



America's Ecosystem Restoration Initiative America the Beautiful Challenge 2024 RFP 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 **America the Beautiful Challenge 2024** 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 America the Beautiful Challenge 2024. 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. **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.

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

- **Project Title:** Please do not call your project "America the Beautiful Challenge 2024 Proposal". Give it a short, descriptive name that will distinguish it from other proposals and indicate project purpose. (300 character limit, including spaces)
e.g. "Prairie, Stream, and Wetland Restoration in the Sandhills Landscape of the Central Great Plains (NE)"
- **Project Start Date:** Projects should begin within eight months of the award announcement date.
- **Project End Date:** *Implementation Grant* requests are up to four years, *Planning Grant* requests are up to three years, *Sentinel Landscape Grant* requests are between two to four years, *National Forest Grant* requests are between two to four years, *Private*

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. Easygrants is not compatible with Adobe Portfolio. Please convert portfolio files to .pdf files, if possible.
- **SAVING AND SUBMITTING:** Once an application has been initiated, it may be saved and then modified and submitted later, up to the application deadline of Thursday, **April 4, 2024, 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.

Forests, Rangeland and Farmland Grant requests are between two to three years (please review the Request for Proposals for categories of funding).

- **Description:** Should be two sentences long in most cases. The first sentence should clearly state the main activity/method being used to address a specific species/habitat and location. The second sentence should state the expected outcome from the investment and relevance to conservation. Please refrain from using pronouns such as I, we, our, etc. (1,000 character limit, including spaces)

e.g. Enhance 100 acres of low-value habitat to reduce hazardous wildfire fuel loads, thin acacia nurse trees, underplant native vegetation, and continue a community-backed restoration and resilience project in the village of Malessa, Guam. Project will implement upland restoration to improve habitat for at-risk species and mitigate impacts of floods and fires, which ultimately protects nearshore marine habitats from severe erosion and sedimentation.

- **Abstract:** Should be three to four sentences and derived from the project description. 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. (1,500 character limit, including spaces)

e.g. Habitat loss and degradation as a result of fire suppression is a primary threat to many species in fire-dependent habitats like the piney woods, blackland prairie, and loess bluffs of the southeastern United States. The Mississippi Department of Wildlife, Fisheries, and Parks will improve resilience of 90,000 acres of fire-dependent habitats through restoration, habitat management, invasive plant species control, revegetation, cost-sharing, outreach and training. Project will restore ecosystem services and increase capacity in the East Gulf Coastal Plains while strengthening partnerships with stakeholders, private industry, and the public.

- **Project Location Description:** Please include the state and county/city where the project will occur. (300 character limit, including spaces)

e.g. Grasslands of western, eastern, and central Pennsylvania

- **Requested Amount:** *Implementation Grant* requests should be between \$1 million and \$5 million, *Planning Grant* requests should be between \$200,000 and \$2 million, *Sentinel Landscape Grant* requests should be between \$250,000 and \$1.5 million, *National Forest Grant* requests should be between \$250,000 to \$1.5 million, *Private Forests, Rangeland and Farmland Grant* requests should be between \$200,000 and \$500,000 (please review the Request for Proposals for categories of funding).

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 actual 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 may be submitted. The narrative may not exceed three (3) pages in total length.

Upload	Required	File Type	Max File Size	Notes
Pre-Proposal Narrative	Yes	.doc, .docx, .pdf, .rtf	4 Pages	Template provided for download in Easygrants online application "Uploads" section and in the Related Content section of the RFP webpage.
Other documents	No	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg, .xlsx, .ppt, .pptx	16 MB	Critical project information and direct references to other uploads should be included in the proposal narrative where possible. If you include multiple uploads, we suggest you provide a cover page or table of contents.
Letters of Support	No	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg	16 MB	Recommended from significant partners, especially those providing matching contributions. 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.
Photos	No	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg	16 MB	Please compress photos to minimize file size.
Applicant Demographic Form	No	.xls, .xlsx	16 MB	Template provided in Easygrants online application "Uploads" section. 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

Matching Funds

The non-Federal match required for a recipient to be eligible under this program varies by recipient type, and the source of funds (see RFP for more details). Larger match ratios and matching fund contributions from a diversity of partners are encouraged.

DOI Conservation and Restoration Funds (Category 1 and 2)

Recipient Type	Federal cost share	Non-federal cost share (match)
States	90% of total project costs	10% of total project costs (11.12% of grant request), of which at least 2.5% must be cash
Tribal Nations & Territories	97% of costs	3% of total project costs, .75% must be cash (COVERED for Tribal Nations, fully covered by partnership with Native Americans in Philanthropy; WAIVED for territories per DOI legal interpretation) **

DOD Conservation and Restoration Funds (Category 3)

Recipient Type	Federal cost share	Non-federal cost share (match)
All entities	100% of costs	Not required. DOD REPI Program funds can serve as a non-federal match for the other federal programs in the ATBC grants.

USFS Conservation and Restoration Funds (Category 4)

Recipient Type	Federal cost share	Non-federal cost share (match)
All entities	80% of total project costs	20% of total project costs (25% of grant request) (COVERED for Tribal Nations, fully covered by Native Americans in Philanthropy) **

NRCS Technical Assistance Funds (Category 5)

Recipient Type	Federal cost share	Non-federal cost share (match)
All entities	100% of total project costs	Not required.

**Pursuant to Section 601 of Pub. L. 96-205, as amended, the match requirement is waived for the territories of the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. [Native Americans in Philanthropy](#) (NAP), as a part of their partnership with NFWF, will be providing all match for any granted Tribally led projects up to the 10% ATBC funding set aside for Tribal Nation grantees. Match for Tribally led projects funded beyond the 10% will be subject to NAP funding availability. Unless a Tribal applicant would like to provide additional matching funds, they should leave the matching contributions section of Easygrants blank. NFWF will work with NAP to allocate funds to applicable projects.

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. 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.

6. 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

Rachel Dawson
Program Director, America the Beautiful Challenge
rachel.dawson@nfwf.org

Sydney Godbey
Manager, America the Beautiful Challenge
Sydney.godbey@nfwf.org

Blake Gardiner
Coordinator, Regional Programs
Blake.gardiner@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.

America the Beautiful Challenge 2024 RFP

Full Proposal Tip Sheet

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, click 'Forgot your Password' and 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. **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.

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

- **Project Location Country:** All projects must occur within "North America – United States".
- **Project Location State/Province:** Select all states that apply. Projects throughout the U.S., U.S. territories, and Tribal Nations are eligible for funding.
- **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 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.

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. Easygrants is not compatible with Adobe Portfolio. Please convert portfolio files to .pdf files, if possible.
- **SAVING AND SUBMITTING:** Once an application has been initiated, it may be saved and then modified and submitted later, up to the application deadline of **Tuesday, July 16, 2024, 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

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:
 - I. Upload a Shapefile
 - II. Select by Geography
 - III. 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 16 megabytes. **For any uploads that are marked as required in Easygrants but are not required based on your organization type, simply upload a signed document stating the requirement is not applicable in lieu of an actual form.**

- **Full Proposal Narrative:** The most important upload is your actual 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 nine (9) 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	File Type	Max File Size	Notes
Full Proposal Narrative	Yes	.doc, .docx, .pdf, .rtf	Nine pages	Template provided in Easygrants online application “Uploads” section.
Letters of Support	No	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg	16 MB	Recommended from significant partners, especially those providing matching contributions. 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.
Project Map	No	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg	16 MB	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.
Statement of Litigation	Yes	.doc, .docx, .pdf, .rtf	Six pages	Template provided in Easygrants online application “Uploads” section. Federal, state, federally recognized Tribes, and local government applicants are not required to complete this form.
Board of Trustees or Directors	Yes	.doc, .docx, .pdf, .rtf	16 MB	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.
Applicant Controls Questionnaire	Yes	.doc, .docx, .pdf, .rtf	16 MB	Template provided in Easygrants online application “Uploads” section. All applicants must provide responses to this form.
GAAP Audited Financial Statements***	Yes	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg, .xlsx	16 MB	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
Single Audit***	Yes	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg	16 MB	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
Indirect Rate Agreement	No	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg	16 MB	If you are applying your organization’s Negotiated Indirect Cost Rate (or Recovery) Agreement (NICRA) in your budget, you must upload documentation. States, federally recognized Tribes and local governments may submit an authorized Cost Allocation Plan (CAP) in lieu of a NICRA.

IRS Form 990***	Yes	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg	16 MB	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
Photos	No	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg	16 MB	Please compress photos to minimize file size.
Other documents	No	.xls, .doc, .docx, .pdf, .rtf, .gif, .jpeg, .jpg, .xlsx, .ppt, .pptx	16 MB	This upload is not provided to reviewers and is not required at the pre-proposal stage. Template provided in Easygrants online application "Uploads" section. If your organization has provided NFWF with this information in the last 12 months, please indicate that in the opt out drop down menu.

***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. 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.
- Generally, we recommend selecting 2-5 metrics, but you may add more than five.
- 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.

BUDGET

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

- Budgets without narrative descriptions may be rejected and/or returned to the applicant for further details and clarification.
- Narratives should be written in such a way that someone not specifically familiar with the project can conceptually understand the rationale, purpose and calculation of the anticipated costs identified.
- 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.
- NFWF reserves the right to evaluate the cost-effectiveness of a budget, which may include, but is not limited to, an assessment of costs in the proposed budget.

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 or CAP, as such NFWF reserves the right to scrutinize **ALL** proposals with indirect rates above 10% for cost-effectiveness.
- 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, 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 may update this section.

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 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 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 (✗), 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

- 5) 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.
- 6) 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.**
- 7) 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.
- 8) 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

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