**INSTRUCTIONS**

Save this template to your computer and complete the narrative for the stage you are in your application process (pre-proposal or full proposal) in the format provided. Please retain the headings in bold in the narrative templates below, you may delete these instructions and the bulleted prompts below the headings.

***Pre-Proposal Instructions:*** At the Pre-Proposal stage, complete the Pre-Proposal Narrative template ONLY (Part I, Questions 1-16). If you are invited to submit a full proposal, **you will be able to edit and expand on your pre-proposal narrative so MAKE SURE YOU SAVE your responses in a place you can find later.** The page limit for the pre-proposal narrative is **(2) pages.** You may delete these instructions and prompt questions but please retain the numbering, if the questions do not apply you may put “N/A”. Upload your completed proposal narrative into your Easygrants application as instructed.

***Full Proposals Instructions*:** Full Proposals are **by Invitation Only. ONLY complete Part II of this template, if you have received an email from** **easygrants@nfwf.org** **inviting you to submit a full proposal.** In your full proposal submission, you **MUST** include your responses to the Pre-Proposal section (Part I, Questions 1-16) and you may edit and expand on your pre-proposal answers. You **MUST** also include responses to the Full Proposal section (Part II, Questions A-F), below. The page limit for the upload at the full proposal stage is **(8) pages.** Please retain the headings in bold, but you may delete these instructions and the bulleted prompts. Upload your completed proposal narrative into your Easygrants application as instructed.

**NCRF *PRE-PROPOSAL* – Narrative Template**

**PART I – PROJECT OVERVIEW**

**Project Category:** From the drop down, select the category of activity in the Request for Proposals that will be addressed by your proposal. Select Project Category

1. What is the coastal resilience challenge you are seeking to address through your project? Include specific at-risk community assets (e.g., critical utilities, vulnerable populations).
2. How does the proposed project integrate with past and planned future resilience activities in the area? Include any relevant actions and/or events leading up to this point that prioritize the proposed actions, such as resilience planning or assessments done at the project location.
3. **For *pipeline projects*** ***ONLY*** (previous stages of work funded through a NCRF grant): Provide the 5-digit Easygrants ID number of the previously funded NFWF project. What specific work was funded under the previous NCRF grant and how does this proposed work advance or build upon the previous project?
4. **For *Restoration Implementation projects ONLY***:Do you have 90% final design? If not, what is your design status and when do you expect to have 90% design. Have you applied for permits and what is their status? If not, when do you intend to apply?
5. What is the nature-based solution(s) (NBS) that will advance the project?
6. How is the NBS suited to the project area? How is the scale of implementation being considered?
7. What are the expected deliverables and results at the proposed end date of the project?
8. What is the expected long-term utility and sustainability of the project? (i.e., implications for informing future, planning, management, and restoration activities).
9. Who was or will be engaged in project development or implementation in the community(ies) where the project will take place? Who is expected to benefit from the project being implemented?
10. Who are the key partners or stakeholders that will be engaged in the project or involved in implementation?
11. What is the demographic information of the community(ies) being served and/or engaged. For demographic information use the table below. (Sources of data include U.S. Environmental Protection Agency [EJScreen](https://www.epa.gov/ejscreen), [Explore US Census Data](https://data.census.gov/cedsci/), the [U.S. Census Quick Facts Page](https://www.census.gov/quickfacts/fact/table/US/RHI225219), and the 3) American Community Survey as well as state data sources etc.).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Community(ies)\*** | **Race/Ethnicity\*** | **Poverty Rate\*** | **Low Income %\*** | **Annualized Unemployment Rate\*** |
|  |  |  |  |  |

\*Input percentages **NOT** percentiles.

1. What are the anticipated community resilience benefits (either direct for *Restoration Implementation* projects or projected from planning and design projects) from the proposed activities in terms of reducing community exposure to existing and future coastal hazards? Be as specific as possible about benefits to people, properties, and infrastructure assets.
2. What are the anticipated fish and wildlife benefits (either direct for *Restoration Implementation* projects or projected from planning and design projects) from the proposed activities in terms of enhanced habitat? Be as specific as possible about benefits to fish and wildlife species and their habitat.
3. **Other****:** Provide any further information you think is important for the review of this proposal.
4. **Other Uploads –**
	* 1. Proposals seeking funding for **Acquisitions or Equipment *OR*** funding from the **Department of Defense MUST** complete an additional one page upload, see special upload narrative template [here](https://www.nfwf.org/sites/default/files/2024-02/2024_ncrf_pre-proposal_special_upload.docx).
5. **Other NFWF Applications:** Are you applying to any other NFWF programs to support this same project? If yes, please list the NFWF program(s) (e.g., America the Beautiful Challenge or Long Island Sound Futures Fund) and the 5-digit Easygrants ID number.

**NCRF *FULL* *PROPOSAL* – Narrative Template**

**Full Proposals are by Invitation Only.**

**ONLY complete Part II of this template, if you have received an email from** **easygrants@nfwf.org** **inviting you to submit a full proposal.**

**PART II – SCOPE OF WORK**

1. **Methods and Activities:**
	* List the main activities that will be implemented through the project with distinct headings, elaborate on the methodologies that will be used and deliverables that will be produced to achieve the project’s goals. For each activity, please provide an estimated percentage of the budget that will be dedicated to that activity (e.g., community engagement, 10%; wetland restoration 25%, monitoring 5%).
	* Please refer to the RFP and describe how the proposed activities address the program priorities, requested information for the project pipeline category selected, and evaluation criteria (e.g., sustainability and transferability).
2. **Implementation Timeline and Milestones:**
	* Provide a detailed project timeline with milestones and expected progress for each activity supported with requested funds and match within the grant period. For ***Restoration Implementation*** projects, describe the status of final designs and permitting and provide a comprehensive project schedule with dates describing all activities from start of the award, start of construction, to project completion.
3. **Monitoring Project Impact:**
	* What additional metrics, if any, will be tracked beyond required NFWF metrics to evaluate success in achieving outcomes.
4. **Project Team & Partners:**
	* List the organizations and key personnel that will be primarily responsible for implementing the project and describe their qualifications and track record of success relevant to implementing the work.
5. **Other (Optional):** Provide any further information important for the review of this proposal and that demonstrates how the proposal addresses the evaluation criteria included in the RFP. If you received specific feedback on your pre-proposal, please directly address those comments here.
6. **Uploads & Descriptions:**
* *Photos*: Via the Uploads section of the proposal, please include 1-3photos of the project location or activities. In the table below provide the file name, a photo credit and suggested caption or description. *Example — Photo1\_ErodedShoreline.jpg, John Smith, NFWF. Photo of the current eroded area to be addressed by plantings.*
* *Final Designs & Engineering Documents*: For ***Restoration Implementation***projects, upload final designs and any other supporting documents that demonstrate that the project is ready to commence construction within one-year of the award date. Use the table below to provide the file name, credit and brief description of the document.
* *Pre-Transaction Documents*: For projects seeking funding for ***acquisition***, upload and use the table below to provide a brief description all available [pre-transaction documents](https://www.nfwf.org/land-acquisitioneasement-guidance) (e.g., appraisal, surveys, draft deed restrictions).

|  |  |  |
| --- | --- | --- |
| File Name | Credit | Description |
|  |  |  |