

# 2024 Chesapeake Watershed Investments for Landscape Defense (WILD) Request for Proposals

Applicant Webinar  
*February 20, 2024*



# AGENDA

1. **Webinar Instructions**
2. Review of 2024 Chesapeake Watershed Investments for Landscape Defense (WILD) RFP
3. How to Submit a Proposal Using Easygrants



**Jake Reilly,  
Program Director**



**Tori Sullens,  
Program Manager**

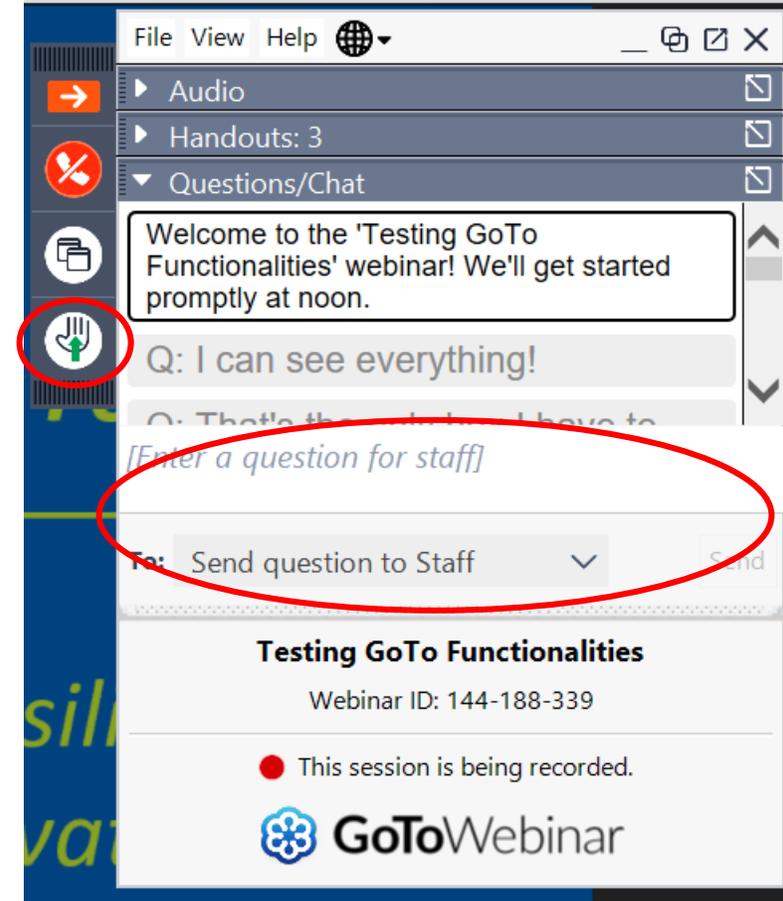


**Rose Keyathe,  
Program Coordinator**

# WEBINAR INSTRUCTIONS

- To improve sound quality, all participants will be muted for the duration of the webinar. To ask a question:
  1. Enter your query where it says “Enter a question for staff” and click send. NFWF will type a response or read your question aloud when we pause for Q&A. OR
  2. Write it down and contact us after the webinar.
- We may ask you to 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 question 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 hrs at [NFWF.org/Chesapeake](https://www.nfwf.org/Chesapeake)*



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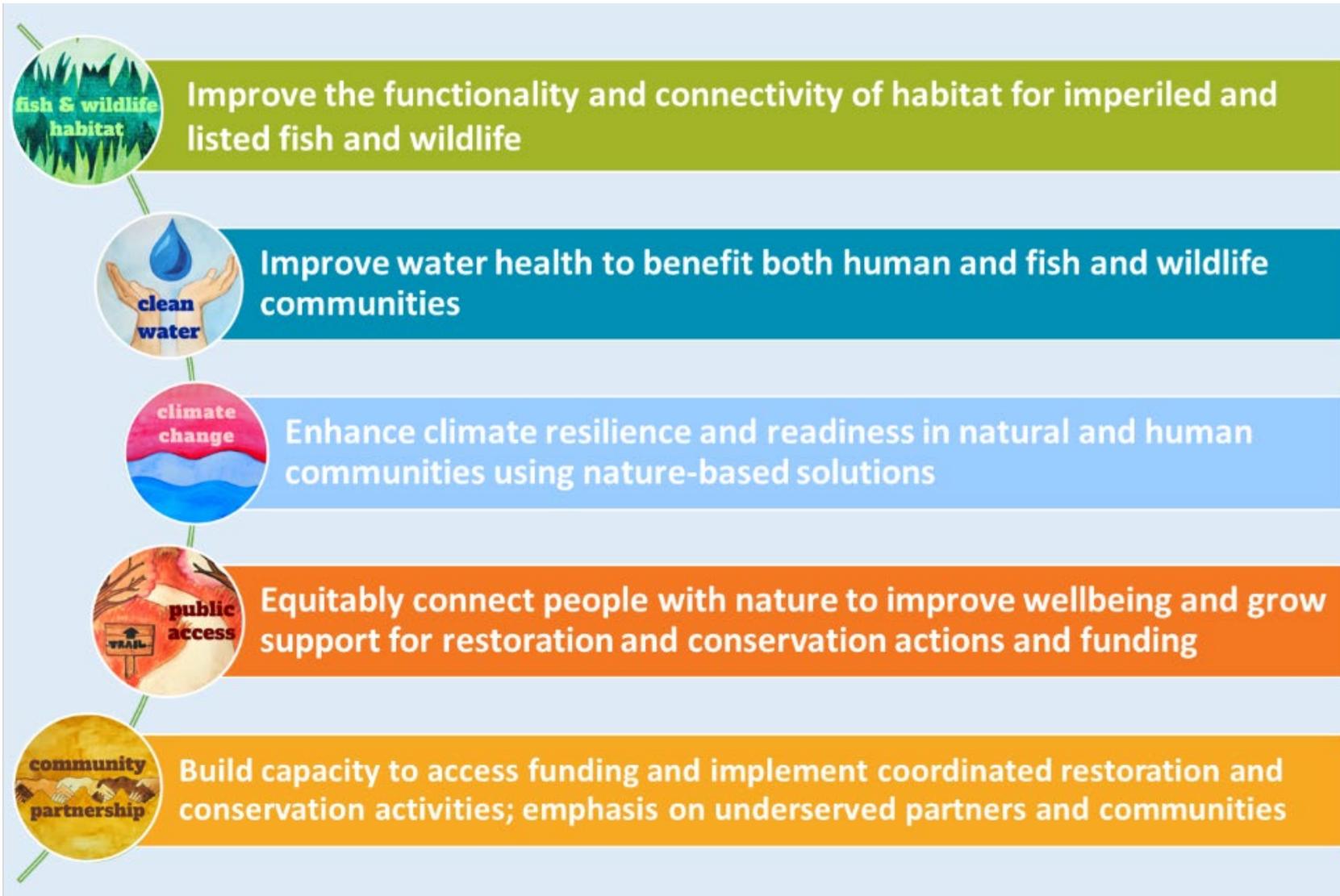


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## 2024 WILD RFP OVERVIEW

- **Objective:** Projects that enhance conservation, stewardship, and enhancements of fish and wildlife habitats and related conservation values in the Chesapeake Bay watershed
- **Implementation Grants** for projects that result in direct on-the-ground conservation, stewardship, and enhancements
- **Planning and Technical Assistance Grants** for community-based assessment, planning, design, and other technical assistance-oriented activities
- Estimated \$8.5 million available through funding from U.S. Fish and Wildlife Service

# 2024 WILD PROGRAM PRIORITIES



## WILD PROGRAM PILLAR 1: FISH AND WILDLIFE HABITAT

- Restoring, conserving, stewarding, and/or enhancing important watershed habitats and ecosystems for **imperiled fish and wildlife**, including existing habitat hubs and travel corridors
  - Federal designated At-Risk Species (ARS) and/or Endangered Species Act (ESA) listed species;
  - Species identified in tribal stewardship or fish and wildlife plans; and
  - Species identified in State designated Species of Greatest Conservation Need (SCGN) in State Wildlife Action Plans (SWAPs) and Regional SGCN (NE Association of Fish & Wildlife Agencies)

## WILD PROGRAM PILLAR 2: CLEAN WATER

- Water quality and water management projects that directly benefit imperiled fish and wildlife
  - Floodplain reconnection and restoration
  - Instream restoration and streambank stabilization
  - Water conservation and management measures
  - Monitoring programs and outreach campaigns
  - Planning projects that result in shovel-ready designs for nature-based solutions, living shorelines, bioswales, etc.

## WILD PROGRAM PILLAR 3: CLIMATE CHANGE

- Enhancing the resilience of the Chesapeake Bay ecosystem to future climate change impacts through natural and nature-based solutions
  - Protecting, restoring, or reconnecting important natural habitats for imperiled species that may be negatively impacted by climate change
  - Engaging partners and communities to improve natural disaster tolerance and response
  - Establishing local finance authorities to focus on resilience, conservation, and investment planning activities

## WILD PROGRAM PILLAR 4: PUBLIC ACCESS

- Enabling equitable recreational endeavors of communities through traditional and non-traditional outdoor experiences
- Compatible with and supporting the conservation of natural resources and habitat needs of imperiled fish and wildlife species
  - Actions and investments that make public lands and open spaces more welcoming and accessible to diverse communities
  - Develop new low or no-cost public access points and wildlife-associated recreation opportunities
  - Equitable public access and participation in wildlife-associated recreation activities

## WILD PROGRAM PILLAR 5: COMMUNITY PARTNERSHIP

- investments in collaboration and community partnerships, including building the capacity to support conservation and restoration actions for imperiled species
- Capacity-building, organizational development, community engagement, and outreach for Tribal and Indigenous peoples and historically underserved communities
- Enhance existing conservation partnerships or develop new partnerships
- Enhance partner capacity to provide technical assistance and deliver habitat connectivity, conservation, and restoration outcomes for imperiled fish and wildlife

## 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

- For implementation projects, you will be required to provide project-level metrics via Easygrants
- We ask that applicants select only the most relevant metrics from the list for their project. The list of metrics can be found in the RFP
- Individual proposals may include additional *Easygrants* metrics associated with specific practices and activities



**Appendix C**  
**Applicable Proposal Metrics**  
**Chesapeake WILD Grants**

**Fish and Wildlife Habitat Conservation, Management, and Restoration Metrics**

Strategy	Activity	Metric	Metric Description/Instructions
Habitat Conservation	Conservation easements	Acres protected under easement	Enter the number of acres protected under long-term easement (permanent or >30-yr). Assuming the specific parcel(s) has been identified, in the NOTES indicate what % of natural land cover would have been cleared in the absence of the easement(s).
Habitat Conservation	Conservation easements	Miles under long-term easement	Enter the number of miles under long-term easement (permanent or >30yr)
Habitat Conservation	Land acquisitions	Acres acquired in fee	Enter # acres acquired in fee. If the parcel has been identified, in the NOTES indicate whether there is a competing offer (Yes/No) or potential zoning change (Yes/No), and what % of natural land cover would be cleared in the absence of the acquisition.
Habitat Management	BMP implementation for stormwater runoff	Acres with BMPs	Enter the number of acres with Best Management Practices (BMPs)
Habitat Management	BMP implementation for stormwater runoff	Volume stormwater prevented	Enter the volume (in gallons) of stormwater prevented from entering water body
Habitat Management	Green Infrastructure	# trees planted	Enter the number of trees planted.
Habitat Restoration	Erosion control	Acres of living shoreline restored	Enter the acres of living shoreline restored
Habitat Restoration	Erosion control	Miles restored	Enter the number of miles restored
Habitat Restoration	Fish passage improvements	# of barriers assessed and/or with design plans	Enter the # of in-stream barriers with assessments or engineering and design plans completed through this grant. In the notes, provide the barrier's SARP ID (aquaticbarriers.org). If the barrier(s) is not in SARP, provide its lat/long or its name and source.
Habitat Restoration	Fish passage improvements	# passage barriers rectified	Enter the # of in-stream barriers removed/rectified in THIS grant. In the notes, provide the barrier's SARP ID--see SARP Natl. Aq. Barrier Inventory (aquaticbarriers.org). If the barrier(s) is not in SARP, provide its lat/long or its name and source.
Habitat Restoration	Fish passage improvements	Acres of lake habitat opened	Enter the number of acres of lake/pond habitat opened
Habitat Restoration	Fish passage improvements	Miles of stream opened	Enter total # of miles of stream opened as a result of this project. Only include the miles of main stem & smaller tributaries connected until the next barrier upstream (or headwaters), but NOT lakes, ponds, or distance downstream from the barrier removed. Consider utilizing the Chesapeake Bay Program's <a href="#">Fish Passage Prioritization Tool</a> to assess potential outcomes.

# FIELDDOC

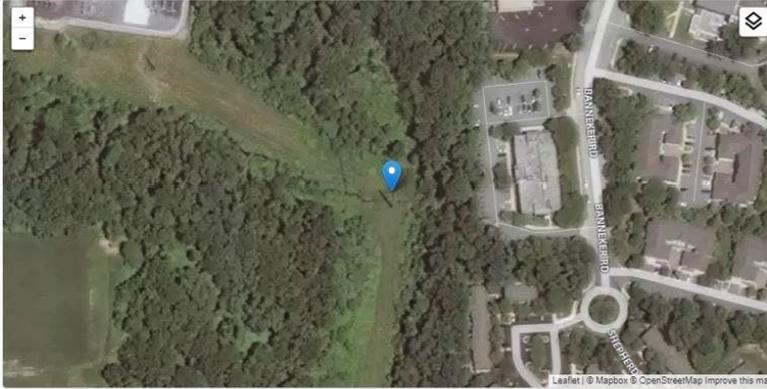
- NFWF has partnered with The Commons to develop the [FieldDoc](#) tool that allows consistent planning, tracking, and reporting of selected water quality improvement activities and associated load reductions
- See Chesapeake WILD RFP webpage to view the most recent FieldDoc Applicant Webinar

### NFWF Test Project

Last modified by Claire Flynn on Wednesday, March 27, 2019 at 4:25pm

**Program:** [Chesapeake Bay Small Watershed Grants](#)

[Text for FieldDoc Guide](#)



### Metrics

**Adapted Chesapeake Nutrient and Sediment Load Reduction Model**

The following metric values were generated using data and algorithms supplied by the Adapted Chesapeake Nutrient and Sediment Load Reduction Model model. You can find more information about this model [here](#).

	Estimated value	Estimated progress:
Pounds of total suspended solids reduced	13,655.69 pounds per year of 13,655.69	100.0% <input checked="" type="radio"/>
Pounds of total nitrogen reduced	59.20 pounds per year of 59.20	100.0% <input checked="" type="radio"/>
Pounds of total phosphorus reduced	19.73 pounds per year of 19.73	100.0% <input checked="" type="radio"/>

## USING FIELDDOC FOR WILD APPLICATIONS

- FieldDoc provides for comprehensive spatial tracking of proposed and implemented conservation practices
- Currently limited largely to water quality improvement practices under the Chesapeake Bay TMDL
- NFWF expects applicants proposing nutrient and sediment loads reduction activities to use FieldDoc in generating load reduction totals
  - Reductions calculated outside FieldDoc require supporting documentation

## FUTURE PLANS FOR EXPANDED FIELDDOC FUNCTIONALITY

- NFWF is working with The Commons to expand FieldDoc for more comprehensive tracking of conservation and restoration actions beyond water quality
- Improved functionality anticipated for late 2024
- All successful WILD applicants should expect requirements to utilize improved functionality to track all relevant on-the-ground conservation and restoration actions
- For applicants, however, FieldDoc is only required for those proposing water quality improvement outcomes

# APPLICANT ELIGIBILITY

Eligible Organizations	WILD Implementation	WILD-PTA
501(C) non-profit organizations	✓	✓
Community based organizations	✓	✓
Local Governments	✓	✓
Municipal governments	✓	✓
Tribal governments and organizations	✓	✓
K-12 educational institutions	✓	✓
U.S. Federal Government agencies	✓	✓
State Government Agencies	✓	✓
Institutions of higher education	✓	✓
Businesses	✗	✗
Unincorporated Individuals	✗	✗
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 \$8.5 million in grants through the 2024 WILD program

	WILD Implementation	WILD-PTA
<b>Project Award Range</b>	\$75,000 – 750,000	Up to \$75,000
<b>Match Requirement</b>	1:1*	Encouraged, but not required

\* Up to 50% of **Implementation** grants match requirement may be met through federal match from non-Department of Interior sources.

# EVALUATION CRITERIA

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

# 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

- **Schedule proposal labs** via links in RFP to consult with NFWF and FWS staff on your project idea (encouraged but not required)
- 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 – NEPA

- Projects selected may be subject to requirements under the National Environmental Policy Act, Endangered Species Act (state and federal), and National Historic Preservation Act
- Documentation of compliance with these regulations must be approved prior to initiating activities that disturb or alter habitat or other features of the project site(s)
- Applicants must budget time and resources to obtain the needed approvals
- NFWF has retained technical experts with Stantec to provide technical support to impacted grantees

# 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 WILD - Implementation 2024 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 WILD - Implementation 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 Full-Proposal for the **Chesapeake WILD - Implementation 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.

\* \* \* \* \*

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).

### 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 3<sup>rd</sup>, 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.

# REQUIRED FINANCIAL DOCUMENTS AND FISCAL COMPLIANCE

Upload	Required	Notes
Stream Narrative Supplement	Optional	Template provided in Easygrants online application "Uploads" section. If your project includes stream restoration this narrative supplement is required.
FieldDoc Project Summary	Yes	Instructions PDF 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	Yes	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	Optional	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	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	Optional	Please compress photos to minimize file size.
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.

Organization Type	Required Financial Documentation							
	<sup>1</sup> IRS Form 990 or Electronic Notice (e-Postcard)	EIN or FEIN	Unique Entity Identifier (UEI)	<sup>2</sup> Applicant Controls Questionnaire	<sup>3</sup> Single Audit	GAAP Audit	<sup>4</sup> Balance Sheet AND Income Statement	<sup>6</sup> NICRA or CAP
Nonprofit Organizations	Yes	Yes	Yes	Yes	Yes	Only if no Single Audit		
U.S. Federal Governments	No	Yes	Yes	No	N/A	No		
State, Local & Municipal Governments	No	Yes	Yes	Yes	Yes	Only if no Single Audit		



### APPLICANT CONTROLS AND CAPABILITIES QUESTIONNAIRE

**INSTRUCTIONS:** The Applicant Controls Questionnaire (Questionnaire) is required with the submission of a NFWF full proposal. An authorized representative with adequate knowledge of your organization's capability, competence, resources, policies, and procedures should complete and sign the Questionnaire and submit it along with your organization's most recent Single Audit Report (if applicable). Please do not include copies of policies and procedures unless requested.

NFWF utilizes this Questionnaire to perform a risk assessment and determine an organization's eligibility and capacity to manage a NFWF award. Negative responses do not mean an organization is not eligible for an award. Depending on the type of award and the responses herein, NFWF may require additional documentation and/or reporting requirements to raise an organization's capacity and mitigate any potential compliance, audit, financial, or programmatic risks.

**ORGANIZATION LEGAL NAME:** \_\_\_\_\_

**ORGANIZATION EIN:** \_\_\_\_\_

**Audits and U.S. Federal Funding Experience:** The following information provides insight into your organization's experience and performance in administering past awards.

- Does your organization have a current Single Audit report (within the last two years) on file with the Federal Audit Clearinghouse?
  - Yes
  - No
- If you responded "Yes" above, does your organization's most recent Single Audit report include any audit findings, material weaknesses, and/or significant deficiencies? If yes, please describe whether your organization has implemented the recommended corrective actions to address the findings. If you responded "No" above, select "N/A".
  - Yes
  - No
  - N/A

Enter response here.
- Has your organization been suspended or debarred from any government contracting process? If yes, please explain if the suspension and debarment are still in effect.
  - Yes
  - No

Enter response here.

Applicant Controls Questionnaire  
May 2023

[LINK TO NFWF REQUIRED FINANCIAL DOCUMENTS](#)



# ADDITIONAL RESOURCES

## CBSF QUICK REFERENCE PROJECT GUIDE

### BACKGROUND

This guide is intended to provide prospective Chesapeake Bay Stewardship Fund applicants with assistance in selecting the most appropriate grant program to apply for based on primary proposed activities.

While NFWF does not require consultation prior to application, we strongly encourage interested applicants to contact NFWF staff or its contracted field liaisons to discuss their proposed project, gather constructive feedback in developing a competitive proposal, and to obtain guidance on the most appropriate program and funding opportunity for project consideration. Interested applicants may schedule virtual project consultations with NFWF staff [here](#).

### SELECTING THE RIGHT PROGRAM

Project Type	Program	
<b>Watershed Restoration and water quality improvement projects with a primary goal...</b>	...to reduce nutrient and sediment pollution to the Chesapeake Bay or other pollutants of concern affecting local human communities	Small Watershed Grants Program
	... of improving habitat or addressing threats for imperiled species	Chesapeake WILD Grants Program
<b>Improving Habitat connectivity, conservation, and restoration for the benefit of...</b>	... species identified in the 2014 Chesapeake Bay Watershed Agreement and NFWF's Chesapeake Bay Business Plan (e.g., Eastern brook trout, American black duck, eastern oyster, or anadromous fish species)	Small Watershed Grants Program
	... other imperiled species	Chesapeake WILD Grants Program

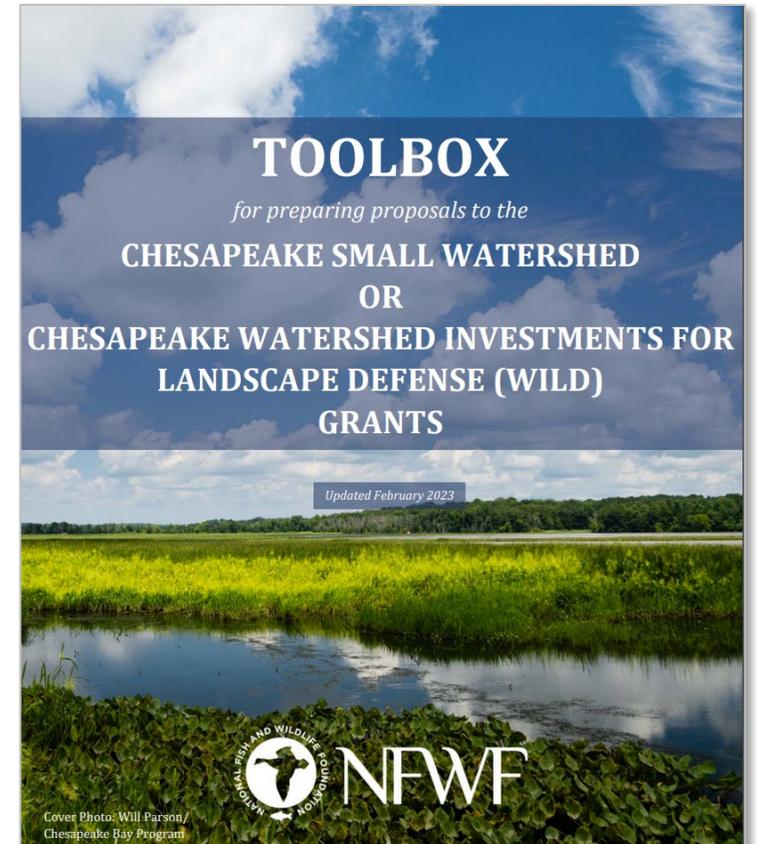


Photo Credit: Will Parson,  
Chesapeake Bay Program

## TABLE OF CONTENTS

- Introduction to NFWF's Chesapeake Bay Stewardship Fund
  - Chesapeake Bay Stewardship Fund
  - Program Staff
- General Metrics Information
  - Metrics Overview
  - Common Mistakes
  - List of Available Metrics
    - Chesapeake Bay Stewardship Fund
- Metrics Descriptions and Tips
  - Water Quality Improvement
  - Stream and Riparian Restoration & Conservation
  - Aquatic Habitat Connectivity and Restoration
  - Terrestrial Habitat Connectivity, Conservation & Restoration
  - Tidal & Estuarine Habitat Connectivity, Conservation & Restoration
  - Public Access Improvement
  - Capacity, Outreach, Incentives
- Metrics Resources
  - FieldDoc



# PROGRAM TIMELINE

<b>RFP Released:</b>	<b>Tuesday, January 30<sup>th</sup></b>
<b>Applicant Webinar:</b>	<b>Tuesday, February 20<sup>th</sup></b>
<b>Proposals Due:</b>	<b>Wednesday, April 10<sup>th</sup></b>
<b>Proposal Review:</b>	<b>April – August</b>
<b>Board Approval:</b>	<b>August</b>
<b>Award Notification:</b>	<b>August</b>
<b>Award Announcement:</b>	<b>September (anticipated)</b>



**NFWF**

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# SUBMITTING A PROPOSAL IN EASYGRANTS

[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](#)

## Register

First Name \*

Middle Name

Last Name \*

Login ID / Email \*

Confirm Login ID / Email \*

Password \*

[Password Requirements](#)

Confirm Password \*

**Register** **Back**

# SUBMITTING A PROPOSAL IN EASYGRANTS

Once you have created your Easygrants account, or you log-in as an existing user, please visit “View My Contact Details” and provide a phone number.

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

# TIPS FOR SUBMITTING A PROPOSAL

1. Register now if you do not have an Easygrants account – this will allow for time to familiarize yourself with the system
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

<b>Subaward</b>	<b>Contract</b>
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

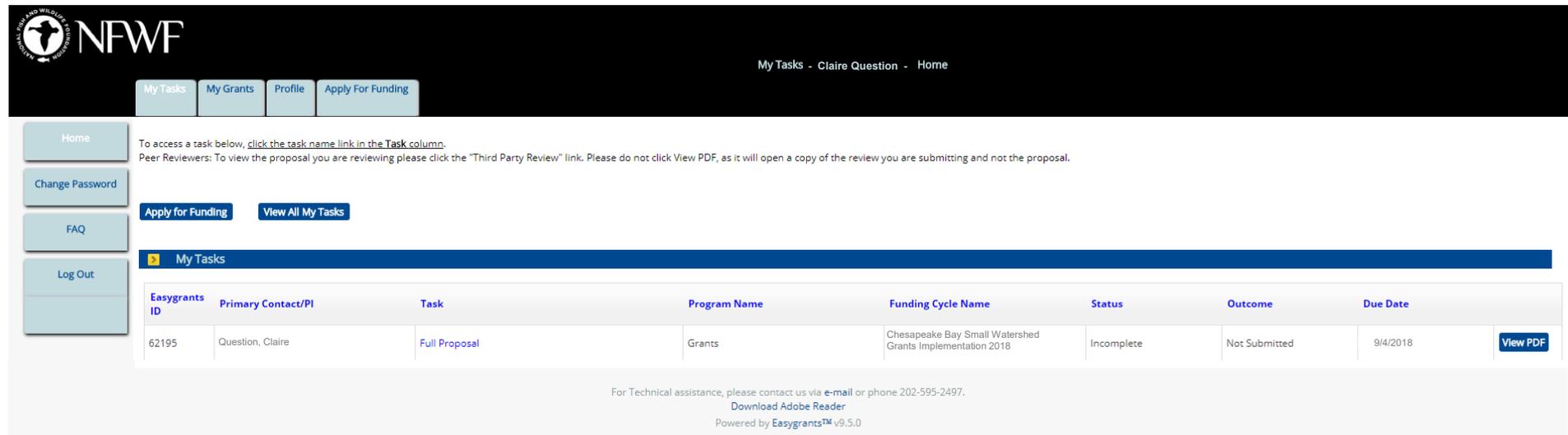
# FINANCIAL DOCUMENTS

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>

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Easygrants ID	Primary Contact/PI	Task	Program Name	Funding Cycle Name	Status	Outcome	Due Date	
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# QUESTIONS?

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