



# 2026 CHESAPEAKE BAY SMALL WATERSHED GRANTS REQUEST FOR PROPOSALS

Applicant Webinar

*February 2, 2026*



# AGENDA

- **Welcome/Webinar Instructions**
- **2026 Small Watershed Grants Overview**
  - Available Programs and Funding
  - Geographic Focus
  - Program Priorities
  - Eligible Applicants and Activities
  - Evaluation Criteria
  - Important Additional Considerations
  - Critical Resources for Developing a NFWF Application
- **Submitting a Proposal in Easygrants**



**Jake Reilly**  
Program Director



**Oleksandr Faryga**  
Program Manager



**Victoria Moreno**  
Program Coordinator

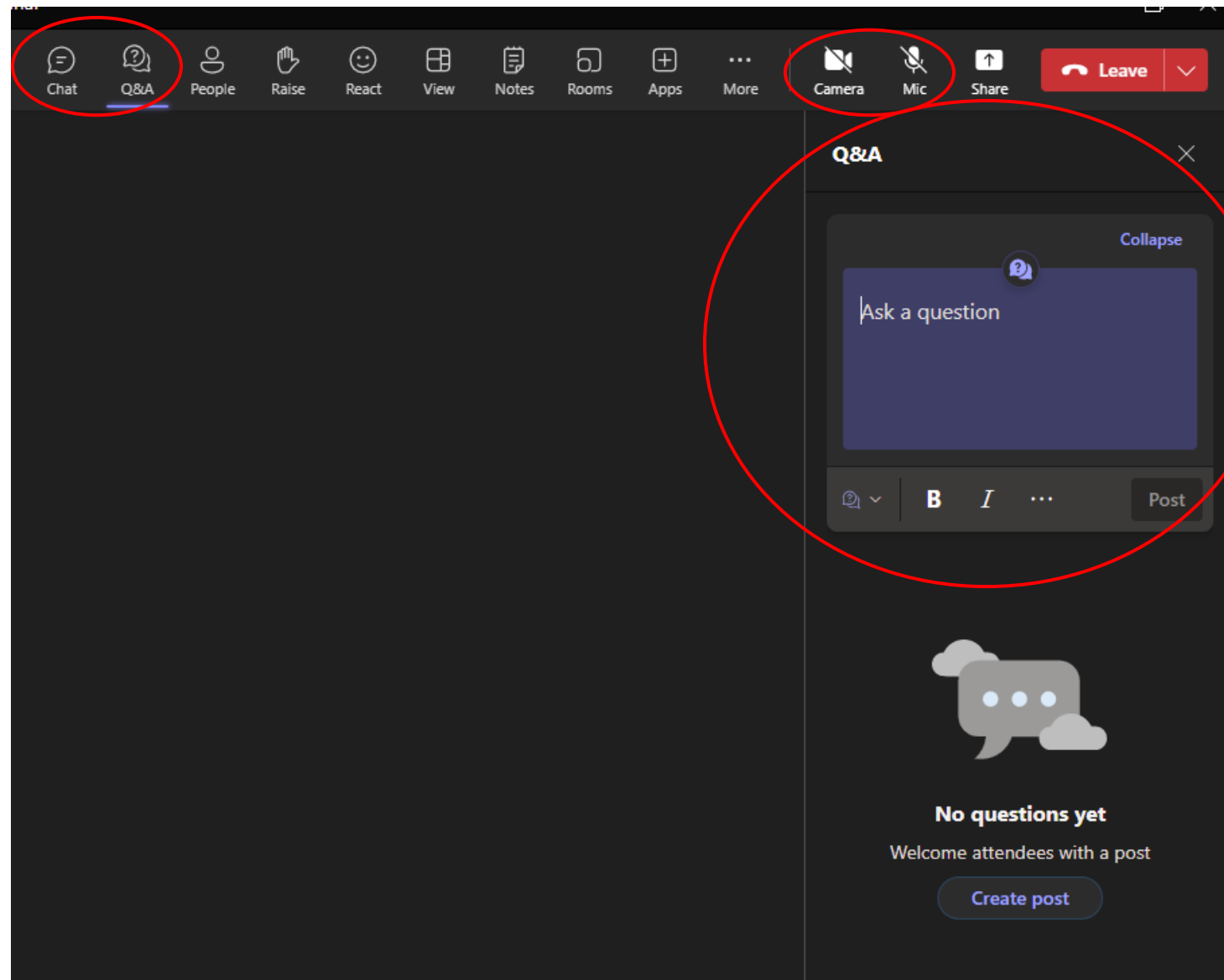


**NFWF**

# WEBINAR INSTRUCTIONS

- To improve sound quality, please make sure your microphone is muted for the duration of the webinar content. If you want to ask a question you have two options:
  1. Enter your question into the Q&A section or chat and click send. We will type a response or read your question aloud when we pause for Q&A.
  2. Write it down and contact us after the webinar. We have a lot of material to cover, so you may prefer to have a more in-depth discussion later.
- If you experience a technical glitch, please type it into the question box or chat, since we can't hear you. (We may not know about the glitch unless you say something!)

*The webinar recording and slides will be available for download within 48 hours*



# CHESAPEAKE BAY STEWARDSHIP FUND (CBSF) OVERVIEW

NFWF's CBSF is a **pooled funding mechanism** drawing resources from federal agencies, private companies, and other foundations that provides:

- **Competitive grants programs** that support on-the-ground efforts to advance the goals and outcomes of the Chesapeake Bay Watershed Agreement, Chesapeake Bay TMDL, and NFWF's Chesapeake Bay Business Plan
- **Direct (e.g., non-competitive) grant support** for critical networking, information-sharing, and convening partners and functions that support CBSF priorities
- **Contracted technical assistance support** for prospective applicants and grantees to help them conceive of and develop competitive proposals and ensure the impact and replicability of successful projects

## 2026 SMALL WATERSHED GRANTS (SWG) RFP

**Objective:** Promoting voluntary, community-based efforts to protect and restore the diverse and vital habitats of the Chesapeake Bay and its tributary rivers and streams

- **SWG Implementation Grants (\$150,000-\$750,000)** for projects that result in direct, on-the-ground actions to protect and restore water quality, species, and habitats in the Bay watershed
- **SWG Planning and Technical Assistance Grants (up to \$150,000)** for projects that enhance capacity to implement future on-the-ground actions through assessment, planning, design, etc.

# 2026 SWG RFP FUNDING AND MATCH REQUIREMENTS

|                     | Funding Opportunity          |                              |
|---------------------|------------------------------|------------------------------|
|                     | SWG Implementation           | SWG-PTA                      |
| Project Award Range | \$150,000 – 750,000          | Up to \$150,000              |
| Match Requirement   | Encouraged, but not required | Encouraged, but not required |



# GEOGRAPHIC FOCUS

All projects must occur wholly **within the Chesapeake Bay watershed**

Several available resources to help applicants target proposed actions to understand and maximize outcomes and benefits for associated **Program Priorities**:

- [NFWF Chesapeake Bay Business Plan mapping portal](#)
- [CBSF Applicant Toolbox](#)





# PROGRAM PRIORITIES #1: MANAGING RUNOFF

- **Managing upland agricultural runoff** through farm-scale conservation systems and solutions
- **Managing upland urban runoff** through nature-based stormwater infrastructure (GSI) improvements
- **Accelerating innovation** in watershed management





# PROGRAM PRIORITY #2 – RIPARIAN RESTORATION/ CONSERVATION



Improving both **water quality and stream health** through:

- Restoring riparian and freshwater habitats through **forested buffers, livestock exclusion, and stream restoration**
- Conserving high-quality riparian corridors\*

# PROGRAM PRIORITY #3: EASTERN BROOK TROUT HABITAT

**Enhancing and protecting freshwater habitat for Eastern brook trout through:**

- Increasing habitat integrity and population viability for Eastern brook trout
- Conserving upland and riparian forests in Eastern brook trout strongholds



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# PROGRAM PRIORITY #4: TIDAL AND ESTUARINE HABITAT

## Enhancing and protecting tidal and estuarine habitat through:



- Restoring and conserving wetland and tidal marsh habitat for American black duck
- Managing shoreline erosion and marsh loss
- Restoring large-scale oyster reefs
- Restoring river herring habitat connectivity



# PROGRAM PRIORITY #5: RESILIENCE

## Enhancing nature-based resilience for human communities through:

- Protecting and enhancing natural and nature-based solutions to improve community resilience
- Includes efforts to protect coastal and inland communities from the impacts of storms, floods, and other natural hazards and enable them to recover more quickly



# PROGRAM PRIORITY #6: BUILDING CAPACITY

## Building capacity for landscape-scale planning, design, and implementation



- Regional-scale partnership development
- Improving delivery of outreach and technical assistance
- Assessing local watershed and habitat restoration needs and opportunities
- Designing and permitting watershed and habitat improvements

# ELIGIBLE APPLICANTS

| Organization Type                    | Program            |         |
|--------------------------------------|--------------------|---------|
|                                      | SWG Implementation | SWG-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

# EVALUATION CRITERIA

| CONSERVATION OUTCOMES   | PARTNERSHIPS AND COMM. ENGAGEMENT   | BUDGET  | TECHNICAL   |
|---|---|---|---|
| <p>Clear and demonstrable increases in the rate and/or scale of conservation and/or restoration actions</p> <p><b>(Implementation Grants)</b></p> | <p>Collaborative with engagement with local communities to sustain impact</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>(SWG-PTA Grants)</b></p>    | <p>Adequate description of community characteristics and proposed engagement activities</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>Documented support from community partners and/or collaborators</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>Evidence of genuine partnerships in budget</p>                     | <p>Demonstrated ability of lead applicant</p>                 |

# ADDITIONAL CONSIDERATIONS – METRICS



## Appendix A

### Applicable Metrics Chesapeake Bay Small Watershed Grants Program

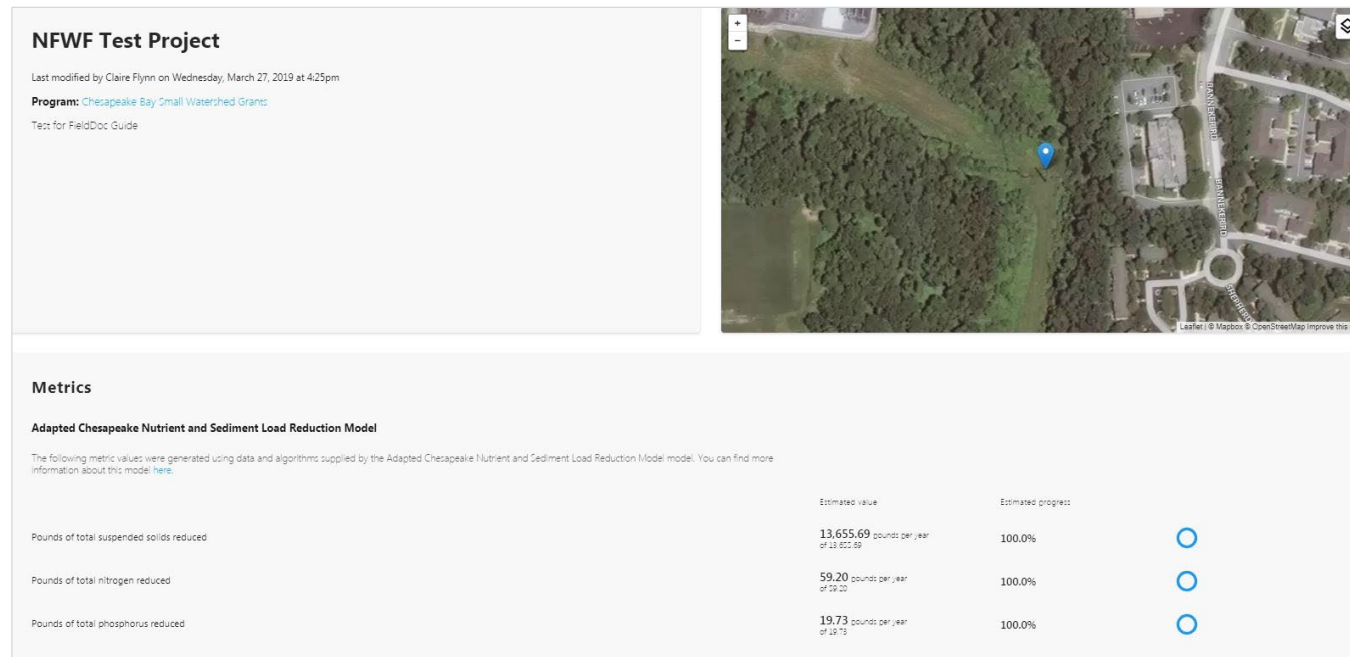
| Activity/Outcome                                     | Recommended Metric*  | Metric Description/Instructions   |
|--|--|---|
| Water Quality Improvement (All)                      | CBSF - BMP implementation for nutrient or sediment reduction - Lbs nitrogen/phosphorus/sediment avoided (annually) | Use FieldDoc to develop estimates of the annual nitrogen, phosphorus, and/or sediment load reductions from your proposed project. Enter FieldDoc-generated pollutant load reduction totals in this field then upload your FieldDoc Project Summary in the "Uploads" section.  |
| Water Quality Improvement<br>(Select all that apply) | CBSF - BMP implementation for nutrient or sediment reduction - Acres with BMPs                                     | Enter the total number of acres under agricultural or non-urban BMPs to reduce nutrient or sediment loading. Do not double-count individual acres which have multiple BMPs. If you're implementing load reduction practices on urban lands, report associated outcomes instead under the "CBSF - BMP implementation for stormwater runoff - Acres with BMPs" metric. Do not include cover crops, conservation tillage, enhanced cropland nutrient management, or managed grazing. |
|  | CBSF - BMP implementation for nutrient or sediment reduction - Acres with cover crops                              | Enter the number of cropland acres with cover crops practices. Describe the cover crop practices in the NOTES section.  |
|  | CBSF - BMP implementation for nutrient or sediment reduction - Acres with conservation tillage                     | Enter the number of cropland acres with conservation tillage practices. Describe conservation tillage practices in the NOTES section.   |
|  | CBSF - BMP implementation for nutrient or sediment reduction - Acres with enhanced nutrient management             | Enter the number of cropland acres with enhanced nutrient management practices other than or in addition to conservation tillage or cover crops. Describe the nutrient management practices in the NOTES section.   |
|  | CBSF - BMP implementation for nutrient or sediment reduction - Acres with managed grazing                          | Enter the number of acres with managed grazing (i.e., promoting plant growth above and below ground, improving wildlife habitat, and maximizing soil carbon through a variety of grazing approaches). Describe the grazing practices in the NOTES section.  |



# ADDITIONAL CONSIDERATIONS – 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

**NFWF is hosting a demonstration webinar for FieldDoc on Wednesday, February 4th, at 11:00AM EST**

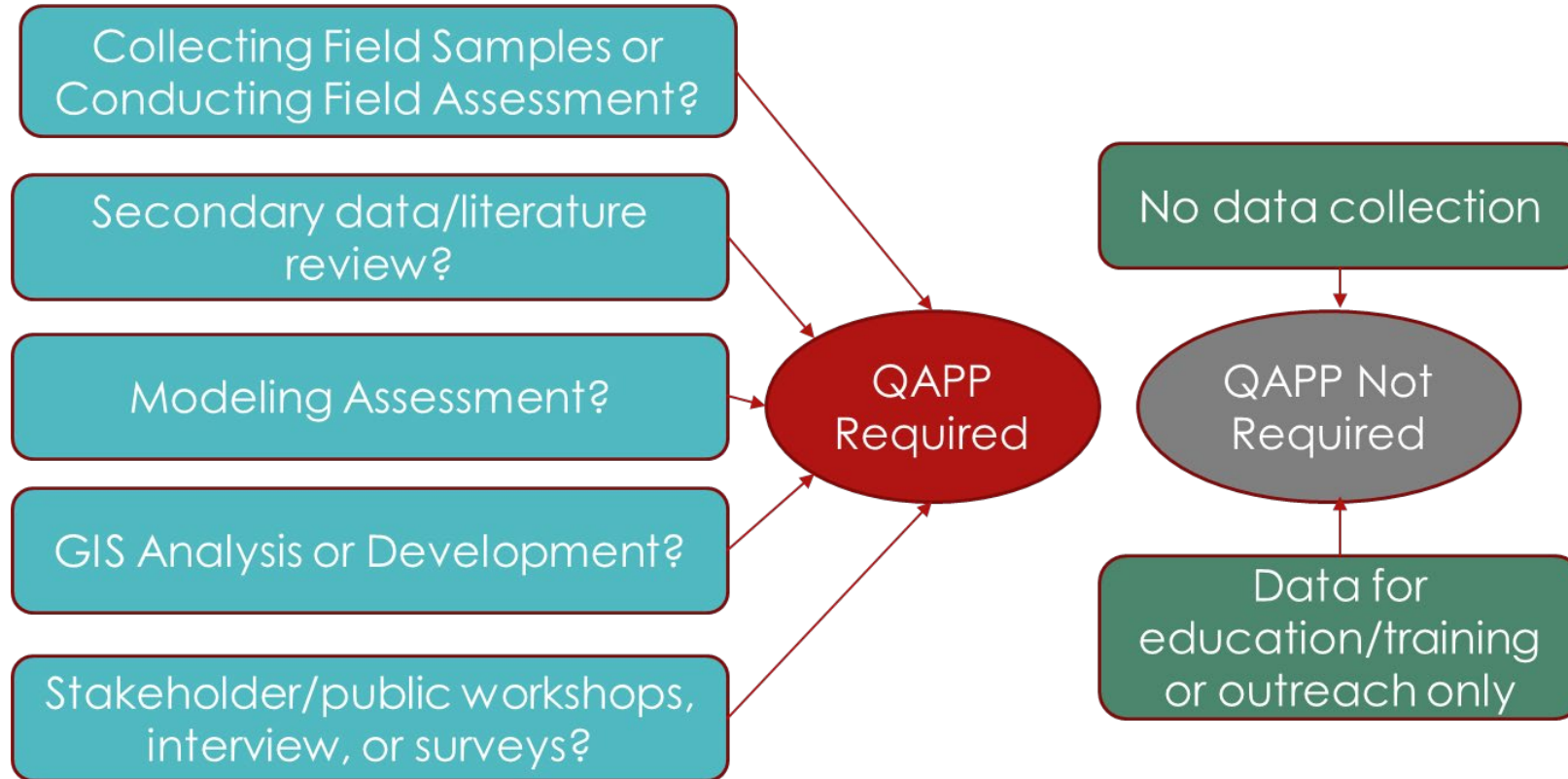


## OTHER CONSIDERATIONS – COSTS AND BUDGETING

- **See NFWF's Detailed Budget and Narrative Guide for critical budget development guidance and instructions**
- **Equipment:** Applicants are encouraged to rent equipment where possible and cost-effective or use matching funds to make those purchases.
- Grantees may use grant funds for indirect costs:
  1. Consistent with the applicant's federally-approved negotiated indirect cost rate agreement (NICRA); or
  2. If no NICRA, up to a de minimus rate of 15% of proposed costs
- Direct administrative expenses are allowed



# 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>

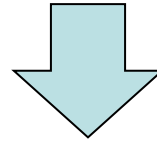


## ADDITIONAL CONSIDERATIONS – QUALITY ASSURANCE

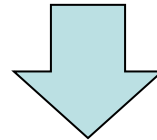
- Applicants **can and should** budget time and resources in their proposal to complete this task.
- Reimbursement for project activities, including non-data collection activities, may be delayed until quality assurance compliance requirements are complete.
- Projects that require a QAPP should budget time and resources to complete the QAPP and have it approved within the *first 3-6 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 35-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.

## 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 that reflect applicable laws and regulations.



# 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.

- |                     |  |
|---------------------|--|
| <b>SECTION I.</b>   | GENERAL GUIDELINES – Pg. 1                     |
| <b>SECTION II.</b>  | BUDGET INPUT FUNCTIONALITY – Pg. 1             |
| <b>SECTION III.</b> | 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 2026 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 2026** 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 2026**. 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 2, 2026, 12:00 PM (Noon) 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  |
|------------------------------------|----------|--|
| Narrative                          | Yes      | Template provided in Easygrants online application "Uploads" section.  |
| 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 <u>recommended</u> 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 <u>during the course of</u> the project, if applicable.  |
| Photos                             | Optional | Please compress photos to minimize file size.  |

The following table breaks out the required documents by type of entity:

| 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 <b>AND</b> <sup>5</sup> Income Statement | <sup>6</sup> NICRA or CAP |
| Nonprofit Organizations              | Yes   | Yes         | Yes                            | Yes   |                           |            | Only if there is no   | Yes, if                   |
| U.S. Federal Governments             | No  | Yes         | Yes                            | No  |                           |            |   |                           |
| State, Local & Municipal Governments | No  | Yes         | Yes                            | Yes   |                           |            |   |                           |

**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.

1. Does your organization have a current Single Audit report (within the last two years) on file with the Federal Audit Clearinghouse?

☐ Yes  
☐ No

2. 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.

3. 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



Appendix A  
Applicable Metrics  
Chesapeake Bay Small Watershed Grants Program

| Activity/Outcome                                  | Recommended Metric*  | Metric Description/Instructions   |
|---|--|---|
| Water Quality Improvement (All)                   | CBSF - BMP implementation for nutrient or sediment reduction - Lbs nitrogen/phosphorus/sediment avoided (annually) | Use FieldDoc to develop estimates of the annual nitrogen, phosphorus, and/or sediment load reductions from your proposed project. Enter FieldDoc-generated pollutant load reduction totals in this field then upload your FieldDoc Project Summary in the "Uploads" section.  |
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|   | CBSF - BMP implementation for nutrient or sediment reduction - Acres with managed grazing                          | Enter the number of acres with managed grazing (i.e., promoting plant growth above and below ground, improving wildlife habitat, and maximizing soil carbon through a variety of grazing approaches). Describe the grazing practices in the NOTES section.  |
|   | CBSF - BMP implementation for stormwater runoff - Acres with BMPs  | Enter total drainage area treated by stormwater BMPs. If you wish to also provide the extent of specific BMPs themselves (i.e. square feet of bioretention), do so in the "Notes" section.  |
|   | CBSF - BMP implementation for stormwater runoff - Volume stormwater prevented                                      | Enter the number of gallons of stormwater runoff treated through stormwater BMPs (e.g. runoff treatment volume).  |
|   | CBSF- Nature-based Infrastructure - number of trees planted  | Enter the number of trees planted for urban stormwater reduction. In the NOTES section, specify the landcover type prior to planting (barren, cropland, grassland, shrubland), # of acres, and average # of trees per acre.   |

# ADDITIONAL RESOURCES



## PROGRAM TIMELINE

|                            |                                    |
|----------------------------|------------------------------------|
| <b>RFP Released:</b>       | <b>January 2026</b>                |
| <b>Applicant Webinar:</b>  | <b>February 2, 1PM</b>             |
| <b>FieldDoc Webinar:</b>   | <b>Feb 4, 11AM</b>                 |
| <b>Proposals Due:</b>      | <b>Thursday April 2, 2026 12PM</b> |
| <b>Proposal Review:</b>    | <b>April – June</b>                |
| <b>Board Approval:</b>     | <b>August</b>                      |
| <b>Award Notification:</b> | <b>August</b>                      |
| <b>Award Announcement:</b> | <b>September (estimated)</b>       |



# QUESTIONS?

## NFWF Staff Contacts:



**Jake Reilly**, Program Director  
[jake.reilly@nfwf.org](mailto:jake.reilly@nfwf.org)  
(202) 595-2610



**Oleksandr Faryga**, Program Manager  
[oleksandr.faryga@nfwf.org](mailto:oleksandr.faryga@nfwf.org)  
(202)-595-2453

| 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 | • All Sectors  |
| <a href="#">Sarah Clark</a>          | <a href="mailto:sarah@icl.org">sarah@icl.org</a>                           | (240) 472-1772 | • Partnerships and Collaborative Leadership          |
| <a href="#">Kristen Hughes Evans</a> | <a href="mailto:kristen@susches.org">kristen@susches.org</a>               | (804) 554-3403 | • Agricultural Conservation                          |
| <a href="#">Liz Feinberg</a>         | <a href="mailto:liz.feinberg63@gmail.com">liz.feinberg63@gmail.com</a>     | (610) 212-2345 | • All Sectors  |
| <a href="#">David Hirschman</a>      | <a href="mailto:dave@hirschmanwater.com">dave@hirschmanwater.com</a>       | (434) 409-0993 | • Stormwater/Urban Sector                            |
| <a href="#">Katie Ombalski</a>       | <a href="mailto:katie@woodswaters.com">katie@woodswaters.com</a>           | (814) 574-7281 | • Agricultural Conservation<br>• Habitat Restoration |



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Program Director



**Oleksandr Faryga**  
Program Manager



**Victoria Moreno**  
Program Coordinator



NFWF

# 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 sheets available on the program webpage
4. You can work on the narrative offline – download the narrative 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. Make sure all your check marks are green; do not click SUBMIT until you are completely finished



Victoria Moreno,  
Senior Program Coordinator  
[Victoria.Moreno@nfwf.org](mailto:Victoria.Moreno@nfwf.org)

**Easygrants Helpdesk:**  
[Easygrants@nfwf.org](mailto:Easygrants@nfwf.org)

# BUDGET TIPS

- **Input budget line-item narratives!**
  - Concise Budget Narratives must be included for every line item
- The total budget should only include the grant amount you are requesting from NFWF
  - Note: the total amount requested in the “project information” section must equal the total in the “budget” section
- Must comply with [OMB's Uniform Guidance](#)
- Itemize all costs in appropriate budget categories
  - Please avoid lumping costs!

# 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
- **Ex:** Fiscal year 2024 audited financial statements should be accompanied by the entity's fiscal year 2024 IRS Form 990.

More information about required financial documents can be found on <https://www.nfwf.org/apply-grant/application-information/required-financial-documents>

# REGISTERING FOR EASYGRANTS

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## Log In

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Login ID / Email

Password

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Log In

For the optimal Easygrants experience, please:

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[📄 Enable Pop-ups](#)

[🍪 Allow Cookies](#)

[📁 Only Use One Tab](#)

[📖 Get Adobe Reader](#)

[🔄 Log Out and Close Browser for Security](#)

## Register

First Name \*

Middle Name

First Name

Middle Name

Last Name \*

Last Name

Login ID / Email \*

Login ID / Email

Confirm Login ID / Email \*

Confirm Login ID / Email

Password \*

Password

[Password Requirements](#)

Confirm Password \*

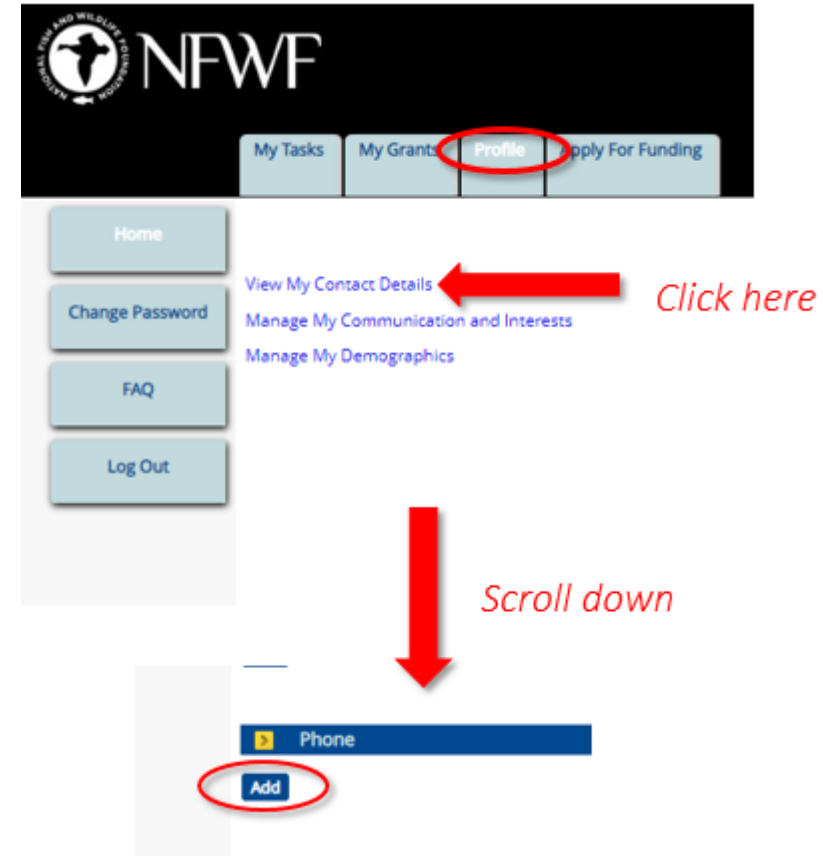
Confirm Password

Register

Back


# REGISTERING FOR EASYGRANTS (CONT.)

- 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.



# SUBMITTING A FULL PROPOSAL IN EASYGRANTS

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| Easygrants ID | Primary Contact/PI | Task                          | Program Name | Funding Cycle Name  | Status     | Outcome                    | Due Date  |                          |
|---------------|--------------------|-------------------------------|--------------|---|------------|----------------------------|-----------|--------------------------|
| 90009         | Smith, Ragan       | <a href="#">Pre-Proposal</a>  | Grants       | Chesapeake Bay Innovative Nutrient and Sediment Reduction 2026          | Incomplete | Pre-proposal Not Submitted | 2/12/2026 | <a href="#">View PDF</a> |
| 90157         | Smith, Ragan       | <a href="#">Full Proposal</a> | Grants       | Chesapeake WILD - Collaborative Conservation and Capacity Building 2026 | Incomplete | Not Submitted              | 4/9/2026  | <a href="#">View PDF</a> |
| 90189         | Smith, Ragan       | <a href="#">Full Proposal</a> | Grants       | Chesapeake WILD - Implementation 2026                                   | Incomplete | Not Submitted              | 4/9/2026  | <a href="#">View PDF</a> |