">www.nfwf.org/centralapps</a>
<input type="radio"/>	Columbia Basin Water Transactions Program 2023	<a href="http://www.nfwf.org/cbwtp">www.nfwf.org/cbwtp</a>
<input type="radio"/>	ConocoPhillips SPIRIT of Conservation 2022	<a href="http://www.nfwf.org/spirit">www.nfwf.org/spirit</a>
<input type="radio"/>	Electronic Monitoring and Reporting Grant Program 2022	<a href="http://www.nfwf.org/fisheriesfund">www.nfwf.org/fisheriesfund</a>
<input type="radio"/>	Emergency Prescott Marine Mammal Rescue Assistance 2022	<a href="http://www.fisheries.noaa.gov/national/marine-life-distress/emergency-prescott-grants">www.fisheries.noaa.gov/national/marine-life-distress/emergency-prescott-grants</a>
<input type="radio"/>	Guam Habitat Conservation Initiative 2022	<a href="http://www.nfwf.org/programs/guam-habitat-conservation-initiative">www.nfwf.org/programs/guam-habitat-conservation-initiative</a>
<input checked="" type="radio"/>	Hurricane Response Marine Debris Removal Fund - 2020-2021 Seasons	<a href="http://www.nfwf.org/programs/hurricane-response-marine-debris-removal-fund">www.nfwf.org/programs/hurricane-response-marine-debris-removal-fund</a>
<input type="radio"/>	Impact Directed Environmental Accounts 2022	<a href="http://www.nfwf.org">www.nfwf.org</a>
<input type="radio"/>	Klamath River Coho Enhancement Fund 2022	<a href="http://www.nfwf.org/klamathriver">www.nfwf.org/klamathriver</a>
<input type="radio"/>	Long Island Sound Futures Fund 2022	<a href="http://www.nfwf.org">www.nfwf.org</a>
<input type="radio"/>	New England Forests and Rivers Fund 2022	<a href="http://www.nfwf.org/newengland">www.nfwf.org/newengland</a>

[Continue](#)[Cancel](#)



## Project Information

Due: 6/29/2022 11:59 PM ET

Easygrants ID: \_\_\_\_\_

Grantee, NFWF|

Grants| Hurricane Response Marine Debris Removal| Hurricane Response Marine Debris Removal Fund - 2020-2021 Seasons

## Instructions

Answer each question below by selecting the **Yes** or **No** radio button, and click **Submit** to determine your eligibility to apply for this award. **All information is required.** If you partially complete and wish to return to complete this quiz later, be sure to save your data by clicking **Save**.

Have you read and do you understand the Program Guidelines for this Funding Opportunity, including any match requirements specific to the Funding Opportunity? ☐ No ☐ Yes

Can the reports and deliverables associated with any potential Foundation award for your project be published on the Foundation website? ☐ No ☐ Yes

Do you certify that you are authorized to submit this request for funding on behalf of your organization? ☐ No ☐ Yes

Has your organization been suspended or debarred from any government contracting process? ☐ No ☐ Yes

Upon submission of this page, you will see the outcome of your Eligibility Quiz. If you are eligible to apply for this award, you will have a corresponding To Do item on your **Home** page. If you do not wish to apply for this award at this time, click **Cancel**.

**Important:** Please proof your answers carefully. You will not be able to revise your answers after submitting.

**Please read CAREFULLY. Cannot be changed after submission.**

Grantee, NFWF	<a href="#">Full Proposal</a>	Grants	Hurricane Response Marine Debris Removal Fund - 2020-2021 Seasons	Incomplete	Not Submitted	6/29/2022
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Permits and Approvals

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Due: 6/29/2022 11:59 PM ET

Grantee, NFWF|

Grants | Hurricane Response Marine Debris Removal | Hurricane Response Marine Debris Removal Fund - 2020-2021 Seasons

Easygrants ID: '

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 needed until you submit. Once you submit, you will no longer be able to make changes. [Click here to view Foundation Guidelines](#) for this Fundi

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
<a href="#">Contact Information</a>	✓ Complete
<a href="#">Organization Information</a>	✗ Incomplete
<a href="#">Project Information</a>	✗ Incomplete
<a href="#">Project Location</a>	✗ Incomplete
<a href="#">Map</a>	✗ Incomplete
<a href="#">Uploads</a>	✗ Incomplete
<a href="#">Metrics</a>	✗ Incomplete
<a href="#">Budget</a>	✗ Incomplete
<a href="#">Matching Contributions</a>	✓ Complete
<a href="#">Permits and Approvals</a>	✓ Complete



NATIONAL FISH AND WILDLIFE FOUNDATION

NFWF

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for the person to whom this task is assigned will be automatically entered as the primary organization for this proposal. To change the primary organization, click **Edit** and follow the instructions on the Editor page. Please only enter the primary organization. You do not need to enter information below in the *Performance Sites* section.

Click **Help** for examples and instructions. Click **Continue** to move to the next page. Fields marked with a red asterisk (\*) are required for final submission for most programs.

>

Grant Administration Organizations

>

Performance Sites

Add

Add

Continue

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>

Project Information

Easygrants ID

Grantee Organization

Primary Contact/PI

Project Title

>

Add or Edit Grant Administration Organizations

Primary Organization

Role

Organization \*

Primary

Select Organization

Save

Save and Close

Close

Select Organization

Search

Search by: ☐ Name ☒ EIN ☐ UEI





# Full Proposal Uploads – Spatial Data / Maps

Map

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

Map - Ashleyann Perez - Full Proposal

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**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**

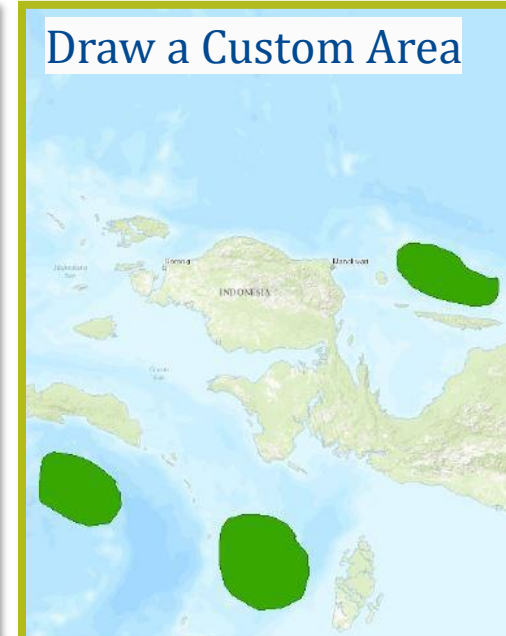
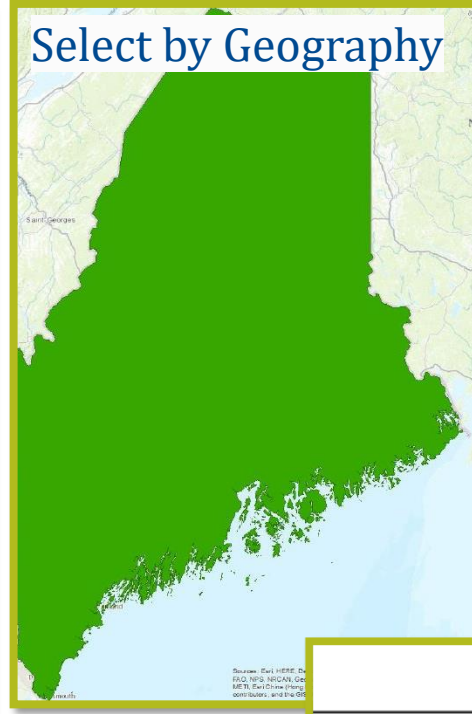
- Select a Zip file(.zip) containing a shapefile(.shp,.dbf,.prj) from your local file system.
- The shapefile must be of POLYGON geometry type.
- The shapefile must not exceed 1 MB.

Choose File No file chosen

**Select By Geography**

Draw a Custom Area

My project area:



Submit Project Location

# Application Uploads

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Due: 6/29/2022 11:59 PM ET

Grantee, NFWF | Grants | Hurricane Response Marine Debris Removal | Hurricane Response Marine Debris Removal Fund - 2020-2021 Seasons

Easygrants ID: 76747

Instructions

Below is a list of documents that can be attached to your submission. Documents marked as required must be uploaded before you will be able to submit. If you do create and save your narrative document on your computer. Follow these steps to download and create your narrative document:

1. In the Upload Checklist below, click the Template link for the document you want to create, and save the template file to your computer. This is a MS Word document.
2. Work within this template and save it to your computer.

To attach/upload your document(s) to this task:

3. In the Uploads section below, select the appropriate upload type from the Choose Upload Type drop-down list and click Add Files.
4. Select the file or files to upload from your computer and return to this page.
5. Click Start to the right of the file that you want to upload. The system will upload the document and display it in the Uploads list. If the Status does not display, we converted: IRS Form 990, GAAP Audited Financial Statements, A-133 Audit, Indirect Rate Agreement.
6. Once your document is uploaded, you may view it by clicking the file name or the name of the converted PDF (if applicable). To re-upload a document, click Delete. Click Help for examples and instructions specific to this Uploads section.

NOTE: You must enable pop-ups to use this system. If a link does not open please try holding the Shift or Control (CTRL) key on your keyboard while clicking on the link.

Upload Checklist

Upload Type	Required	Template
HMDRF Full Proposal Narrative 2022	Yes	<a href="#">HMDRF Full Proposal Narrative Template 2022</a>
Project Map	No	
Letters of Support	No	
Photos - jpeg	Yes	
Resumes	No	
Statement of Litigation	Yes	<a href="#">Statement of Litigation</a>
Board of Trustees, Directors, or equivalent	Yes	
Applicant Controls Questionnaire	Yes	<a href="#">Applicant Controls Questionnaire Template</a>
Applicant Demographic Information Form	Yes	<a href="#">Applicant Demographic Information Form</a>
GAAP audited financial statements	Yes	
IRS Form 990	Yes	
A-133 Audit	Yes	
Indirect Rate Agreement	No	
Other Documents	No	

Uploads

Choose Upload Type

+ Add files...

Start upload

Cancel upload

There are no grant documents attached.

Continue

# Easygrants – Uploads

Sea Turtle Full Proposal Narrative 2022	Yes
Project Map	No
Letters of Support	No
Photos - Jpeg	Yes
Resumes	No
Statement of Litigation	Yes
Board of Trustees, Directors, or equivalent	Yes
Applicant Controls Questionnaire	Yes
GAAP audited financial statements	Yes
IRS Form 990	Yes
A-133 Audit	Yes
Indirect Rate Agreement	No
Other Documents	No

Uploads

Choose Upload Type

+ Add files...

Start upload

There are no grant documents attached.

Continue



## Required Financial Documents

Apply for a Grant / Application Information

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						
	<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 AND Income Statement	<sup>4</sup> NICRA or CAP
Nonprofit Organizations	Yes	Yes	Yes	Yes	Only if no Single Audit	Only if not included with audit	Yes, if requesting indirect costs
U.S. Federal Governments	No	Yes	Yes	No	No	No	Yes, if requesting indirect costs
State, Local & Municipal Governments	No	Yes	Yes	Yes	Only if no Single Audit	Only if not included in Single Audit	Yes, if requesting indirect



# Applicant Controls Questionnaire

## APPLICANT CONTROLS AND CAPABILITIES QUESTIONNAIRE



**INSTRUCTIONS:** THIS QUESTIONNAIRE IS REQUIRED WITH THE SUBMISSION OF A NFWF FULL PROPOSAL, FOR THE FOLLOWING ORGANIZATION TYPES: NONPROFIT ORGANIZATIONS, STATE, LOCAL & MUNICIPAL GOVERNMENTS, INDIAN TRIBAL GOVERNMENTS, FOR-PROFIT ENTITIES, AND INCORPORATED INDIVIDUALS. PLEASE COMPLETE AND SIGN THE QUESTIONNAIRE IF YOUR ORGANIZATION DOES NOT HAVE A RECENT (WITHIN TWO YEARS) SINGLE AUDIT UPLOADED TO THE FEDERAL AUDIT CLEARINGHOUSE. DO NOT INCLUDE COPIES OF POLICIES OR PROCEDURES WITH THE SUBMISSION OF THIS FORM.

NFWF UTILIZES THIS QUESTIONNAIRE ALONG WITH A RISK ASSESSMENT TO DETERMINE ELIGIBILITY AND COMPLIANCE REQUIREMENTS, WHICH MAY INCLUDE THE FOLLOWING: ADDITIONAL REPORTING, RESTRICTION OF ADVANCE FUNDING, AND/OR SUBMISSION OF SUPPORTING DOCUMENTATION.

### ORGANIZATION LEGAL NAME

### ORGANIZATION EIN

1. Does your organization have a Single Audit (within the last 2 years) on file with the Federal Audit Clearinghouse?

- ☐ If yes, sign and upload form.  
☐ If no, complete form in its entirety.

2. H  
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1. Does your organization have a Single Audit (within the last 2 years) on file with the Federal Audit Clearinghouse?

- ☐ If yes, sign and upload form.  
☐ If no, complete form in its entirety.

3. D  
h  
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4. Does your accounting system (or other management system) allow organizational expenses to be tracked: (a) to a specific project on which your organization is working; (b) to specific tasks within that project; and, (c) to specific cost-type (e.g., salaries, travel, etc.)? If no, please explain.  
[Enter response here.](#)

5. Does your organization have a timekeeping system or documented process that allows staff time to be tracked: (a) to a particular project on which staff spends time; and, (b) to specific tasks within each project? If no, please explain.  
[Enter response here.](#)

**If you answer yes to question #1, you do not need to complete the rest of the form.**



# New Upload - Applicant Demographic Information Form

## APPLICANT DEMOGRAPHIC INFORMATION

As part of NFWF's goal to encourage and support diversity across the conservation projects we fund, we would like to better understand the existing diversity in our grantmaking community and in the local communities. To accomplish this task, we are asking organizations that we fund to assist us by providing basic information about their workforce demographics on this form.

As part of this effort to support diversity, we also desire to understand how our grantees engage with the communities where the projects take place and who in those communities might benefit from them. We ask for this information provided on this excel form will be kept confidential, although the Foundation may share its aggregate findings as appropriate with its staff, Board of Directors, funding partners, and publicly on its website. not share identifying information about any particular entity or project. These anonymized aggregate data will be used by NFWF to better understand the demographic profiles of the organizations that we fund.

The information you provide will not be shared with proposal reviewers and will not be considered when making grant decisions.

**Instructions:** Complete all pertinent fields shaded in green. Your Human Resources Department may have some of the information requested readily available. Please be sure to complete the General Information section. If you do not know an answer, use the "don't know/not sure" option instead of guessing. If a section does not apply to your organization you may skip it. **Do not make any other changes to this form.** You may opt out of providing this information to NFWF; however, you still must upload this form to Easygrants with your application and complete the first section of the form.

**All applicants must complete this section, even if you have provided this data to NFWF in the past 12 months or are opting out for another reason.**

If you have provided this data to NFWF in the past 12 months you do not need to provide it again but you must still complete this top section of the form and submit it with your proposal.

Easygrants project # from your grant application:

Grant program name shown on the RFP:

If you are opting out, select a reason from the dropdown list in the green box:

### General Information

Date Completed:

Project Title:

Organization Full Name:

Organization EIN:

Organization Type:

Organization Size (number of employees)

Click on the green box to select from the dropdown list

Click on the green box to select from the dropdown list

### PART 1: APPLICANT ORGANIZATION - ALL EMPLOYEES (if applicable)

Please provide the following demographic information about all of your organization's employees, including senior leaders.

1. How many people currently work for your organization? (Include temporary and part-time employees in your response but do not include contractors)

Total Number:

2. How many of your employees identify as each gender?

Female:

Male:

Non-binary:

Unknown/Not sure:

## NEW - Applicant Demographic Information Form

- The information you provide in the form will **NOT** be shared with proposal reviewers and will **NOT** be considered when making grant decisions.
- The Foundation will **NOT** share identifying information about any particular entity or project obtained by this form.
- If you have provided NFWF with this information in the last 12 months, you can opt out but must still upload the form.
- While the form is a required upload, applicants can opt out of providing the information within the form itself.
- The information provided on this excel form will be kept confidential, the Foundation may share its anonymized **aggregate** findings as appropriate with its staff, Board of Directors, funding partners, and publicly on its website or through other media.

# Full Proposal Narrative

## 1. Nexus to Storm

## 2. Activities

- » Use formatting to specifically call out primary activities

## 3. Outcomes

- » Multi-year projects need milestones for each year of the project period

## 4. Community Engagement

## 5. Metrics

## 6. Project Team

## 7. Photos



### Full Proposal Project Narrative

**Instructions:** Save this document on your computer and complete the narrative in the format provided. The final narrative should not exceed ten (10) pages; do not delete the headings provided below. Once complete, upload this document into the online application as instructed.

1. **Nexus to Storm:** Describe the assessment work that has been done leading to the determination of the targeted debris as having a nexus to one of the eligible storms. Outline the current and future potential impact of the debris on communities, wildlife and habitat that makes it a priority for removal.
2. **Activities:** List the main activities that will be employed through the grant with distinct headings and specifically outline the assessment, removal and disposal methodologies and how impacts to the environment will be minimized. Methods should be specific enough to communicate that you have identified logistical needs for disposal and work in sensitive areas if applicable. Please link all activities to expected outcome(s) of the project within the period of performance and describe how they relate to established plans (management, conservation, recovery, etc.) and priority conservation needs in the specific project location.
3. **Outcome(s):** Elaborate on the outcome(s) summarized previously in the application; discuss what makes this outcome(s) achievable and important. Outcomes should be specific and measurable. Specify the habitats and species that will benefit from the proposed activity(ies) and describe those benefits and how they will be measured. Outcomes that will not be achieved within the grant period but are anticipated as a direct result of the grant should also be described. If the project period is >18 months a bulleted list of annual milestones toward progress to outcomes is required.
4. **Community Engagement:** Describe the community(ies) where the project will take place, who will benefit from the project, and how they were or will be engaged in project development and implementation. Provide demographic information on the community(ies), including but not limited to age, race and ethnicity, poverty rates.
5. **Tracking Metrics:** Indicate how the project will monitor/assess progress on the metrics selected previously in the application. Please note any challenges or limitations anticipated with tracking the metrics.
6. **Project Team:** List key individuals and describe their qualifications relevant for project implementation.
7. **Representative Project Photos:** Via the Uploads section of the proposal, please include 1-5 photos of the project location or activities. Photos should be numbered 1-5 and require a minimum resolution of 300 dpi. For each uploaded photo, provide a photo credit and brief description below.  
Photo 1:  
Photo 2:  
Photo 3:  
Photo 4:  
Photo 5:

*Example — Photo 1: John Smith, NFWF. Photo of the current eroded area to be addressed by plantings.*

# Metrics

Step 1: Go to the list of metrics available.

Applicant Submission Version

Filter By: 

Show All Templates ▼

Show All Strategies ▼

No results to display

☐ Select All 

Delete Selected

Select Metric

Step 2: Select the metrics that best apply to your project activities.

Select Metric

Show: 

Show All Templates ▼

Show All Strategies ▼

 Search:

Add	Metric		Strategies	Required
<input type="checkbox"/>	EMDR - Marine habitat restoration - Acres restored	?	Habitat Restoration	Recommended
<input type="checkbox"/>	EMDR - Volunteer participation - # of volunteer hours	?	Capacity, Outreach, Incentives	Recommended
<input type="checkbox"/>	EMDR - Research - Acres assessed	?	Planning, Research, Monitoring	Recommended
<input type="checkbox"/>	EMDR - Marine debris removal - # lbs of marine debris removed	?	Habitat Restoration	Recommended
<input type="checkbox"/>	EMDR - Marine debris removal - # of vessels removed and disposed	?	Habitat Restoration	Recommended

Note:  
*You do not have to select ALL the metrics available.*

2-3 of the BEST fit – see RFP



## Applicant Submission Version

Filter By: Show All Templates Show All Strategies

Metric		Strategies	
<input type="checkbox"/>	EMDR - Marine debris removal - # lbs of marine debris removed		Habitat Restoration
<input type="checkbox"/>	EMDR - Marine debris removal - # of vessels removed and disposed		Habitat Restoration
<input type="checkbox"/>	EMDR - Marine habitat restoration - Acres restored		Habitat Restoration
<input type="checkbox"/>	EMDR - R		
<input type="checkbox"/>	EMDR - V		

Starting Value		Target value		Select Metric
<input type="text"/>	# lbs of marine debris removed	<input type="text"/>	# lbs of marine debris removed	
<input type="text"/>	# of vessels removed and disposed	<input type="text"/>	# of vessels removed and disposed	
<input type="text"/>	Acres restored	<input type="text"/>	Acres restored	
<input type="text"/>	Acres assessed	<input type="text"/>	Acres assessed	
<input type="text"/>	# of volunteer hours	<input type="text"/>	# of volunteer hours	

Viewing Records 1

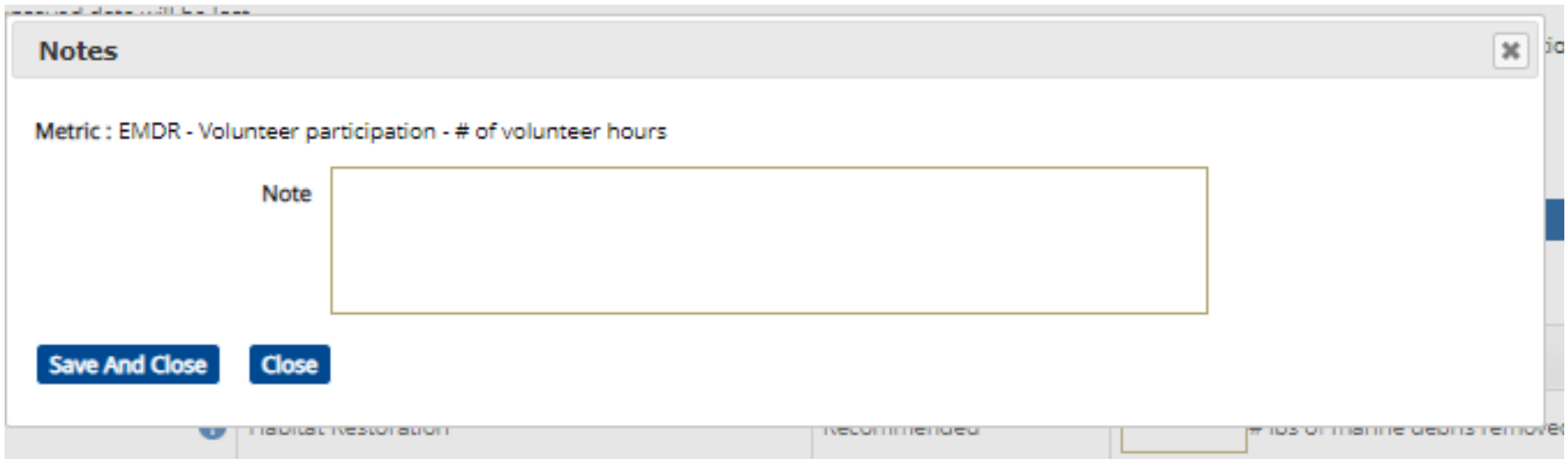
Page size 25 First | Previous | Next | Last Show All

# ADD NOTES!



# Adding Notes to Metrics

Step 4: A pop-up will show up with a text box.



The screenshot shows a web browser window with a 'Notes' pop-up. The pop-up has a title bar with 'Notes' and a close button. Inside, it displays the metric 'EMDR - Volunteer participation - # of volunteer hours'. Below this, there is a label 'Note' followed by a large, empty text input box. At the bottom of the pop-up, there are two buttons: 'Save And Close' and 'Close'. The background of the browser window shows a table with columns for 'Habitat Restoration', 'Recommended', and '# of marine debris removed'.

*Remember that all metrics should be accomplished within the period of performance.*

Step 5: Repeat for each metric selected.

# Budget

- Budget represents only the grant amount requested from NFWF
- 'Total Amount Requested' in Project Information section must equal the 'Budget Grand Total' in Budget section
- Must comply with OMB's Uniform Guidance
- Please see the indirect cost policy
- Itemize all costs in appropriate budget categories. Costs must relate to project activities.
- No lumping costs i.e., 'All Salaries: \$10,000' - Add narrative details to explain costs in budget line items.
- Budget Narrative must accompany every section of the budget



Before adding budget information:

	Budget
▼ <u>Personnel</u>	\$0.00
Personnel	\$0.00
▼ <u>Travel</u>	\$0.00
Domestic Airfare - Per Flight	\$0.00
International Airfare - Per Flight	\$0.00
Train - Per Ticket	\$0.00
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) - Per Day	\$0.00
Lodging - Per Night	\$0.00
Meals (No M&IE) - Per Meal	\$0.00
▼ <u>Equipment</u>	\$0.00
Equipment	\$0.00
▼ <u>Materials and Supplies</u>	\$0.00
Materials and Supplies	\$0.00
▼ <u>Contractual Services</u>	\$0.00
Subcontract/Contract - Per Agreement	\$0.00

After adding budget information:



	Budget
▼ <u>Personnel</u>	\$0.00
Personnel	\$0.00
▼ <u>Travel</u>	\$4,271.00
▼ Domestic Airfare - Per Flight	\$2,645.00
To Seattle from Boston Round Trip	\$1,750.00
To Anchorage from St. Petersburg round trip	\$895.00
International Airfare - Per Flight	\$0.00
Train - Per Ticket	\$0.00
▼ Rental Car - Per Day	\$195.00
Rental car to use in Anchorage for site visits.	\$195.00
Taxis - Per Trip	\$0.00
Mileage - Per Mile	\$0.00
Gasoline - Per Gallon	\$0.00
Per Diem (M&IE) - Per Day	\$0.00
▼ Lodging - Per Night	\$1,431.00
Seattle Killer Whale Symposium	\$1,431.00
Meals (No M&IE) - Per Meal	\$0.00
▼ <u>Equipment</u>	\$0.00



# How to provide additional information in your Budget:

## ▼ Travel

### ▼ Domestic Airfare - Per Flight

To Seattle from Boston Round Trip  

\$1,750.00

\$1,750.00

\$1,750.00



#### Domestic Airfare - Per Flight

Purpose/Destination \*

*"Travel to Seattle from Boston round trip."*






 Apply to Year(s)


	Unit Cost	Quantity	Total Cost
Budget	<input type="text" value="\$875.00"/>	<input type="text" value="2"/>	\$1,750.00

Quantity refers to how many tickets are being purchased.

Worksheet that is unique to the type of expense being entered will display, but saving changes. To provide a narrative explanation for a budget section budget narrative by clicking the Budget Notes icon to the right of the Budget icon right of the line item.

# How to provide additional information in your Budget:

▼ <u>Travel</u>		\$4,271.00
▼ Domestic Airfare - Per Flight		\$2,645.00
To Seattle from Boston Round Trip	 	\$1,750.00
To Anchorage from St. Petersburg Round trip	 	\$895.00



### Notes

Line Item

Budget

Domestic Airfare - Per Flight

Travel for one biotech and one volunteer to Seattle from Boston for Killer Whale Conference.  
Travel for principal investigator to Anchorage from St. Petersburg for site visits.

Save

Save and Close

Cancel

This information is also referred to as the *'budget narrative.'*



# Budget Resources



## DETAILED BUDGET AND NARRATIVE GUIDE

This DETAILED BUDGET AND NARRATIVE GUIDE contains three sections, please refer to the applicable sections. Budgets not completed according to these instructions may create significant delays in evaluation, approval and/or contracting.

- SECTION I. GENERAL GUIDELINES – Pg. 1
- SECTION II. BUDGET INPUT FUNCTIONALITY – Pg. 1
- SECTION III. BUDGETING AND NARRATIVE BEST PRACTICES – Pg. 4

I. A complete detailed budget must be submitted with NFWF Full Proposals. In order to complete a budget for your proposal, applicants must expand the appropriate categories and provide the information requested.

- If you do not anticipate an expense for a 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 funds should not be included in the proposal budget

II. In addition to the financial aspects of the budget, applicants must include category or full budget level narratives for each line item category.

Below is a snapshot of a COLLAPSED blank NFWF summary budget as seen in the Grants Management System. These categories will need to be expanded in order to add line item detail for each cost category. It can be helpful to expand only one budget category at a time.

Budget

Expand all

	Budget
Personnel	\$0.00
Travel	\$0.00
Equipment	\$0.00
Materials and Supplies	\$0.00
Contractual Services	\$0.00
Other Direct Costs	\$0.00
Total Direct Costs	\$0.00
Total Indirect Costs	\$0.00
Total Costs	\$0.00



## Indirect Cost Policy

For awards subject to OMB Uniform Guidance, 2 CFR Chapter I, Chapter II, Part 200 et al.

The National Fish and Wildlife Foundation (NFWF) recognizes that in some instances award subrecipients might have costs that are not directly attributable to projects or activities being funded by the Foundation, but that the recovery of those indirect costs is necessary in order to effectively implement the respective projects or activities. In those situations, the following indirect cost policy applies. Please review the Definitions (D) Frequently Asked Questions (E), and Appendix sections of this document for more information.

### A. INDIRECT COST POLICY

- Applicant/subrecipients with an approved federally recognized and valid Negotiated Indirect Cost Rate (or Recovery) Agreement (NICRA) from their cognizant agency can charge indirect costs to projects based on their negotiated indirect cost rate and modified total direct cost (MTDC) base, both as listed in their NICRA.
  - An approved and valid NICRA is one in which the rate has been authorized by a cognizant agency and the effective period has not expired. Valid provisional, final or fixed NICRAs will be accepted. Applicants/subrecipients must provide a copy of their approved and valid NICRA with their application in order for indirect cost reimbursements to be considered.
  - 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.
- If the effective period indicated in the applicant/subrecipient's NICRA has expired but there is documented evidence (at the time of NFWF fiscal review) that an Indirect Cost Rate Proposal or application for extension has been submitted to the cognizant agency and the approved rate is pending, the applicant/subrecipient may elect to accept a rate of 10% of MTDC (Uniform Guidance Definition). The excess of the elected rate and the rate in the entity's Indirect Cost Rate

[Home](#)[Main](#)[Contact Information](#)[Organization  
Information](#)[Project Information](#)[Project Location](#)[Map](#)[Uploads](#)[Metrics](#)[Budget](#)[Matching  
Contributions](#)[Permits and  
Approvals](#)[Review and Submit](#)[FAQ](#)

## Instructions

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 regularly. Click **Save and Close** to save your work and return to the Contributions list page. Fields marked with a red asterisk (\*) are required for final submission for most programs. Click **Help** for examples and instructions.

## Matching Contribution

Matching Contribution Amount \*

Matching Contribution Type \*

Matching Contribution Source \*

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

Matching Contribution Source Type \*

Matching Contribution Status \*

Matching Contribution Description/Notes \*

Limit: 250 characters

Remaining: 182

[Save](#)[Save and Close](#)[Close](#)

[Home](#)[Main](#)[Contact Information](#)[Organization  
Information](#)[Project Information](#)[Project Location](#)[Map](#)[Uploads](#)[Metrics](#)[Budget](#)[Matching  
Contributions](#)[Permits and  
Approvals](#)[Review and Submit](#)[FAQ](#)

## 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 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.

## Add or Edit Agency - Contact Person

Agency - Contact Person\*

Permit/Approval Description\*

Limit: 500 characters

Remaining: 500

Anticipated Submittal/Approval Date\*



Status\*

<Select> ▼

<Select>

Application Submitted

Intend to Apply

Received

Completed

Save

Save and Close

Close





# Calendar and Timing

- Full Proposals Due: **June 29th, 2022**

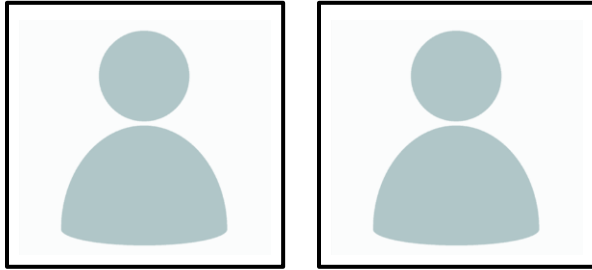
*\*Email will confirm submission*

- Completeness Check: June 30th
- 2<sup>nd</sup> Chance Submission: July 5th
- Review Period: July– August 2022
- Awards **Announced**: September 2022
- Funds Available: October – January
  1. Are **all** of your uploads included and Up-to-Date?
  2. Did you calculate Indirect Correctly & Include NICRA?
  3. How responsive are you to NFWF emails?
  4. Does your project require NEPA review?





# YOUR NFWF CONTACTS – POST AWARD



## Your NFWF Program Team

- Programmatic questions
- Media and events

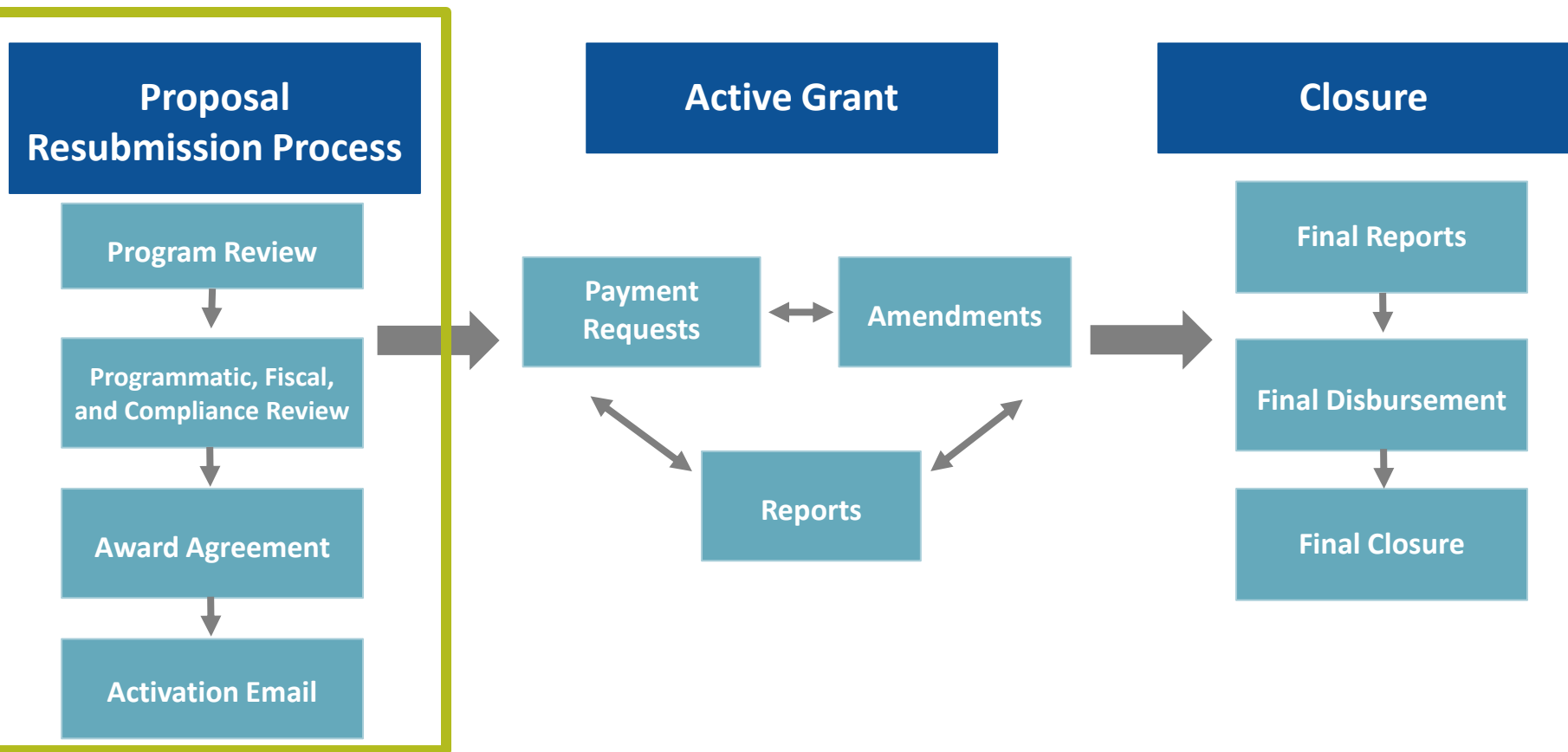
Contact information can be found in the RFP, or on the NFWF website.

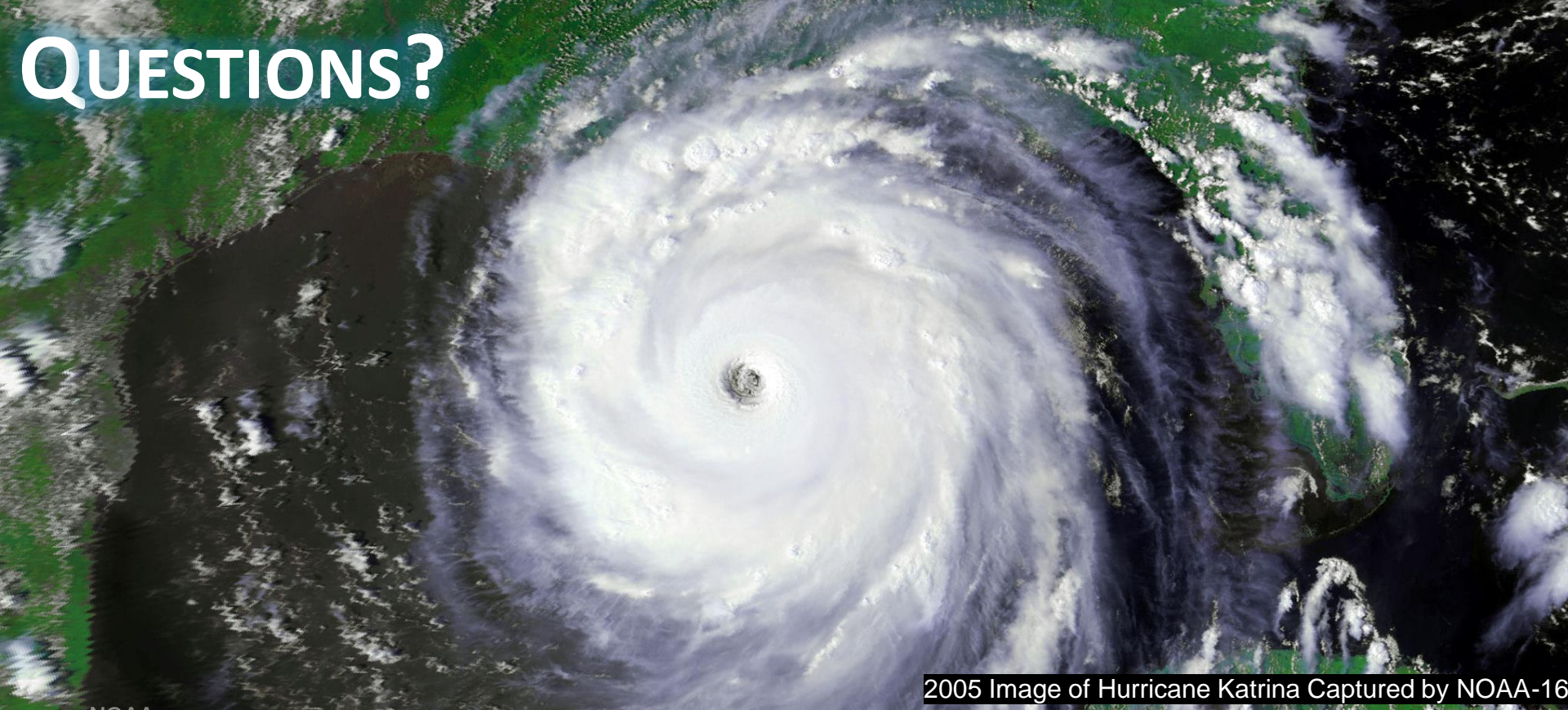


## Your Grants Administrator

- Administrative questions
- Contracting
- Payments
- Amendments
- Reports
- Logo usage requests
- Day-to-day questions

# NFWF GRANT PROCESS





2005 Image of Hurricane Katrina Captured by NOAA-16

# QUESTIONS?

## Contact Information:

Michelle Pico

*Program Director, Marine Conservation*

[pico@nfwf.org](mailto:pico@nfwf.org) | 262-567-0601

## Easygrants Helpdesk:

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

Voicemail: 202-595-2497

# QUESTIONS?

*'Raise your hand' so your phone  
can be taken off mute*