**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. Please use 11 pt font, single spaced, 1-inch margins, and only blue or black font.

***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**](mailto: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.

***Nature-based Solutions Type***

For the question below in Part I, use this chart to help pick the nature-based solution(s) (NbS) that best aligns with your proposal. If you have questions about which categories your proposal fits under, please contact the NCRF programs team ([NCRF@nfwf.org](mailto:NCRF@nfwf.org)) to discuss.

|  |  |
| --- | --- |
| **NbS Type** | **Description** |
| Community Resilience Planning | Supporting localities to reduce risk from coastal hazards by identifying threat, engaging communities, setting priorities and designing interventions to manage risks for their prevailing coastal hazards. For *Capacity Building and Planning* projects only. |
| Floodplain Restoration | Restoring river floodplain habitats by allowing them to be inundated by flood waters, thereby improving their capacity for water retention, promoting wildlife, and mitigating floods |
| Aquatic Connectivity | Improving flows in river or estuarine systems by removing or replacing barriers such as dams or culverts, mitigating floods and often improving aquatic organism passage |
| Stream Restoration | Stream activities that restore riparian, stream bank and in-stream habitat to improve conditions for freshwater organisms and mitigate flooding |
| Beach, Dune, Barrier Island Restoration | Adding sand to beaches, reshaping dunes, planting beach/dune vegetation, or installing sand-trapping features such as sand fences to improve the beach/dune system's ability to act as a barrier to storm surge and wave energy |
| Coral Reef Restoration | Approaches that restore coral reef habitat and/or improve a coral reef's ecological function and ability to mitigate wave energy and erosion |
| Oyster Reef Restoration | Creating or restoring oyster reefs using natural and/or artificial materials to increase oyster populations, creating habitat for other wildlife, and mitigating wave energy and erosion. Distinguished from living shoreline in that this type doesn't include fill and vegetative planting, and is typically not a shore-parallel linear feature. |
| Marine or Aquatic Habitat Restoration (Other) | Catchall category for marine or aquatic habitat restoration that is not concerned with coral reefs or oyster reefs, such as seagrass, kelp, rocky reef, and/or other bivalve restoration. |
| Living Shoreline | A shore-parallel linear feature that mitigates wave energy and erosion using a combination of natural elements including plants, shellfish, fill material, and hard structures. |
| Marsh Restoration | Restoring hydrology, marsh dynamics, sedimentation, elevation, or vegetative cover to a marsh to improve marsh ecological function and mitigate wave energy, flooding, and erosion |
| Mangrove Restoration | Improving mangrove habitat to benefit wildlife and mitigate wave energy, flooding, and erosion |
| Coastal Forest Restoration | Improving coastal forest habitat (not including mangroves) to benefit wildlife; mitigate flooding, erosion, or wave energy; and reduce land-based sources of pollution that degrade nearshore habitats important for flood risk reduction (e.g., coral reefs) |
| Nature-based Stormwater Infrastructure | Integrating natural habitats into developed environments to mitigate flooding, poor water quality, urban heat islands, and biodiversity loss |
| Other | Catchall category for restoration that does not fit into another NbS type. |

**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

**Nature-based Solution:** From the list below, select the NbS that best aligns with your proposal (click on the box next to the NbS type). You may select multiple NbS types if your proposal addresses multiple activities. Further information on selecting an NbS type can be found in the instructions above. **For *Community Capacity Building and Planning* projects**, you may select ‘Community Resilience Planning’ *and* another NbS type if it applies. If you are exploring multiple solutions, ***please do not select all NbS types***. You may delete unselected options to conserve space.

Community Resilience/Risk Reduction Planning

Floodplain Restoration

Aquatic Connectivity

Stream Restoration

Beach, Dune, Barrier Island Restoration

Living Shoreline

Coral Reef Restoration

Oyster Reef Restoration

Marine/Aquatic Habitat Restoration (Other)

Marsh Restoration

Mangrove Restoration

Coastal Forest Restoration

Nature-based Stormwater Infrastructure

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are the coastal hazard risks are you looking to mitigate through your project? Include specific community and ecological assets (e.g., critical utilities, populations, critical habitat and wildlife) that will be impacted.
2. How does the proposed project integrate with past and planned future risk reduction activities in the area? Include any relevant actions and/or events leading up to this point that prioritize the proposed actions, such as existing risk reduction plans 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, when was the project activated, and how does this proposed work advance or build upon the previous project?
4. **For *Restoration Implementation projects ONLY***:Do you have 90% final designs and permits submitted? When do you expect to complete 100% design and finalize all permits? What is the estimated date to start construction? If you do not have permits submitted, what is your design status and when do you expect final designs and permits in hand?
5. Please describe the nature-based solution(s) (NbS) that will address the challenges mentioned in question 1 and how it will advance coastal security? Describe how the NbS is suited to the project area.
6. Explain the scale at which you are implementing the project. How is the project scalable, transferable, and/or innovative?
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 are the key partners or stakeholders working on the project or involved in implementation? What is their contribution to the project? (e.g., organizations, agencies, landowners, community groups)
10. What community(ies) was or will be engaged in project development or implementation where the project will take place (beyond the project partners)? And how will they or were they engaged?
11. What are the key indicators of the engaged community(ies)? For key indicators you can use the following sources: [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 [American Community Survey](mailto:https://www.census.gov/programs-surveys/acs/data.html) as well as state data sources etc.
12. What are the anticipated community 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.
13. 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 the benefits to fish and wildlife species and their habitat.
14. **Other****:** Provide any further information you think is important for the review of this proposal.
15. **Other Uploads –** 
    * 1. Proposals seeking funding for **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/2025-03/2025_ncrf_proposal_special_upload.docx).
16. **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. Long Island Sound Futures Fund, Sustain Our Great Lakes, etc.) 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**](mailto: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, start of monitoring, and project completion.
3. **Monitoring Project Impact:** 
   * Beyond the required NFWF metrics explain how the project will be evaluated for 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. *For projects applying for DOD funding, it is highly encouraged to include installation personnel as part of the project team.*
5. **Other (Optional):**
   * Provide any further important information 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.*
* *Designs & Engineering Documents*: For ***Final Design and Permitting*** and ***Restoration Implementation***projects, upload (final) designs and any other supporting documents that demonstrate that the project is ready to move to final design or commence construction within one-year of the award date respectively. Use the table below to provide the file name, credit and brief description of the document.

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