



Coral Reef Conservation Fund Pre-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 e-mail address and password. If you have forgotten your password, please click the "Forgot your password?" link on the Easygrants login page and a reset link will be sent to you. The link expires within 24 hours of being sent.
- Once you are logged in, click the Apply for Funding button, and select Coral Reef Conservation Fund from the list of "Available Funding Opportunities".
- Complete the Eligibility Quiz and Save and Submit your response.
- If you pass the Eligibility Quiz, Easygrants will return you to your personal Easygrants Home Page. From there, click on the Pre-Proposal for the Coral Reef Conservation Fund. Now you are ready to get started! If you do not pass the Eligibility Quiz, please contact the NFWF Program Contact identified in the RFP.

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The instructions below follow sequentially through each section and field in Easygrants required for this program. You may, however, complete these sections and fields in any order. Additional resources for applicants, including the Indirect Cost Policy, can be accessed on the NFWF website by clicking [here](#). Use the Quick Launch box on the left hand side of the screen to locate your desired information.

CONTACT INFORMATION

Enter the contact information for the primary person responsible for completing the Easygrants application (this person is tagged as the Principal). Additional personnel may be added to your Easygrants account by clicking the "Add" button and entering their information (tag as a Collaborator).

ORGANIZATION INFORMATION

Use the "Select Organization" button to search for your organization; you can search by Name, EIN number, or UEI number. When searching by Name, it is recommended that you enter as few words as possible to ensure your return list is comprehensive. Select your organization from the list that is the most complete (has UEI and/or EIN numbers). If Easygrants informs you that your organization's EIN or UEI already exists but you are unable to find your organization, please contact Easygrants@nfwf.org for support (include your organization's name, EIN, UEI). If your organization is new to Easygrants, click the "Add New" button at bottom of list and fill out your organization's information.

PROJECT INFORMATION

The information on the Project Information Page is used by NFWF to share information about the projects to a variety of external audiences, including board members, funders, members of Congress and the general public. NFWF reserves the right to make edits to these fields to meet database needs/standards.

General Guidance for All Fields

Take Note!

- **Pop-ups:** Easygrants uses pop-up windows to display some files. Please make sure your web browser allows for pop-ups. The internet browser pop-up blocker must be disabled prior to beginning the application process. You can also try holding the Shift or Control (CTRL) key when clicking the link.
- **Cookies:** Easygrants uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies.
- **PDF:** Easygrants uses PDFs extensively. Make sure you are able to use Adobe Reader.
- **SAVING AND SUBMITTING:** Once an application has been initiated, it may be saved and then modified and submitted at a later time, up to the application deadline of **February 9, 2023 11:59 PM Eastern Standard Time**. Please note DO NOT hit the "Submit" button until you are actually ready to submit. Once you hit submit the application is formally submitted and you may no longer make changes.

- Emphasis should be on the **conservation value**/activity of the investment. While the Request for Proposals of various NFWF programs may highlight other elements/strategies in meeting conservation goals (i.e. engaging youth) which are fine to include, the focus of these fields should be on their conservation purpose.
 - Do not use technical jargon, scientific names, acronyms or abbreviations
 - Use “best management practices,” not “BMPs”, or “acre-feet” not “AF”
 - If you address a concept likely to be misunderstood by the general public, please briefly explain. For example: “... grantee will construct three bioswales, landscape features that remove silt and pollution from surface runoff water.”
 - Do not use personal pronouns (we, our organization, my, etc.) and keep the information factual and in future tense - i.e. “The Organization Name will restore” rather than “the Organization Name proposes to.”
- **Project Title:** Please do not call your project “Coral Reef Conservation Proposal”. Give it a short, descriptive name that will distinguish it from other proposals and include to the extent possible, the species/habitats benefited, the location, and the conservation method (e.g., restoration, education).
 - In most cases, all words should be **capitalized** except for prepositions (e.g. “of,” “with,” “into,” “for”) and the words “and” and “the.”
 - If location is not already indicated in the Project Title, then include a two-letter state abbreviation for **each** state in parentheses. If location is truly national then indicate the state abbreviation of the grantee office.
 - Do **not** include the word “Project.”
 - Do **not** add a period at the end of the title.
 - (Keep to **100 character limit**, including spaces (even though the system allows more))
 - **Project Title Examples:**
 - **Original:** *Transitioning EM from pilot to integrated component of NPRP*
 - **Edited:** *Integrating Electronic Monitoring into the Groundfish Observer Program (AK)*
 - **Original:** *CAUSE “Trash Talk” Program*
 - **Edited:** *Building Community Awareness of the Positive Role of Industry Investments in Conservation (PA)*
 - **Project Start Date:** Most projects should plan to begin within six months of the award announcement date.
 - **Project End Date:** Projects should be completed 12-24 months after the start date.
 - **Description:** Should be two sentences long in most cases. The first sentence should **start with a verb** and clearly state **the main activity/method being used** to address a specific species/habitat and location. The second sentence should begin with **“Project will”** and state the **expected outcome** from the investment and relevance to conservation. Please refrain from using pronouns such as I, we, our, etc. (Keep to **300 character limit**, including spaces (even though the system allows more))
 - **Examples:**
 - I. **Original:** *Via this three year program we will take the urgently needed steps to effectively quantify test lobster gillnet gear modifications as potential solutions to hawksbill bycatch at priority NFWF assessment sites Central America, continue tracking spatial and temporal aspects of hawksbill bycatch in local gillnet fleets, ensure the engagement of local fishers necessary for current/future research and conservation, and collaboratively develop a strategy for ongoing fisheries research in the region.*
 - **Edited:** *Test gear modifications in the lobster gillnet fishery for potential in reducing hawksbill sea turtle bycatch at priority sites in El Salvador. Project will continue to monitor bycatch across three sites in and near the Gulf of Fonseca and build collaborative relationships with fishing communities to identify and test economically neutral or beneficial options for reducing unsustainable bycatch.*
 - **Abstract:** Provide a more detailed description of your project; including location, purpose, major activities, target species, specific habitat, outcomes (deliverables at the end of the grant period) and partners. If this is an international project (or if work is to be completed outside of the US or US territories), please provide one or two sentences explaining the importance/connection to the U.S. Please refrain from using pronouns such as I, we, our, etc. (**1500 character limit**, including spaces)
 - **The Abstract should simply and clearly answer these questions:**
 - What is the action, and what species will benefit?
 - What is the background and specific conservation challenge?
 - What solutions will the project provide?
 - What are the specific outcomes?
 - **Project Location Description:** Please include the state and county/city where the project will occur. This field should contain geographic location without narrative language. Do not include geographic coordinates or addresses in this field. (**200 character limit**, including spaces)
 - I. If multiple values are entered for a local project, they should be ordered from smallest to largest in terms of geographic scope (e.g., “Franklin, New London County, Connecticut”).
 - II. Examples:
 - Nationwide

- Town Creek Harbor, Beaufort, North Carolina
- Coastal Massachusetts, Rhode Island, New York, and New Jersey
- South Tract of the Bitter Lake National Wildlife Refuge near Roswell, New Mexico
- Milne Bay, Papua New Guinea
- Canyon Creek, a tributary to the Teton River, Idaho
- Prairie Pothole region of North Dakota

- **Requested Amount:** There are no minimums or maximums for this program, however most awards under this funding opportunity will range between \$80,000 and \$400,000.

UPLOADS

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

- **Pre-Proposal Narrative:** The most important upload is your pre-proposal narrative. The **pre-proposal narrative template** may be downloaded from Easygrants at any time and completed at your leisure. It must be uploaded back into your Easygrants application before your application can be submitted. The narrative may not exceed two (2) pages in total length.
- **Applicant Demographic Information Form**:** Template provided in Easygrants online application “Uploads” section. While this upload is required, you can opt out of providing the information within the form. If your organization has provided NFWF with this information in the last 12 months, please indicate that in the opt out drop down menu.

** The 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 or through other media. The Foundation will 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.

MATCHING CONTRIBUTIONS

Most awarded projects under this program will have a minimum match of 1:1 non-federal cash or in-kind contributions. Larger match ratios and matching fund contributions from a diversity of partners are encouraged. If you feel you are unable to meet the match requirement please contact Michelle.Pico@nfwf.org.

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

Non-federal Matching Contributions:

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

Federal Matching Contributions*:

- Verifiable from the grantee’s records
- Reasonable and necessary for accomplishment of project or program objectives
- Committed directly to the project and used within the period of performance

**While they do not count toward the non-federal matching requirement, applicants are encouraged to include federal contributions to demonstrate the full scope and support of the project or to meet the match requirement of a non-federal NFWF program.*

REVIEW and SUBMIT

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

To view and save your proposal you may click on the “View PDF” button. This function creates a composite file with all of the fields and substantive uploads, which you may then save as a stand-alone document. Please note that some of the financial documentation will be excluded from the composite file, but will be received by NFWF upon submission. Once you have reviewed your pre-proposal for

accuracy, click the "Submit" button to officially submit your proposal. Upon submission, you will receive a confirmation email from Easygrants@nfwf.org.

FREQUENTLY ASKED EASYGRANTS QUESTIONS

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

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

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

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

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

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

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

You will receive an automated notification from Easygrants@nfwf.org.

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

If you are unable to submit your application, go to the Review and Submit form in the application. If any section is indicated "Incomplete" with a red (X), there will also be an explanation as to why the system indicates the section is "Incomplete". You must go back and check your work in each section that is "Incomplete". Below are two examples that frequently prevent submission:

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

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

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

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

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

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

HELP WITH THE EASYGRANTS ONLINE SYSTEM

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

GENERAL QUESTIONS ABOUT THE RFP

Michelle Pico
Program Director, Marine Conservation
pico@nfwf.org

Hannah Lam
Program Coordinator
hannah.lam@nfwf.org

IF YOU HAVE RECEIVED AN EMAIL FROM EASYGRANTS@NFWF.ORG INVITING YOU TO SUBMIT A FULL PROPOSAL, PLEASE CONTINUE WITH THE FOLLOWING PAGES OF INSTRUCTION.

Coral Reef Conservation Fund Full Proposal Tip Sheet

IF YOU HAVE RECEIVED AN EMAIL FROM EASYGRANTS@NFWF.ORG INVITING YOU TO SUBMIT A FULL PROPOSAL, please continue on with these instructions.

CONTINUING YOUR APPLICATION

When you are ready to continue the application process, go to easygrants.nfwf.org.

- Enter your login ID and password. If you have forgotten your password, Easygrants will e-mail one to you.
- Once you are logged in, the Full Proposal "To Do" item and its due date will appear on your Home page.
- Click "Full Proposal" task link to begin.

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The instructions below follow sequentially through each section and field in Easygrants required for this program. You may, however, complete these sections and fields in any order.

Additional resources for applicants, including the Indirect Cost Policy, can be accessed on the NFWF website by clicking [here](#). Use the Quick Launch box on the left hand side of the screen to locate your desired information.

CONTACT INFORMATION

This section will be pre-populated with information from your pre-proposal; however, you may update this section with additional project personnel or changes to personnel roles.

ORGANIZATION INFORMATION

This section will be pre-populated with information from your pre-proposal.

PROJECT INFORMATION

The following fields will be pre-populated with information from your pre-proposal; however, you may edit these fields to make improvements or to reflect changes in your project:

- **Project Title**
- **Project Start Date**
- **Project End Date**
- **Description**
- **Abstract**
- **Requested Amount**

PROJECT LOCATION

The following fields require new information not provided previously:

- **Project Location Country**
- **Project Location State/Province:** Select all states that apply.
- **Project Location U.S. Congressional District(s):** As of January 1, 2013, Congressional District lines were redrawn in many states. Please carefully review the district(s) for your project's location. If you are not sure what the Congressional District(s) should

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- **Cookies:** Easygrants uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies.
- **PDF:** Easygrants uses PDFs extensively. Make sure you are able to use Adobe Reader.
- **SAVING AND SUBMITTING:** Modifications to applications may be saved and submitted at a later time, up to the application deadline of **April 20, 2023 11:59 PM Eastern Standard Time**. Please note DO NOT hit the "Submit" button until you are actually ready to submit. Once you hit submit the application is formally submitted and you may no longer make changes.

be, you can enter the project zip codes or addresses at <http://www.govtrack.us/congress/members/map> to determine the correct district(s) for your project. If your project takes place statewide, please select the “All Districts” option for that state.

- **Project Location Description:** This field will be pre-populated with information from your pre-proposal; however, you may edit to reflect changes or refinements to your project location.

MAP

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

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

UPLOADS

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

- **Full Proposal Narrative:** The most important upload is your full proposal narrative. The **full proposal narrative template** may be downloaded from Easygrants at any time and completed at your leisure. It must be uploaded back into your Easygrants application before your application may be submitted. The narrative may not exceed eight (8) pages in total length.
- In addition to the narrative, several other files should be uploaded. Following is guidance regarding all required and optional uploads:

Upload	Required	Notes
Narrative	Yes	Template provided in Easygrants online application “Uploads” section.
Project Maps	Optional	In addition to the Mapping Tool, please submit maps and/or diagrams of on-site work proposed, if applicable. Strongly recommended for restoration or green infrastructure projects.
Letters of Support	Optional	Recommended from significant partners, especially those providing matching contributions or management agencies your project is looking to support. Letters of support should not be mailed directly to NFWF. Scan all letters of support into one single file and upload the file in the “Uploads” section of your online application.
Other documents	Optional	Ten (10) page limit. Be advised that additional information like publications, long reports/plans, etc. are not encouraged and may not be reviewed by all reviewers.
Statement of Litigation	Yes	Template provided in Easygrants online application “Uploads” section. Federal, state, and local government applicants are not required to complete this section.
Board of Trustees or Directors	Yes	Provide a list of members. If your organization is not a nonprofit and does not have a Board, upload a document stating that none exists.
GAAP Audited Financial Statements*	Yes	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
IRS Form 990*	Yes	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
Single Audit*	Yes	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
Applicant Controls Questionnaire	Yes	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
Conceptual or Engineered Plans	Optional	Conceptual or engineering designs of green infrastructure, restoration, best management practices, and other technology or techniques that will be employed during the course of the project, if applicable.
Photos	Yes	Please compress photos to minimize file size. 3 photos maximum.

*If your organization has recently applied to NFWF for a grant and valid information is already on file in Easygrants and is current, you will not be asked for these uploads and these categories will not appear for you in Easygrants. Also, please note that financial documents may not show a 'successfully converted' status when you are uploading them. This is because financial documents are not pulled into the full proposal PDF but are stored in a separate part of the easygrants system which can only be accessed by NFWF staff once uploaded.

METRICS

This section allows you to select the activity and outcome metrics you will use to measure your project's progress and success. Review the recommended metrics that align with the activities you are proposing and/or the priority section of the RFP (copied below). Once you have identified the best potential metrics for your project (usually 1-3) then please follow the instructions to assign them to your project.

Follow the directions provided in Easygrants to complete this section. A couple of pointers:

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

In your project narrative, you will have the opportunity to describe additional activities and outcomes associated with your project that are not listed.

Recommended Metric	Additional Guidance and ‘Notes’ Requirements
I. Threat Reduction	
Management or Governance Planning - # plan activities implemented	All projects under the Threat Reduction category should reference specific plans and actions when applicable as priority will be given to activities that have previously been prioritized through a planning process. Please reference the specific action and plan in the notes field that will be implemented during the period of performance and characterize its priority relative to other actions in the plan.
Outreach/ Education/ Technical Assistance - # gov't entities participating	Most projects under the Threat Reduction category will require some level of engagement with coral or land managers. In the notes field please list all agencies/offices that are directly engaged in establishing the parameters and targets for the study/plan/assessment or implementation.
I.1. Establishing Water Quality Targets	
Research - # research studies completed	If the project is providing general information on tipping points, regional targets, etc. then just list it as one research study and describe the research questions in the notes. However, if a specific assessment to determine key threats to a watershed/reef complex is being proposed then count one study per watershed/reef tract and list the specific watersheds/reefs in the notes field.
I.2. Reduce Land-based Pollution Inputs to Coral Reef Tracts	
Outreach/ Education/ Technical Assistance - # people reached	Please use this metric to reference LANDOWNERS that you are working with to reduce LBSP, not general outreach activities. Please delineate in the notes if any landowners are in the Historically Underserved or Special Emphasis categories.
BMP implementation for nutrient or sediment reduction - Acres with BMPs	Most proposals will have a combination of area (acres) of improved management and threat reduction metrics (lbs avoided). Please use the notes field to define how acres are calculated and prioritized for implementation and if any acres are in Historically Underserved or Special Emphasis categories.
BMP implementation for nutrient or sediment reduction - Lbs nutrients avoided (annual)	Include necessary monitoring equipment and planning in the scope of work and budget to validate results. Please use the notes field to define target pollutants and explain models used to define how reduction targets are estimated.
BMP implementation for nutrient or sediment reduction - Lbs sediment avoided (annually)	Include necessary monitoring equipment and planning in the scope of work and budget to validate results. Please use the notes field to define target sediments and explain models used to define how reduction targets are estimated.
I.3. Increase fish stocks	
Research - # research studies completed	For stock assessments please count one research study for each specific management question or population assessed. Please also use the notes to delineate any specific management questions your research study or assessment is seeking to address.

Marine habitat management - Acres under improved management	Most implementation proposals to reduce threats to fish stocks will have a combination of capacity building and target fish stock response metrics. Feel free to use other metrics available for training, government engagement, etc. but if targeting a specific geography or species please try to employ these metrics if applicable. Please use the notes field to define how acres are calculated and prioritized for implementation.
Fishing effort - g/m2 of fish biomass	Most implementation proposals to reduce threats to fish stocks will have a combination of capacity building and target fish stock response metrics. Feel free to use other metrics available for training, government engagement, etc. but if targeting a specific geography or species please try to employ these metrics if applicable. Include necessary monitoring and planning in the scope of work and budget to validate results. Please use the notes field to define target species/family/guilds.
I.4. Respond to Episodic Threats	
Building institutional capacity - # FTE with sufficient training	Use for targeted training efforts on disease control or other episodic event response. In the notes field please list the organizations that will participate in the training.
Marine habitat management - Acres under improved management	Please include acres covered under proactive prevention or treatment effort (if discreet area). Do not include all acres where there are known reefs for statewide planning and training efforts. In the notes field please outline your monitoring plan for this area to evaluate success.
II. Coral Restoration	
Captive breeding/ rearing/ rehab facilities - Capacity of facility	This metric is intended to capture new and enhanced capacity for coral nurseries (terrestrial or in water). Please estimate the increase in capacity based on the space for the grow-out size and type of coral you plan to raise/shelter and reference these parameters in the notes field.
Marine habitat restoration - # individuals propagated for coral restoration	Metric meant to capture coral stock raised specifically for restoration efforts. In the notes please breakdown the value by species/genotypes the project will make available and the relevance of these species/genotypes to restoration for the area/jurisdiction.
Marine habitat restoration - # of coral outplants	Metric meant to capture coral propagules planted within the period of the grant. In the notes please breakdown the value by species/genotypes planted.
Marine habitat restoration - Acres restored	Most restoration projects will have a combination of outplants and area (acres) please include just the area targeted for outplanting and in the notes please identify to what density you are restoring and how survivorship will be monitored and evaluated.
III. Increase Management Capacity for Coral Conservation	
Outreach/ Education/ Technical Assistance - # gov't entities participating	This metric is required for all projects seeking funding in this category. In the notes please list the specific office/agency and point of contact that you are engaging in project planning, implementation and report-out
Tool development for decision-making - # tools developed	Metric should be used for projects that are creating a new tool or significantly recalibrating a BMP or model to meet the needs of an island setting. The notes should specifically list the 'end product' as to how the tool will be accessed and in what form.
Research - # studies used to inform mgmt	Use this version of the research metric for projects under this category as the value is defined by direct request/use by a specific manager. The notes section should clearly state progress anticipated within the period of performance and what, if any management questions will be answered at the close of the grant.
Building institutional capacity - # FTE with sufficient training	Metric should be used for targeted training efforts to a specific management entity as requested by the entity. Notes should define what 'sufficient training' should look like (i.e. participants will be able to understand the steps of chain of custody, identify pollutants and use guidebook to determine most effective mitigation options, etc.)
Management or Governance Planning - # plans developed	Metric should be used when the outcome of the project does not fall within other categories but assists management in coral conservation (i.e. targeted outreach plan, prioritization plan, engineering plan, permit assistance package, volunteer monitoring plan) The notes should specifically list the 'end product' as to how the plan/capacity/assistance will be accessed and in what form.

BUDGET

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

- Budgets without narrative descriptions **for each line item that has a value** may be rejected and/or returned to the applicant for further details and clarification.
- Narratives must stand alone and should be written in such a way that someone can conceptually understand the rationale, purpose and calculation of the anticipated costs identified without reading the proposal narrative.
- The “Requested Amount” in the Project Information section must match your budget grand total exactly. The budget should only represent the grant amount being requested from NFWF; it should not include matching funds or represent the overall budget for the project.
- Project budgets will be compared to similar projects to ensure proposed costs across all budget categories are reasonable for the activities being performed and the outcomes proposed.

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

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

MATCHING CONTRIBUTIONS

This section will be pre-populated with information from your pre-proposal; **however, you should update this section to reflect current match application status and to delete and add match sources as appropriate.** Most awarded projects will have a minimum match of 1:1 non-federal cash or in-kind contributions. Larger match ratios and matching fund contributions from a diversity of partners are encouraged.

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

Non-federal Matching Contributions:

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

Federal Matching Contributions*:

- Verifiable from the grantee’s records
- Reasonable and necessary for accomplishment of project or program objectives
- Committed directly to the project and used within the period of performance

**While they do not count toward the non-federal matching requirement, applicants are encouraged to include federal contributions to demonstrate the full scope and support of the project or to meet the match requirement of a non-federal NFWF program.*

PERMITS and APPROVALS

If permits and/or approvals are required for this project, click the “Add” button to provide details for each permit and/or approval. Include extra information in the description section as necessary (e.g., pre-permit meeting held on Jan. 1, 2013, etc.).

REVIEW and SUBMIT

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

To view and save your proposal you may click on the “View PDF” button. This function creates a composite file with all of the fields and substantive uploads, which you may then save as a stand-alone document. Please note that some of the financial documentation will be excluded from the composite file, but will be received by NFWF upon submission. Once you have reviewed your proposal for

accuracy, click the "Submit" button to officially submit your proposal. Upon submission, you will receive a confirmation email from Easygrants@nfwf.org.

HELP WITH THE EASYGRANTS ONLINE SYSTEM

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

GENERAL QUESTIONS ABOUT THE RFP

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