



# 2024 INNOVATIVE NUTRIENT AND SEDIMENT REDUCTION GRANTS PROGRAM

Applicant Webinar  
*January 8, 2024*



# AGENDA

- 1. Webinar Instructions**
2. Review of 2024 Innovative Nutrient and Sediment Reduction Grants RFP
3. How to Submit a Proposal Using Easygrants



**Jake Reilly,  
Program Director**



**Tori Sullens,  
Program Manager**

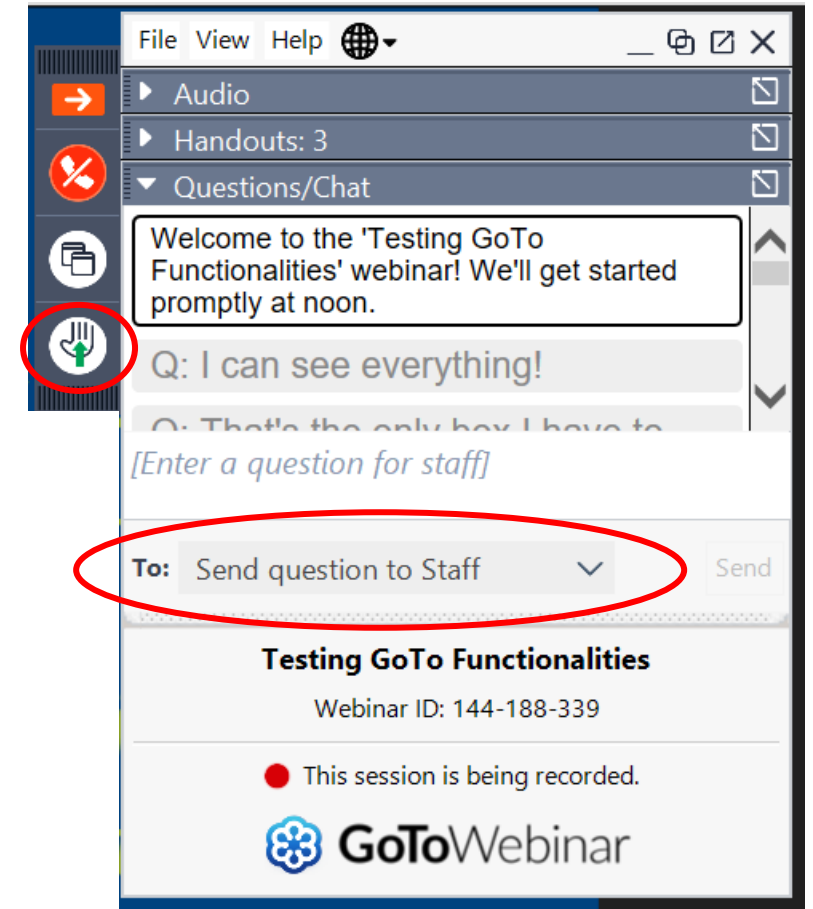


**Ernie Newborn,  
Program Coordinator**

# WEBINAR INSTRUCTIONS

- To improve sound quality, all participants will be muted for the duration of the webinar
- To ask a question, use the Questions/Chat box to “Enter a question for staff” and click send. We will type a response or read your question aloud when we pause for Q&A
- Raise your “hand” in the webinar dialogue box to confirm participants can hear us
- If you experience a technical glitch, please type it into the Questions/Chat box, since we can’t hear you.
- (We may not know about the glitch unless you say something!)

*The webinar will be available for download within 48 hours at [NFWF.org/Chesapeake](https://www.nfwf.org/Chesapeake)*



# AGENDA

1. Webinar Instructions
2. **Review of 2024 Innovative Nutrient and Sediment Reduction Grants RFP**
3. How to Submit a Proposal Using Easygrants



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# 2024 INSR RFP OVERVIEW

- **Objective:** Accelerating the rate and scale of water quality improvements through cost-effective BMP implementation
- **INSR Partnership Grants** supporting coordinated and collaborative efforts to accelerate WIP implementation
- **INSR Infrastructure Grants** to implement natural and nature-based watershed restoration infrastructure at scale
- Up to \$25M available
- Major funding provided by EPA's Chesapeake Bay Program Office, including funds via the Bipartisan Infrastructure Legislation

# GEOGRAPHIC FOCUS



- NFWF has identified targeted subwatersheds based on need and opportunity for WIP implementation
- Focus areas intended to drive action, not define project eligibility
- Projects outside target subwatersheds are encouraged

# 2024 INSR PROGRAM PRIORITIES

- For **INSR Partnership Grants**:
  1. Cultivating partnership growth and enhancement AND
  2. Accelerating the scale and/or rate of implementation for priority water quality improvement practices
- For **INSR Infrastructure Grants**: Accelerating the scale of implementation for one or more of priority watershed restoration infrastructure practices
- For **all proposals**: Enhancing diversity, equity, inclusion, and justice outcomes in Chesapeake Bay watershed restoration efforts

# PROGRAM PRIORITIES – PARTNERSHIP GRANTS



- **INSR Partnership Grant** proposals **must** enhance the capacity and impact of **existing** partnerships for watershed restoration and WIP implementation
- Successful **INSR Partnership Grants** will describe how proposed partnership growth will directly accelerate implementation via:
  - **Building and Sustaining Motivation**
  - **Establishing and Improving Effective Collaborative Processes**
  - **Enhancing Core Capacities**
  - **Promoting Continuous Evaluation**



# PROGRAM PRIORITIES – PARTNERSHIP GRANTS

- Proposals **must** measurably increase the geographic scale and/or rate of implementation for priority WIP practices:
  - **Managing Upland Agricultural Runoff** through Farm-Scale Conservation Systems and Solutions
  - **Managing Upland Urban Runoff** through Green Stormwater Infrastructure (GSI) Improvements
  - **Restoring Stream Health and Riparian Habitats**
  - **Conservation Finance and Market Development**

# PROGRAM PRIORITIES – INFRASTRUCTURE GRANTS



- Up to \$10M in additional funding available through the **Bipartisan Infrastructure Legislation**
- Focus on accelerated implementation of select **watershed restoration infrastructure practices** that:
  - Provide **long-term pollution control**
  - Improve **aquatic and terrestrial habitat** for at-risk species
  - Enhance **climate resilience** for human and wildlife communities

# PROGRAM PRIORITIES – INFRASTRUCTURE GRANTS



- Seeking accelerated implementation of one or more of the following practices:
  - **Riparian forest buffers**, including associated livestock exclusion fencing and component practice
  - **Non-tidal wetlands** restoration, creation, or enhancement
  - **Floodplain restoration** that reconnects incised streams to their floodplains and floodplain wetlands
  - **Shoreline management**
  - **Urban tree planting**

# PROGRAM PRIORITIES – INFRASTRUCTURE GRANTS



- **INSR Infrastructure Grants** do not require the application of partnership-based approaches to advance implementation
- **INSR Infrastructure Grants** proposals may also utilize program funding for implementation of other, related nature-based structural practices
- **INSR Infrastructure Grants** will be evaluated primarily on the scale of implementation outcomes for identified priority practices and associated water quality improvements

# PROGRAM PRIORITIES – ENHANCING DEI

- Seeking **direct and meaningful engagement** of local communities in the identification, prioritization, selection, and implementation of proposed actions

Co-creating projects with community members	Addressing a <b>specific and localized harm</b> such as pollution, flooding, etc.
Empowering community members with knowledge or decision-making authority	<b>Creating jobs</b> in the target community or performing job training and certification
Including specific, <b>active engagement strategies</b>	Directly engaging in specific <b>cultural activities</b> with the community

# PROGRAM PRIORITIES – ENHANCING DEI

- Priority consideration for proposals directly representing or resourcing **underrepresented, underserved, and/or under-resourced** communities
- NFWF encourages applications from or incorporating **community-based organizations** as key project partners, regardless of an environmental or conservation-related mission
- Applicants may utilize grant funding to enhance their internal capacity to engage with, mentor, and support diverse community partners
- See [nfwf.org/chesapeake](https://nfwf.org/chesapeake) for **definitions** and **supporting tools**

# PROGRAM PRIORITIES – ENHANCING DEI

- Proposals will be evaluated on DEI outcomes through responses to the **Communities Engaged and Impacted** element in the proposal narrative:
  - Communit(ies) **where** the project will take place
  - **Who** will specifically benefit from the project
  - **How** they're engaged in project development/implementation
- Requires **demographic information** on impacted communities, including but not limited to age, race and ethnicity, sexual orientation, and socioeconomic indicators

# PROJECT METRICS

- **All** proposals must provide estimated nutrient and sediment load reductions from proposed activities through *Easygrants*
- Individual proposals may include additional *Easygrants* metrics associated with specific practices and activities (See **Appendix A**)
- NFWF has helped to furnish **FieldDoc** as a tool to estimate load reductions and other project metrics from proposed activities and facilitate tracking of implementation for WIP reporting purposes
- FieldDoc webinar for INSR applicants scheduled for **10:00AM Wednesday, January 10** (See RFP to register)



# APPLICANT ELIGIBILITY

- ✓ **Eligible applicants** include non-profit 501(c) organizations, state government agencies, local governments, municipal governments, Tribal governments and organizations, and educational institutions
- ✗ **Ineligible applicants** include U.S. federal government agencies, businesses, unincorporated individuals, and international organizations

# COST ELIGIBILITY

- ✓ Applicants are encouraged to rent **equipment** where possible and cost-effective or use matching funds to make equipment purchases. If you have questions, contact program staff to discuss options.
- ✗ NFWF funds and matching contributions may not be used to support political advocacy, fundraising, lobbying, litigation, terrorist activities or Foreign Corrupt Practices Act violations
- ✗ NFWF funds may not be used to support ongoing efforts to comply with legal requirements, including permit conditions, mitigation and settlement agreements

# FUNDING AVAILABILITY AND MATCH

- Up to \$25 million in grants through the 2024 INSR program including:
  - Up to \$15 million for **INSR Partnership Grants**
  - Up to \$10 million for **INSR Infrastructure Grants**
- Awards range: \$500,000 to **\$2 million (Cap Increased in 2024!)**
- **INSR Partnership Grants** require non-federal matching contributions equal to the grant request
- Non-federal match is encouraged but not required for **INSR Infrastructure Grants**

# PARTNERSHIP VS INFRASTRUCTURE GRANTS



## INNOVATIVE NUTRIENT AND SEDIMENT REDUCTION Full Proposal Project Narrative

**Instructions:** Save this document on your computer and complete the narrative in the format provided. The final narrative may not exceed ten (10) pages, excluding tables and figures. Please retain the outline format below, but you may delete the instructions associated with each element. Once complete, upload this document into the online application as instructed.

- 1) Program:** Please indicate the primary INSR program opportunity for which you are applying. Projects that address program priorities and satisfy funding, match, and eligibility requirements for both program opportunities may be considered under both opportunities. Select all that apply.

- INSR Partnership Grants
- INSR Infrastructure Grants

# EVALUATION CRITERIA



NFWF



Chesapeake Bay Stewardship Fund

CONSERVATION OUTCOMES	PARTNERSHIPS AND COMM. ENGAGEMENT	BUDGET	TECHNICAL
Clear and demonstrable increases in the rate and/or scale of implementation	Collaborative with engagement with impacted communities	Quality and level of detail in the budget and budget narrative	Specific goals and objectives
Partnership/collaborative growth <b>(INSR Partnership Grants only)</b>	Engagement of non-traditional partners or communities	Cost-effectiveness	Core competencies of the project team
Plans and approaches to verify and sustain pollution load reductions	Adequate description of community characteristics and proposed engagement activities	Reasonability of proposed costs	Permitting and environmental compliance considerations
Plans and approaches to actively transfer and disseminate project-related information	Documented support from community partners and/or collaborators	Evidence of genuine partnerships in budget	Demonstrated ability of lead applicant

# FULL PROPOSAL NARRATIVE – COMMUNITIES IMPACTED

**Communities Engaged and Impacted:** Describe the community(ies) where the project will take place and any associated target audience(s):

- A. Who will specifically benefit from the project?
- B. How were they or will they be engaged in project development and implementation?
- C. *Using the table below, provide information on key demographic and socioeconomic indicators for the community(ies) and target audience(s). Use your response to questions A or B above to provide any other representative demographic or socioeconomic data or information.*

Community(ies) and/or Target Audience(s)	Race/Ethnicity (%)	Poverty Rate (%)	Low Income (%)	Annualized Unemployment Rate (%)

# ADDITIONAL CONSIDERATIONS

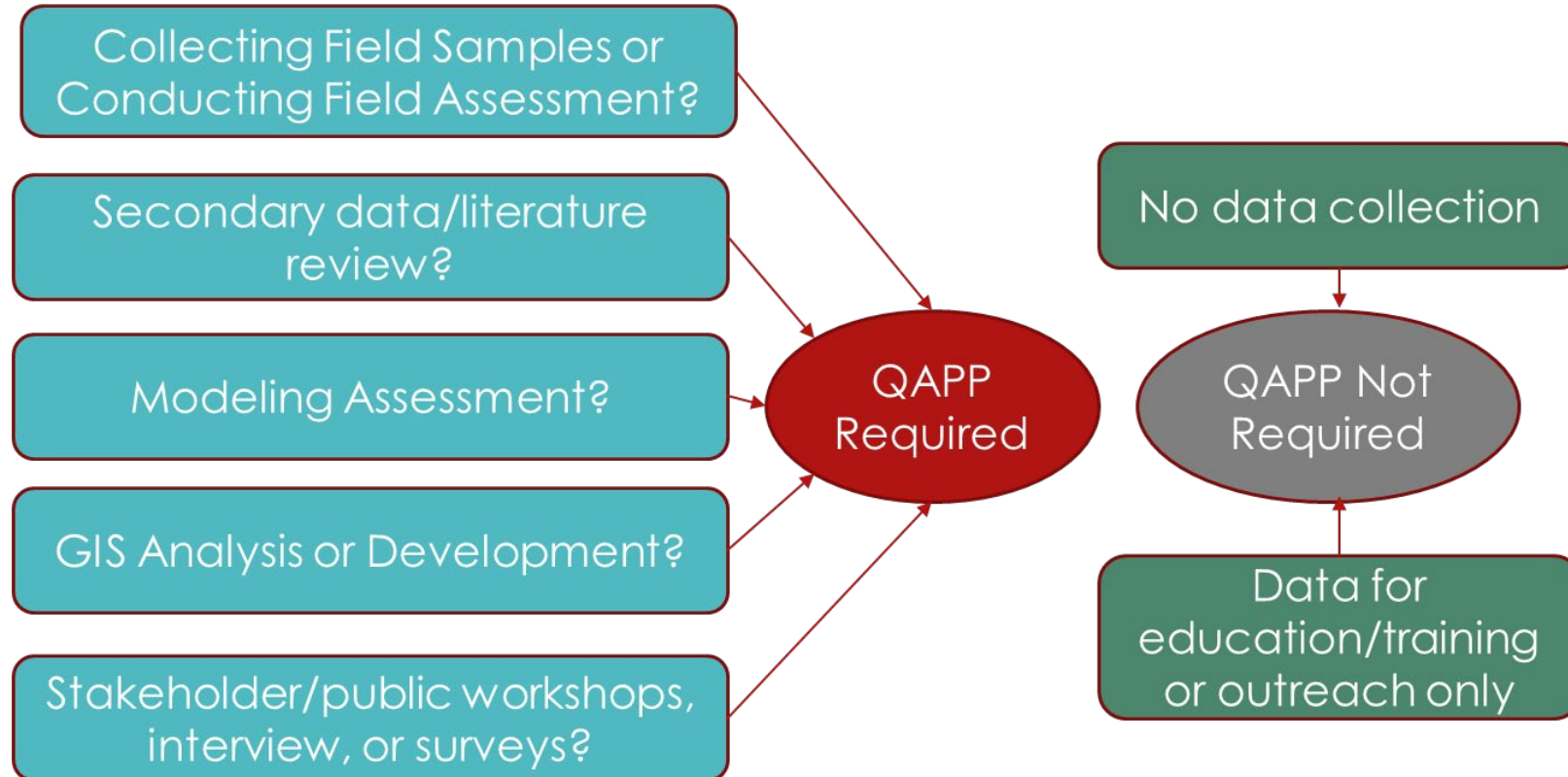
- All applicants with active grants from NFWF must be in **good standing** in terms of reporting requirements, expenditure of funds, and quality assurance (if required)
- Applicants must demonstrate awareness and the status of all **permits** required to comply with federal, state or local requirements
- When procuring goods and services, NFWF recipients must follow documented **procurement** procedures which reflect applicable laws and regulations

# ADDITIONAL CONSIDERATIONS

- All prospective INSR applicants **must** consult with NFWF program staff prior to submitting applications and no later than **January 24, 2024**
- **WIP Reporting:** Awardees should assume implementation outcomes reported through FieldDoc will be provided to jurisdictions for WIP reporting purposes
- **Period of Performance:** All 2024 INSR grants must be completed within three years and projects must begin on or after June 1, 2024 to facilitate necessary grant contracting and quality assurance activities



# ADDITIONAL CONSIDERATIONS – QUALITY ASSURANCE



Note that data collection related to engineered practices may not need a QAPP but may be covered under a Quality Assurance Statement which requires no additional documentation

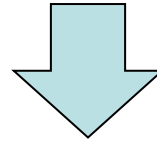
<https://www.nfwf.org/programs/chesapeake-bay-stewardship-fund/tools-current-grantees/quality-assurance>

## ADDITIONAL CONSIDERATIONS – QUALITY ASSURANCE

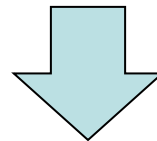
- Applicants **can and should** budget time and resources in their INSR proposal to complete this task.
- Reimbursement for project activities, including non-data collection activities, may be delayed until quality assurance compliance requirements are complete.
- Projects that require a QAPP should budget time and resources to complete the QAPP and have it approved within the *first 3 months of the grant's period of performance*.
  - The timeline for receiving review feedback and comments and subsequent submittal for EPA approval is dependent upon the quality of the draft QAPP submission and may involve several iterations.

## ADDITIONAL CONSIDERATIONS – QUALITY ASSURANCE

**Prepare a draft QAPP:** Your document will be reviewed by the external QAPP consultants at Stantec. Comments are dependent upon the quality of the QAPP submission and may involve several iterations prior to submission to EPA. Each resubmission of the draft QAPP to Stantec will initiate a 30-day review and comment period.



**QAPP is technically approved and submitted to the EPA by NFWF:** EPA will have a chance to review and comment on the draft QAPP prior to providing their signature. It is our goal that QAPPs submitted to EPA receive no additional feedback and are technically sound enough to be signed by them.



**QAPP Review and Approvals:** NFWF will advise grantees concerning the status of the QAPP review (e.g. approved, requested revisions, etc.) and circulate the final, signed version. The QAPP tag restricting payment on data collection activities is removed.

# TIPS FOR APPLICANTS

- **Read – and re-read – the RFP.** Contact us if you're confused
- Read the RFP Tip Sheet and use it as a reference
- **Do not mail letters of support** to the office – upload electronic copies
- If you've never used Easygrants before, **create your login TODAY** and familiarize yourself with the system
- **Submit your proposal early** if possible
  - NFWF staff won't be available at 11:59PM on the due date!

# CRITICAL RESOURCES FOR DEVELOPING YOUR APPLICATION



## 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.**



## Chesapeake Bay Small Watershed Grants - Implementation 2023 Full Proposal Tip Sheet

### STARTING AN APPLICATION

When you are ready to begin the application process, go to [easygrants.nfwf.org](https://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 **Chesapeake Bay Small Watershed Grants - Implementation 2023** 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 Full-Proposal for the **Chesapeake Bay Small Watershed Grants - Implementation 2023**. 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.

\* \* \* \* \*

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. **You are encouraged to use the Help feature 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 Quick Launch box on the left hand side of the screen to locate your desired information.

### 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 **April 20th, 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.

# FROM THE TIP SHEET – REQUIRED UPLOADS

Upload	Required	Notes
Narrative	Yes	Template provided in Easygrants online application “Uploads” section.
Project Maps	Yes	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	No	Recommended from significant partners, especially those providing matching contributions. <b>Letters of support should not be mailed directly to NFWF.</b> Scan all letters of support into one single file and upload the file in the “Uploads” section of your online application.
Other documents	No	Ten (10) page limit.
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 <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission.
IRS Form 990*	Yes	Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission.
Single Audit*	Yes	Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission.
Applicant Controls Questionnaire	Yes	Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission.
Conceptual or Engineered Plans	Yes	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	No	Please compress photos to minimize file size. 3 photos maximum.
Applicant Demographic Information Form**	Yes	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.

# APPLICANT DEMOGRAPHIC FORM



NFWF



Chesapeake Bay Stewardship Fund

## 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 in confidence. 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. 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:

# PROGRAM TIMELINE

<b>RFP Released:</b>	<b>Monday, December 11, 2023</b>
<b>Applicant Webinar:</b>	<b>Monday, January 8, 2024</b>
<b>FieldDoc Webinar:</b>	<b>Wednesday January 10, 2024</b>
<b>Proposals Due:</b>	<b>Wednesday, February 21, 2024, 11:59 PM EST</b>
<b>Proposal Review:</b>	<b>March – April 2024</b>
<b>Board Approval:</b>	<b>May 2024</b>
<b>Award Announcement:</b>	<b>June 2024 (anticipated)</b>





# QUESTIONS?

## NFWF Staff Contacts:



**Jake Reilly**, Program Director  
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(202) 595-2610



*After 1/16/2024*  
**Tori Sullens**, Program Manager  
[tori.sullens@nfwf.org](mailto:tori.sullens@nfwf.org)  
(202) 888-1656

Liaison Contact	Email	Phone	Sector Expertise
<a href="#">Kristen Saacke Blunk</a>	<a href="mailto:kristen@headwaters-llc.org">kristen@headwaters-llc.org</a>	(814) 360-9766	<ul style="list-style-type: none"><li>All Sectors</li></ul>
<a href="#">Sarah Clark</a>	<a href="mailto:sarah@icl.org">sarah@icl.org</a>	(240) 472-1772	<ul style="list-style-type: none"><li>Partnerships and Collaborative Leadership</li></ul>
<a href="#">Kristen Hughes Evans</a>	<a href="mailto:kristen@susches.org">kristen@susches.org</a>	(804) 554-3403	<ul style="list-style-type: none"><li>Agricultural Conservation</li></ul>
<a href="#">Liz Feinberg</a>	<a href="mailto:liz.feinberg63@gmail.com">liz.feinberg63@gmail.com</a>	(610) 212-2345	<ul style="list-style-type: none"><li>All Sectors</li></ul>
<a href="#">David Hirschman</a>	<a href="mailto:dave@hirschmanwater.com">dave@hirschmanwater.com</a>	(434) 409-0993	<ul style="list-style-type: none"><li>Stormwater/Urban Sector</li></ul>
<a href="#">Katie Ombalski</a>	<a href="mailto:katie@woodswaters.com">katie@woodswaters.com</a>	(814) 574-7281	<ul style="list-style-type: none"><li>Agricultural Conservation</li><li>Habitat Restoration</li></ul>

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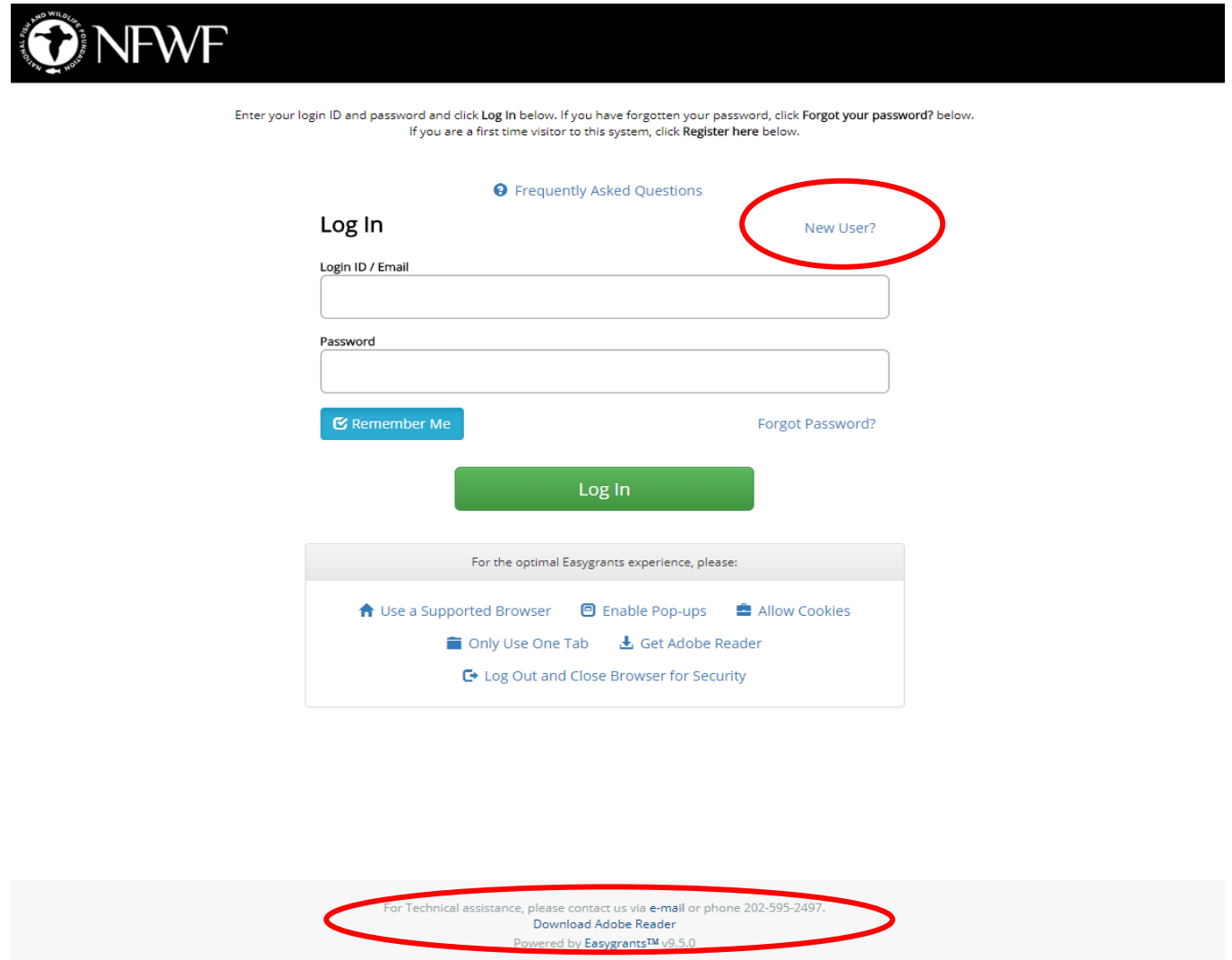
**Tori Sullens,**  
**Program Manager**



**Ernie Newborn,**  
**Program Coordinator**

# HOW TO SUBMIT A PROPOSAL

- Create your *Easygrants* account



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

# HOW TO SUBMIT A PROPOSAL

- Please add a phone number!
- Once you have created your Easygrants log-in and or you log-in as an existing user, please visit review your contact details and make sure that you provide a phone number.

The screenshot shows the NFWF user interface. At the top, the NFWF logo is on the left, and navigation buttons for 'My Tasks', 'My Grants', 'Profile', and 'Apply For Funding' are on the right. The 'Profile' button is circled in red. Below the navigation bar, there are buttons for 'Home', 'Change Password', 'FAQ', and 'Log Out'. To the right of these buttons, there are links: 'View My Contact Details', 'Manage My Communication and Interests', and 'Manage My Demographics'. A red arrow points to the 'View My Contact Details' link with the text 'Click here'. Below this, a large red arrow points downwards with the text 'Scroll down'. At the bottom of the screenshot, a 'Phone' field is visible with a yellow 'X' icon on the left and a blue 'Add' button on the right. The 'Add' button is circled in red.

# SUBMITTING A PROPOSAL IN EASYGRANTS

1. Log in with existing email and password
  - Register now if you do not have one – this will allow for time to familiarize yourself with the system
  - If you have trouble logging in, use the help feature
2. Turn off your pop-up blockers
3. Download and use the tip sheet available on the program webpage
4. You can work on the narrative offline – download the template and upload when you're finished
5. Please be as specific as possible with mapping AND providing location information on your project
6. Click save frequently
7. Input budget line-item narratives!
8. Make sure all your check marks are green; do not click SUBMIT until you are completely finished

# BUDGET TIPS

- **Concise Budget Narrative must be included for *every* line item**
- Budget should only include the grant amount requested from NFWF
- Must comply with [OMB's Uniform Guidance](#)
- Itemize all costs in appropriate budget categories
- Avoid lumping costs i.e., All Materials and Supplies: \$10,000
- Total Amount Requested in Project Information section must equal the Budget Grand Total in Budget section

# BUDGET TIPS

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

- For each Subaward or Contract, briefly describe the associated activities, scope of work or services to be provided and how the costs were estimated
- If you have not identified the specific contractor or subrecipient who will be conducting the required work, put “TBD” in the Contractor/Subrecipient line

# FINANCIAL DOCUMENTS

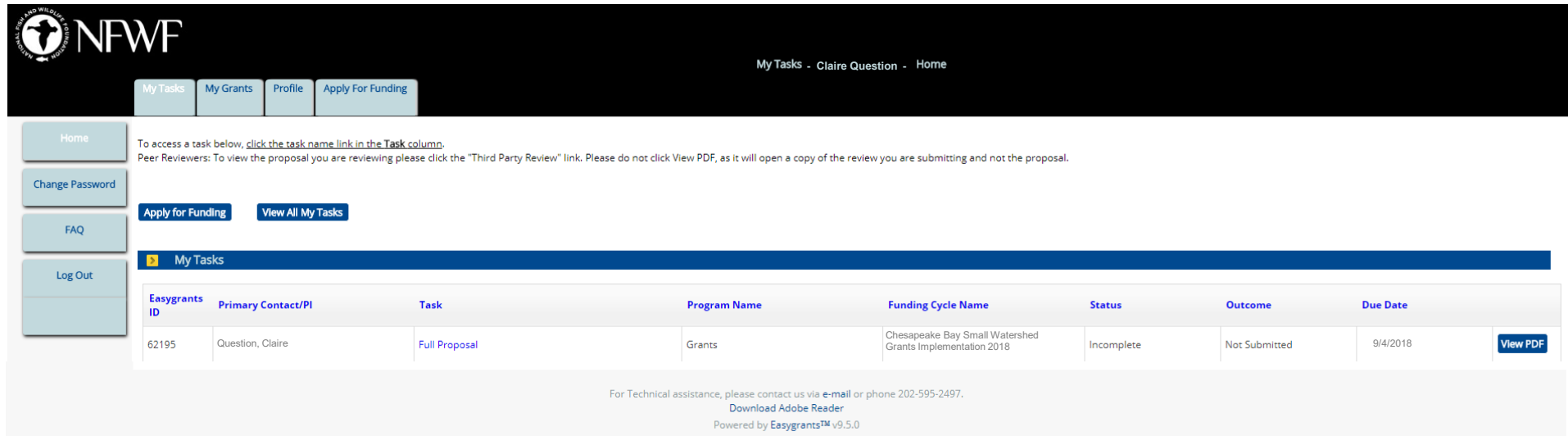
- All financial documentation must:
  - Represent the same fiscal year period
  - Be the most recent financial information available
  - Be less than two years old

Further details on document requirements and for FAQs visit our website: <https://www.nfwf.org/apply-grant/application-information>



# SUBMITTING AN APPLICATION

- Let's try it...



The screenshot shows the NFWF Easygrants application portal. The header includes the NFWF logo and navigation tabs for 'My Tasks', 'My Grants', 'Profile', and 'Apply For Funding'. The user is logged in as 'Claire Question'. A sidebar on the left contains links for 'Home', 'Change Password', 'FAQ', and 'Log Out'. The main content area displays a 'My Tasks' table with the following data:

Easygrants ID	Primary Contact/PI	Task	Program Name	Funding Cycle Name	Status	Outcome	Due Date	
62195	Question, Claire	<a href="#">Full Proposal</a>	Grants	Chesapeake Bay Small Watershed Grants Implementation 2018	Incomplete	Not Submitted	9/4/2018	<a href="#">View PDF</a>

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