

**U.S. Fish and Wildlife Service
Division of International Conservation**

AFRICAN ELEPHANT CONSERVATION FUND
Catalog of Federal Domestic Assistance (CFDA) Number: 15.620

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The African Elephant Conservation Fund is soliciting project proposals for the conservation of the African elephant (*Loxodonta africana*) throughout its range. In 1988 Congress passed the African Elephant Conservation Act in response to the alarming decline. The Act provides for the establishment of an African Elephant Conservation Fund to provide financial assistance to support projects that will enhance sustainable conservation programs to ensure effective, long-term conservation of African elephants.

The African Elephant Conservation Fund supports projects that promote conservation through:

- Applied research on elephant populations and their habitat, including surveys and monitoring;
- Development and execution of elephant conservation management plans;
- Compliance with applicable treaties and laws that prohibit or regulate the taking or trade of elephants or regulate the use and management of elephant habitat;
- Conservation education and community outreach;
- Enhanced protection of at-risk elephant populations;
- Efforts to decrease human-elephant conflict;
- Habitat conservation and management;
- Protected area/reserve management in important elephant range;
- Strengthening local capacity to implement conservation programs;
- Transfrontier elephant conservation; and
- Wildlife inspection, law enforcement, and forensics skills.

Proposed project work should occur within the range of the African elephant, or, if work is to be conducted outside of the range, the proposal should show a clear relevance to African elephant conservation. Applied research projects should address specific management needs and actions.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting less than \$50,000.00 USD. Higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this Fund is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This Fund uses grant agreements as the primary assistance instrument.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Any government agency responsible for African elephant conservation and protection and any other organization or individual with demonstrated experience in African elephant conservation may submit proposals to this Fund.

Applicants must have a valid DUNS number to receive funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number". Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun

and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: The Fund does not have a deadline. Proposals are reviewed on a rolling basis throughout the Federal fiscal year, which begins on October 1 and ends September 30. We encourage applicants to submit proposals as early in the fiscal year as possible, as the majority of funds are awarded between December and June each year. Proposals received late in the fiscal year (between June and August) may be held for review until the start of the next fiscal year.

APPLICATION FORMAT AND CONTENT: You may submit your proposal in English or French. If you submit a proposal in French you must include a project summary in English. Your proposal should include these elements:

A. Application Cover Page

Click on the link to access our [Application Cover Page](#) form. Complete according to the instructions included on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries and expected products. **If you submit a proposal in French you must include a project summary in English.**

C. Project Narrative

- 1. Statement of Need:** Describe why this project is necessary and include supporting information. Summarize previous or on going efforts (of your organization, and other international, national, regional and/or local organizations or individuals) relevant to the proposed work.
- 2. Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).
- 3. Project Activities, Methods and Timetable:** State the proposed project activities and describe how they relate to the objectives. Provide a detailed description of the method(s) for each activity. Provide a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the proposal narrative (do not include separate attachments). The timetable should

not propose specific dates but instead group activities by month for each month over a 12 month period. Click on the link to view an [Example Project Timetable](#).

4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated with and involved local resource managers and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results.
5. **Anticipated Benefits and Outputs:** Describe all expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail how products will be distributed to the host country government, resource managers, researchers and other interested parties.
6. **Project Monitoring and Evaluation:** Describe how you (or others) will monitor project progress and measure the project's effects. Include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.
7. **Sustainability:** Explain which project activities will continue beyond the year described in your proposal, and how these activities will be funded in the future.
8. **Description of Organization(s) undertaking the Project:** Provide a brief description of the applicant organization and all cooperating organizations and agencies. State which activities each group or individual is responsible for. Provide brief **(1-2 pages)** *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
9. **Project Budget Table: Begin your project budget table on a new page.** The budget table should include all items/cost categories, and associated amounts, for the proposed year. Present all costs in U.S. dollars. Include one column for the requested USFWS funding, and one or more columns for applicant and partner contributions, as demonstrated here:

Item	USFWS	"Applicant"	"Partner X"	"Partner Y"	Total
Total					

Click on the link to view an [Example Project Budget Table](#).

Indirect Costs: We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

10. **Budget Justifications:** Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example,

a \$3,300 line item for lodging costs should be shown as a formula: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.* Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority. Formulas or calculations should be shown on the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

11. Governmental Endorsement: Non-governmental applicants should include a recent letter of support from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

12. Map: Provide a map showing the location of your project site at the regional or national level.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (must be signed by Authorized Representative)
- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement
- Map

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance (click [here](#) to access the form)
- A complete Standard Form 424b-Assurances (click [here](#) to access the form)
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: You may submit your proposal by mail, by e-mail or via the Internet through Grants.gov. Please select **ONE** of the submission options.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal to:

Attn: African Elephant Conservation Fund Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA
Tel: 703-358-1754

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 ½” x 11”) paper. Format all pages to display and print page numbers. We prefer to receive the entire proposal as ONE file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at MSCF_AfricanElephant@fws.gov.

How to submit a proposal through the Internet using Grants.gov:

Applicants are not required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered follow our Grants.gov Proposal Submission Instructions, located at [http://www.fws.gov/international/DICprograms/\[TBD\].pdf](http://www.fws.gov/international/DICprograms/[TBD].pdf), to complete your application through Grants.gov.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

Review Criteria: To be considered for funding, proposals must address one or more of this program’s priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project will:

- Make a significant contribution to the protection, maintenance and/or enhancement of important populations of the target species and/or their habitats;
- Act as a catalyst for activities in a previously neglected area with potential significant conservation value;
- Address an emerging issue with potential significant conservation value;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;
- Complement activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource;
- Conduct activities that do not duplicate other on going activities;
- Address a conservation need identified by a specialist group, or by a regional, national or global strategy;
- Conduct activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Implement an important element of a larger scale/scope project that would provide synergetic value;
- Apply the best scientific and technical information available in support of project activities;
- Provide training essential to the development of local capacity to implement conservation activities;
- Provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- Include the participation of local people in the project activities, or otherwise contribute to local empowerment;
- Promote networking, partnerships and/or coalitions;

- Develop a demonstration activity that can be replicated for widespread use;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Click on the link to review the Division of International Conservation's [Assistance Award Guidelines](#) document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's [Assistance Award Guidelines](#) for additional reporting information.

VII. AGENCY CONTACT

Dr. Michelle Gadd
Branch of Near East, South Asia, and Africa
Division of International Conservation
U.S. Fish and Wildlife Service
4401 North Fairfax Drive, Room 730
Arlington, VA 22203-1622
Tel: 703-358-2149 Fax: 703-358-2115
E-mail: michelle_gadd@fws.gov

U.S. Fish and Wildlife Service
Division of International Conservation

ASIAN ELEPHANT CONSERVATION FUND
Catalog of Federal Domestic Assistance (CFDA) Number: 15.621

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The Asian Elephant Conservation Fund is soliciting project proposals for the conservation of the Asian elephant (*Elephas maximus*) throughout its range. In 1997, with recent awareness of the increasing threat to the welfare of the Asian elephant, already an endangered species, the Asian Elephant Conservation Act was signed into law. The Act provides for the conservation of Asian elephants by supporting conservation programs in countries within the range of Asian elephants, and the projects of persons with demonstrated expertise in the conservation of Asian elephants.

The Asian Elephant Conservation Fund supports projects that promote conservation through:

- Applied research on elephant populations and their habitat, including surveys and monitoring;
- Development and execution of elephant conservation management plans;
- Compliance with applicable treaties and laws that prohibit or regulate the taking or trade of elephants or regulate the use and management of elephant habitat;
- Conservation education and community outreach;
- Enhanced protection of at-risk elephant populations;
- Efforts to decrease human-elephant conflict;
- Habitat conservation and management;
- Protected area/reserve management in important elephant range;
- Strengthening local capacity to implement conservation programs;
- Transfrontier elephant conservation; and
- Wildlife inspection, law enforcement, and forensics skills.

Proposed project work should occur within the range of the Asian elephant, or, if work is to be conducted outside of the range, the proposal should show a clear relevance to Asian elephant conservation. Applied research projects should address specific management needs and actions.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting less than \$50,000.00 USD. Higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this Fund is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This Fund uses grant agreements as the primary assistance instrument.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Any government agency responsible for Asian elephant conservation and protection, and any other organization or individual with demonstrated experience in Asian elephant conservation may submit proposals to this Fund.

Applicants must have a valid DUNS number to receiving funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number". Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun

and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: The Fund does not have a deadline. Proposals are reviewed on a rolling basis throughout the Federal fiscal year, which begins on October 1 and ends September 30. We encourage applicants to submit proposals as early in the fiscal year as possible, as the majority of funds are awarded between December and June each year. Proposals received late in the fiscal year (between June and August) may be held for review until the start of the next fiscal year.

APPLICATION FORMAT AND CONTENT: You must submit your proposal in English. Your proposal should include these elements:

A. Application Cover Page

Click on the link to access the [Application Cover Page](#) form. Complete according to the instructions on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries and expected products.

C. Project Narrative

- 1. Statement of Need:** Describe why this project is necessary and include supporting information. Summarize previous or on going efforts (of your organization, and other international, national, regional and/or local organizations or individuals) relevant to the proposed work.
- 2. Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).
- 3. Project Activities, Methods and Timetable:** State the proposed project activities and describe how they relate to the objectives. Provide a detailed description of the method(s) for each activity. Provide a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the proposal narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period. Click on the link to view an [Example Project Timetable](#).

4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated with and involved local resource managers and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results.
5. **Anticipated Benefits and Outputs:** Describe all expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail how products will be distributed to the host country government, resource managers, researchers and other interested parties.
6. **Project Monitoring and Evaluation:** Your project must incorporate a monitoring and evaluation plan that will allow you to ascertain the quality of benefits and outputs and to ensure that the products reach the intended beneficiaries. Describe your plan, and include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.
7. **Sustainability:** Describe how you (or others) will monitor project progress and measure the project's effects. Include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.
8. **Description of Organization(s) Undertaking the Project:** Provide a brief description of the applicant organization and all cooperating organizations and agencies. State which activities each group or individual is responsible for. Provide brief **(1-2 pages)** *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
9. **Project Budget Table: Begin your project budget table on a new page.** The budget table should include all items/cost categories, and associated amounts, for the proposed year. Present all costs in U.S. dollars. Include one column for the requested USFWS funding, and one or more columns for applicant and partner contributions, as demonstrated here:

Item	USFWS	"Applicant"	"Partner X"	"Partner Y"	Total
Total					

Click on the link to view an [Example Project Budget Table](#).

Indirect Costs: We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

11. **Budget Justifications:** Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example, a \$3,300 line item for lodging costs should be shown as a formula: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.* Requests for personnel salary should be well documented,

including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority. Formulas or calculations should be shown on the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

13. Governmental Endorsement: Non-governmental applicants should include a recent letter of support from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

14. Map: Provide a map showing the location of your project site at the regional or national level.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (must be signed by Authorized Representative)
- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement
- Map

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance (click [here](#) to access the form)
- A complete Standard Form 424b-Assurances (click [here](#) to access the form)
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: You may submit your proposal by mail, by e-mail or via the Internet through Grants.gov. Please select **ONE** of the submission options.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal to:

Attn: Asian Elephant Conservation Fund Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA
Tel: 703-358-1754

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 1/2" x 11") paper. Format all pages to display and print page numbers. We prefer to receive the entire proposal as ONE file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at MSCF_AsianElephant@fws.gov.

How to submit a proposal through the Internet using Grants.gov:

Applicants are not required to submit proposals through Grants.gov. If you choose to submit your proposal Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered follow our Grants.gov Application Instructions, located at [http://www.fws.gov/international/DICprograms/\[TBD\].pdf](http://www.fws.gov/international/DICprograms/[TBD].pdf), to complete your application through Grants.gov.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project will:

- Make a significant contribution to the protection, maintenance and/or enhancement of important populations of the target species and/or their habitats;
- Act as a catalyst for activities in a previously neglected area with potential significant conservation value;
- Address an emerging issue with potential significant conservation value;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;
- Complement activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource;
- Conduct activities that do not duplicate other on going activities;
- Address a conservation need identified by a specialist group, or by a regional, national or global strategy;
- Conduct activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Implement an important element of a larger scale/scope project that would provide synergetic value;
- Apply the best scientific and technical information available in support of project activities;
- Provide training essential to the development of local capacity to implement conservation activities;
- Provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- Include the participation of local people in the project activities, or otherwise contribute to local empowerment;
- Promote networking, partnerships and/or coalitions;
- Develop a demonstration activity that can be replicated for widespread use;

- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Click on the link to review the Division of International Conservation's [Assistance Award Guidelines](#) document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's [Assistance Award Guidelines](#) for additional reporting information.

VII. AGENCY CONTACT

Dr. Meenakshi Nagendran
Branch of Near East, South Asia, and Africa
Division of International Conservation
U.S. Fish and Wildlife Service
4401 North Fairfax Drive, Room 730
Arlington, VA 22203-1622
Tel: 703-358-2315 Fax: 703-358-2115
E-mail: meenakshi_nagendran@fws.gov

**U.S. Fish and Wildlife Service
Division of International Conservation**

GREAT APE CONSERVATION FUND

Catalog of Federal Domestic Assistance (CFDA) Number: 15.629

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The Great Ape Conservation Fund is soliciting project proposals for the conservation of apes [gorillas (*Gorilla gorilla*); chimpanzees (*Pan troglodytes*); bonobos (*Pan paniscus*); orangutans (*Pongo pygmaeus*); and gibbons (*Hylobates* spp.)] throughout their ranges. The U.S. Government enacted the Great Ape Conservation Act of 2000 in response to the decline of ape populations in Africa and Asia. The Act provides for the conservation and protection of apes by supporting conservation programs of countries within the range of apes, and the projects of persons with demonstrated expertise in the conservation of apes.

The Great Ape Conservation Fund supports projects that promote conservation through:

- Applied research on ape populations and their habitats, including surveys and monitoring;
- Development and execution of ape conservation management plans;
- Compliance with applicable treaties and laws that prohibit or regulate the taking or trade of ape or regulate the use and management of ape habitat;
- Conservation education and community outreach;
- Enhanced protection of at-risk ape populations;
- Efforts to decrease human-ape conflicts;
- Habitat conservation and management;
- Protected area/reserve management in important ape range;
- Strengthening local capacity to implement conservation programs;
- Transfrontier ape conservation; and
- Wildlife inspection, law enforcement, and forensics skills.

Proposed project work should occur within the ape range, or, if work is to be conducted outside of the range, the proposal should show a clear relevance to ape conservation. Applied research projects should address specific management needs and actions.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting less than \$50,000.00 USD. Higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this Fund is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This Fund uses grant agreements as the primary assistance instrument.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Any government agency responsible for conservation and protection of apes and any other organization or individual with demonstrated experience in ape conservation may submit proposals to this Fund.

Applicants must have a valid DUNS number to receive funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal.

Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number". Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun

and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified: Cuba, Iran, North Korea, Sudan and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: The Fund does not have a deadline. Proposals are reviewed on a rolling basis throughout the Federal fiscal year, which begins on October 1 and ends September 30. We encourage applicants to submit proposals as early in the fiscal year as possible, as the majority of funds are awarded between December and June each year. Proposals received late in the fiscal year (between June and August) may be held for review until the start of the next fiscal year.

APPLICATION FORMAT AND CONTENT: You must submit your proposal in English. Your proposal should include these elements:

A. Application Cover Page

Click on the link to access the [Application Cover Page](#) form. Complete according to the instructions on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries and expected products.

C. Project Narrative

- 1. Statement of Need:** Describe why this project is necessary and include supporting information. Summarize previous or on going efforts (of your organization, and other international, national, regional and/or local organizations or individuals) relevant to the proposed work.
- 2. Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).
- 3. Project Activities, Methods and Timetable:** State the proposed project activities and describe how they relate to the objectives. Provide a detailed description of the method(s) for each activity. Provide a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the proposal narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period. Click on the link to view an [Example Project Timetable](#).

4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated with and involved local resource managers and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results.
5. **Anticipated Benefits and Outputs:** Describe all expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail how products will be distributed to the host country government, resource managers, researchers and other interested parties.
6. **Project Monitoring and Evaluation:** Describe how you (or others) will monitor project progress and measure the project's effects. Include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.
7. **Sustainability:** Explain which project activities will continue beyond the year described in your proposal, and how these activities will be funded in the future.
8. **Description of Organization(s) undertaking the Project:** Provide a brief description of the applicant organization and all cooperating organizations and agencies. State which activities each group or individual is responsible for. Provide brief (**1-2 pages**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
9. **Project Budget Table: Begin your project budget table on a new page.** The budget table should include all items/cost categories, and associated amounts, for the proposed year. Present all costs in U.S. dollars. Include one column for the requested USFWS funding, and one or more columns for applicant and partner contributions, as demonstrated here:

Item	USFWS	"Applicant"	"Partner X"	"Partner Y"	Total
Total					

Click on the link to view an [Example Project Budget Table](#).

Indirect Costs: We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

12. **Budget Justifications:** Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example, a \$3,300 line item for lodging costs should be shown as a formula: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.* Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to

the project. Assistance to cover personnel salaries is generally given a lower priority. Formulas or calculations should be shown on the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

15. Governmental Endorsement: Non-governmental applicants should include a recent letter of support from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

16. Map: Provide a map showing the location of your project site at the regional or national level.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (must be signed by Authorized Representative)
- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement
- Map

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance (click [here](#) to access the form)
- A complete Standard Form 424b-Assurances (click [here](#) to access the form)
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: Proposals may be submitted by mail, by e-mail or via the Internet through Grants.gov. Please select **ONE** of the following submission options.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal:

Attn: Great Apes Conservation Fund Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA
Tel: 703-358-1754

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 1/2" x 11") paper. Format all pages to display and print page numbers. We prefer to receive the entire proposal as **ONE** file attachment. If you need to submit

separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at MSCF_GreatApe@fws.gov.

How to submit a proposal through the Internet using Grants.gov:

Applicants are not required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered follow our Grants.gov Application Instructions, located at [http://www.fws.gov/international/DICprograms/\[TBD\].pdf](http://www.fws.gov/international/DICprograms/[TBD].pdf), to complete your application through Grants.gov.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project will:

- Make a significant contribution to the protection, maintenance and/or enhancement of important populations of the target species and/or their habitats;
- Act as a catalyst for activities in a previously neglected area with potential significant conservation value;
- Address an emerging issue with potential significant conservation value;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;
- Complement activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource;
- Conduct activities that do not duplicate other on going activities;
- Address a conservation need identified by a specialist group, or by a regional, national or global strategy;
- Conduct activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Implement an important element of a larger scale/scope project that would provide synergetic value;
- Apply the best scientific and technical information available in support of project activities;
- Provide training essential to the development of local capacity to implement conservation activities;
- Provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- Include the participation of local people in the project activities, or otherwise contribute to local empowerment;
- Promote networking, partnerships and/or coalitions;
- Develop a demonstration activity that can be replicated for widespread use;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Click on the link to review the Division of International Conservation's [Assistance Award Guidelines](#) document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's [Assistance Award Guidelines](#) for additional reporting information.

VII. AGENCY CONTACTS

FWS Contact for Asian ape proposals:

Mr. Fred Bagley
Branch of Near East, South Asia, and Africa
Division of International Conservation
U.S. Fish and Wildlife Service
4401 North Fairfax Drive, Room 730
Arlington, VA 22203-1622
Tel: 703-358-1760 Fax: 703-358-2115
E-mail: fred_bagley@fws.gov

FWS Contact for African ape proposals:

Dr. Richard Ruggiero, Chief
Branch of Near East, South Asia, and Africa
Division of International Conservation
U.S. Fish and Wildlife Service
4401 North Fairfax Drive, Room 730
Arlington, VA 22203-1622
Tel: 703-358-2460 Fax: 703-358-2115
E-mail: richard_ruggiero@fws.gov

**U.S. Fish and Wildlife Service
Division of International Conservation**

WILDLIFE WITHOUT BORDERS-LATIN AMERICA AND THE CARIBBEAN

Catalog of Federal Domestic Assistance (CFDA) Number: 15.640

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The *Wildlife Without Borders-Latin America and the Caribbean* Program funds projects that address capacity building for biodiversity conservation in and around protected areas in Latin America and the Caribbean. Of particular interest are projects that provide training to:

1. Strengthen biodiversity conservation and/or natural resource management associated with federal, state, or local protected areas;
2. Contribute to the integration of environmental concerns with sustainable development processes;
3. Create or strengthen coalitions with other stakeholders; and
4. Provide specific and measurable on-the-ground management actions in agreement with the Convention on Nature Protection and Wildlife Preservation in the Western Hemisphere (also known as the Western Hemisphere Convention, 1940).

The priority audiences for the training supported by this Program include: Protected area managers and administrators; Protected area guards and rangers; Protected area outreach and education specialists; Community leaders (living in and around protected areas); Upper-level students (working on projects in and around protected areas); and Decision-makers who influence the protected areas (private landowners, legislators, public officials).

The subject areas for training supported by this Program include:

- Protected Area/Buffer Zone Management
- Sustainable Natural Resource Management
- General Ecology and Biodiversity Practice
- Private Management/Co-management
- Law: Policy Understanding and Enforcement
- Monitoring & Evaluation (species and populations)
- Ecosystem Rehabilitation/Restoration
- Community Engagement/Public Participation
- Environmental Education and Outreach
- Environmental Leadership & Governance Development
- Conflict Resolution/Management
- Participatory Public Policy Development
- Best Practices
- Incentives (economic or other)
- Innovative Financial Mechanisms
- Sustainable Development and Ecotourism
- Sustainable Resource Use (harvest & collection)
- Project Development/Management
- Grant Writing and Fundraising
- Increasing Media Awareness
- Establishing/Managing Partnerships (with domestic and international institutions/agencies that directly or indirectly influence protected areas)
- Training Needs Assessment (identify & prioritize)

Note: this list does not exclude other possible relevant topics, and not all subject areas will be relevant to all audiences.

Projects should take place in Latin America or the Caribbean, ideally in a recognized high priority ecosystem or ecoregion of biome, or a key location associated with migratory species. If work is to be conducted outside that region, the proposal must explain why it is preferable that the project is implemented elsewhere.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting less than \$25,000.00. Higher amounts may be requested with appropriate justification. Although the period of performance for projects funded under this program is typically one year, there are no restrictions on funding proposals for activities exceeding one year. The period of performance for all funded projects begins on the date the award is signed by the USFWS. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This program uses grant and cooperative agreements as the primary assistance instruments.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Applicants under this program can be: federal, state and local government agencies; non-profit, non-governmental organizations; and public and private institutions of higher education. U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) non-profit status.

Applicants must have a valid DUNS number to receive funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number". Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

Eligible Activities: Training for one or more of the audiences and covering one or more subject areas (or other topics, as appropriate) from the lists in Section I above. Training must focus either on protected areas in general or on a specific protected area or designated buffer zone (the site must have recognized legal status as a protected area or buffer zone, either nationally, provincially or locally). In the case of countries which do not have any Protected Areas or protected area systems, proposals may be submitted for projects to support efforts for the establishment of a protected area/spaces by building constituencies or participatory management frameworks that involve local people.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: This program has two annual deadlines. The first deadline is **October 15** each year. The second deadline is **April 15** each year.

APPLICATION FORMAT AND CONTENT: You may submit your proposal in English or Spanish. If you submit a proposal in Spanish you must include a project summary in English. Your proposal should include these elements:

A. Application Cover Page

Click on the link to access the [Application Cover Page](#) form. Complete according to the instructions included on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, a brief description of the need for the training project, goal(s), objectives, specific project activities, beneficiaries and expected products. **If you submit a proposal in Spanish you must include a project summary in English.**

C. Project Narrative: The project narrative should create a clear description of the relationship between the issue(s) and audience(s) being addressed, the goal of the project, the objectives necessary to reach that goal and the proposed activities. This description can be narrative only, using the following sections, or it can be graphically represented and supported by the following narrative sections. Applicants are encouraged to employ a conceptual model approach to project development, identifying the relationships between the proposed scope of work and its impact on the situation that the project intends to affect. Supporting materials to aid in development of a conceptual model are available upon request from the Agency contact listed in Section VII of this document.

- 1. Statement of Need:** Proposals must include a justification outlining the need for the proposed training. The training must directly address a problem (or a set of problems) identified as an impediment to the protection of biodiversity in the protected area; it must address an audience (or set of audiences) that has a significant role in resolving the problem(s); and clearly demonstrate potential for having a significant impact on the audience(s) identified above, resulting in a significant contribution towards resolving the problem. Summarize previous or on-going efforts of your organization, and other international, national, regional and/or local organizations or individuals relevant to the proposed work and how the proposed project intends to incorporate such previous and/or complementary work.
- 2. Project Goal(s):** The goal(s) of the project should clearly relate to the issue described in the Statement of Need. A goal should be a general statement of what the project seeks to achieve. It should be brief and measurable. Project goal(s) must be clearly defined and directly relevant to the need(s) identified above.
- 3. Project Objectives:** Project objectives are the desired outcomes and accomplishments of the project. They should lead to achievement of project goal(s) and be measurable and realistic (attainable within the project's period of performance).
- 4. Project Activities:** Discuss in detail all proposed project activities. Activities should be the steps necessary to achieve project objectives.
- 5. Target Audience:** Identify the target audience for participation in the training activity and its relevance to the conservation issue(s) the project intends to address.

6. **Project Timetable:** Include a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Any tables, spreadsheets or flowcharts should appear within the body of the narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period.
7. **Stakeholder Coordination/Involvement:** Discuss efforts taken to coordinate with and involve local resource managers and other relevant organizations or individuals in planning and designing your project, conducting project activities and disseminating project results. Preference will be given to projects demonstrating significant local stakeholder involvement in project design (including identification of needs) and implementation, and contributing to local empowerment.
8. **Anticipated Benefits and Outputs:** Discuss how meeting project objectives and goals will address the issue(s) described in the Statement of need. Discuss any expected products/outputs to result from the project and their relationship to project goal(s). Include details on how the products will benefit the host country government, resource managers, researchers and other interested parties.
9. **Project Monitoring and Evaluation:** Proposals must include realistic, measurable performance indicators that can be used to assess the performance of the project. This means that pre-project assessment must be designed and implemented before the project is initiated. Outline the steps that will be taken to ensure that project objectives are being met. Describe how progress toward reaching objectives will be assessed, and how project participants and beneficiaries will participate in this process. At the completion of the project an evaluation tool should be applied to assess outcomes and performance. Ideally the final evaluation should be carried out by an independent external party. The performance evaluation must focus on outputs (quality and quantity), effects and beneficiary satisfaction. If using the conceptual model approach, monitoring and evaluation plans should review and validate the assumptions used in the model.
10. **Sustainability:** Explain which of the proposed project activities will continue beyond the life of a one-year award under this program, and how these activities will be paid for.
11. **Description of Organization(s) Undertaking the Project:** Provide a brief description of the applicant organization, as well as all cooperating organizations and agencies, including staff and other resources available for the project. **Include brief (1-2 pages) *curricula vitae*** of key personnel, identifying their qualifications and capacity to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
12. **Project Budget Table: Begin your project budget table on a new page.** The budget table should include all items/cost categories, and associated amounts, for the proposed year. Present all costs in U.S. dollars. Include one column for the requested USFWS funding, and one or more columns for applicant and partner contributions, as demonstrated here:

Item	FWS	“Applicant”	“Partner X”	“Partner Y”	Total
Total					

Indirect Costs: We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

- 13. Budget Justifications:** Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example, a \$3,300 line item for lodging costs should be shown as a formula: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.* Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority. Formulas or calculations should be shown on the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.
- 14. Governmental Endorsement:** Non-governmental applicants should include a recent letter of support, referencing the specific proposal by title, from the appropriate local, regional, or national government wildlife or conservation authority. Preference will be given to projects developed in collaboration with, and/or includes counterpart support of the relevant management agency.
- 15. Map:** Provide a map showing the location of your project site at the state or province level.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (must be signed by Authorized Representative)
- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement
- Map

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance (click [here](#) to access the form)
- A complete Standard Form 424b-Assurances (click [here](#) to access the form)
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: Proposals may be submitted by mail, by e-mail or via the Internet through Grants.gov. Please select **ONE** of the following submission options.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal to:

Attn: Latin America & the Caribbean Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA
Tel: 703-358-1754

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 ½” x 11”) paper. Format all pages to display and print page numbers. We prefer to receive all e-mailed documentation (cover page, narrative, budget and other required attachments) incorporated into ONE file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at WWB_LAC@fws.gov.

How to submit a proposal through the Internet using Grants.gov:

Applicants are not required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. You must meet all stated submission deadlines regardless of submission method. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered follow our Grants.gov Application Instructions, located at [http://www.fws.gov/international/DICprograms/\[TBD\].pdf](http://www.fws.gov/international/DICprograms/[TBD].pdf), to complete your application through Grants.gov.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

Review Criteria: To be considered for funding, proposals must address one or more of this program’s priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project:

- Proposes activities that will involve two or more graduates from USFWS-sponsored training programs. These programs include: Master’s Program in Wildlife Management-Universidad Nacional de Cordoba (Centro de Zoología Aplicada); ECMVS Master’s Program-Universidad Federal de Minas Gerais; AMUC and Guardaparques courses-Instituto Estadual de Florestas de Minas Gerais; Wildlife Management program- Universidad Nacional Experimental de los Llanos Occidentales “Ezequiel Zamora”; Master’s Program (ICOMVIS)-Universidad Nacional de Costa Rica; RESERVA Course-Ducks Unlimited de Mexico, A.C.; and Wildlands Course-Organization for Tropical Studies.

- Makes a significant contribution to the protection, maintenance and/or enhancement of important populations of the target species and/or their habitats;
 - Provides a catalyst for activities in a previously neglected area with potential significant conservation value;
 - Addresses an emerging issue with potential significant conservation value;
 - Utilizes funds in an efficient, cost-effective manner to accomplish project objectives;
 - Complements activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource and avoids duplication of other on going activities;
 - Proposed activities supported by international, national and/or regional conservation priorities, action plans and/or strategies;
 - Promotes networking, partnerships and/or coalitions;
 - Provide for the development of a demonstration activity that can be replicated for widespread use;
 - Implements a training program that has the potential to be sustained beyond the life of the grant.
- These considerations are not listed in order of importance. All considerations listed do not necessarily apply to every proposal.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Click on the link to review the Division of International Conservation's [Assistance Award Guidelines](#) document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their application. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's [Assistance Award Guidelines](#) for additional reporting information.

VII. AGENCY CONTACT

Marina Ratchford
 U.S. Fish and Wildlife Service
 Division of International Conservation
 Branch of Latin America & the Caribbean
 4401 North Fairfax Drive, Room 730
 Arlington, VA 22203-1622
 Tel: 703-358-2480 Fax: 703-358-2115
 E-mail: marina_ratchford@fws.gov

**U.S. Fish and Wildlife Service
Division of International Conservation**

MARINE TURTLE CONSERVATION FUND
Catalog of Federal Domestic Assistance (CFDA) Number: 15.645

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The Marine Turtle Conservation Fund is soliciting proposals for the conservation of marine turtles (*Chelonia mydas*, *Caretta caretta*, *Dermochelys coriacea*, *Eretmochelys imbricata*, *Lepidochelys olivacea*, *Lepidochelys kempii*) throughout their range outside of the United States. The U.S. Government enacted the Marine Turtle Conservation Fund of 2004 in response to the decline of many marine turtle populations worldwide and the serious threats to the long term survival of marine turtle populations. The primary purpose of the Act is to provide financial support for projects that conserve nesting populations and habitat and address other threats to the survival of marine turtles in foreign countries.

The Marine Turtle Conservation Fund supports projects that promote the conservation of marine turtles by focusing on:

- Academic and technical training in the conservation and management of marine turtles;
- Applied research on marine turtle populations and their habitats, including surveys and monitoring;
- Conservation education and community outreach for the protection of nesting and near shore foraging populations;
- Development and execution of marine turtle conservation management plans;
- Habitat conservation and management;
- Information exchange to promote international collaboration;
- Projects to protect nesting females and eggs on important nesting beaches;
- Promotion of networks, partnerships and coalitions that assist in the implementation of conventions, treaties, protocols and other international activities for the conservation and management of marine turtles;
- Protected area/reserve management of important nesting beaches;
- Strengthening local capacity to implement conservation programs on nesting beaches; and
- Strengthening law enforcement capacity and forensics skills through training and equipment.

Applicant organizations should be conducting project work directly on populations occurring outside the United States, or the results of research should have direct bearing on and benefits for marine turtle populations outside the United States. Applied research projects should address specific management needs and actions.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting less than \$50,000.00 USD. Higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this Fund is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This Fund uses grant agreements as the primary assistance instrument.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Any government agency responsible for conservation and protection of marine turtles and any other organization or individual with demonstrated experience in marine turtle conservation may submit proposals to this Fund.

Applicants must have a valid DUNS number to receive funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal.

Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number". Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan and Syria.

Applicant and Partner Contributions: Preference is given to project for which matching funds are available. Applicants and/or other project partners should contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: This program has two annual deadlines. The first deadline is **October 1** each year. We strongly encourage applicants with nesting season projects beginning April/May to submit proposals on or before the November 1 deadline. The second deadline is **April 1** each year. We strongly encourage applicants with nesting season projects beginning September/October to submit proposals on or before the April 1 deadline.

APPLICATION FORMAT AND CONTENT: You must submit your proposal in English. Your proposal should include these elements:

A. Application Cover Page

Click on the link to access the [Application Cover Page](#) form. Complete according to the instructions included on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, primary species to be addressed, beneficiaries and expected products.

C. Project Narrative

- 1. Statement of Need:** Describe why this project is necessary and include supporting information. Summarize previous or on going efforts (of your organization, and other international, national, regional and/or local organizations or individuals) relevant to the proposed work.
- 2. Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).
- 3. Project Activities, Methods and Timetable:** State the proposed project activities and describe how they relate to the objectives. Provide a detailed description of the method(s) for each

activity. Provide a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the proposal narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period. Click on the link to view an [Example Project Timetable](#).

4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated with and involved local resource managers and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results.
5. **Anticipated Benefits and Outputs:** Describe all expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail how products will be distributed to the host country government, resource managers, researchers and other interested parties.
6. **Project Monitoring and Evaluation:** Describe how you (or others) will monitor project progress and measure the project’s effects. Include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.
7. **Sustainability:** Explain which project activities will continue beyond the year described in your proposal, and how these activities will be funded in the future.
8. **Description of Organization(s) undertaking the Project:** Provide a brief description of the applicant organization and all cooperating organizations and agencies. State which activities each group or individual is responsible for. Provide brief (**1-2 pages**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
9. **Project Budget Table: Begin your project budget table on a new page.** The budget table should include all items/cost categories, and associated amounts, for the proposed year. Present all costs in U.S. dollars. Include one column for the requested USFWS funding, and one or more columns for applicant and partner contributions, as demonstrated here:

Item	USFWS	“Applicant”	“Partner X”	“Partner Y”	Total
Total					

Click on the link to view an [Example Project Budget Table](#).

Indirect Costs: We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

13. Budget Justifications: Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example, a \$3,300 line item for lodging costs should be shown as a formula: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.* Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Formulas or calculations should be shown on the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

17. Governmental Endorsement: Non-governmental applicants should include a recent letter of support from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

18. Map: Provide a map showing the location of your project site at the regional or national level.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (must be signed by Authorized Representative)
- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement
- Map

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance (click [here](#) to access the form)
- A complete Standard Form 424b-Assurances (click [here](#) to access the form)
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: Proposals may be submitted by mail, by e-mail or via the Internet through Grants.gov. Please select **ONE** of the following submission options.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal:

Attn: Marine Turtle Conservation Fund Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA

Tel: 703-358-1754

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 1/2" x 11") paper. Format all pages to display and print page numbers. We prefer to receive the entire proposal as ONE file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at MSCF_MarineTurtle@fws.gov.

How to submit a proposal through the Internet using Grants.gov:

Applicants are not required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. You must meet all stated submission deadlines regardless of submission method. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered follow our Grants.gov Application Instructions, located at [http://www.fws.gov/international/DICprograms/\[TBD\].pdf](http://www.fws.gov/international/DICprograms/[TBD].pdf), to complete your application through Grants.gov.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project will:

- Make a significant contribution to the protection, maintenance and/or enhancement of important populations of the target species and/or their habitats;
- Act as a catalyst for activities in a previously neglected area with potential significant conservation value;
- Address an emerging issue with potential significant conservation value;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;
- Complement activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource;
- Conduct activities that do not duplicate other on going activities;
- Address a conservation need identified by a specialist group, or by a regional, national or global strategy;
- Conduct activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Implement an important element of a larger scale/scope project that would provide synergetic value;
- Apply the best scientific and technical information available in support of project activities;
- Provide training essential to the development of local capacity to implement conservation activities;
- Provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;

- Include the participation of local people in the project activities, or otherwise contribute to local empowerment;
- Promote networking, partnerships and/or coalitions;
- Develop a demonstration activity that can be replicated for widespread use;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Click on the link to review the Division of International Conservation's [Assistance Award Guidelines](#) document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's [Assistance Award Guidelines](#) for additional reporting information.

VII. AGENCY CONTACT

Mr. Earl Possardt
 International Sea Turtle Specialist
 U.S. Fish & Wildlife Service
 University of West Georgia
 Department of Biology
 Carrollton, GA 30118-6300 USA
 Tel: 770-214-9293 Fax 678-839-6548
 E-mail: earl_possardt@fws.gov

U.S. Fish and Wildlife Service
Division of International Conservation

WILDLIFE WITHOUT BORDERS-MEXICO
Catalog of Federal Domestic Assistance (CFDA) Number: 15.641

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The U.S. Fish and Wildlife Service (USFWS) and the Mexican Ministry of Environment and Natural Resources (SEMARNAT) are soliciting proposals under the *Wildlife Without Borders-Mexico* Initiative for projects that address Mexico's capacity building for biodiversity conservation. Of particular interest are projects that: provide training in biodiversity conservation or natural resource management associated with federal, state, or local nature reserves, or areas in the process of acquiring protection status. The *Wildlife Without Borders-Mexico* Initiative supports training projects, including short-term (2-3 week) on-the-job courses, courses certified by an educational institution (*Diplomados*), workshops, personnel exchanges, training provided through on-the-ground practices, among other delivery mechanisms, that fall under the following categories:

Managing for Excellence: Training in natural resource conservation and management for government personnel, including policy-makers, federal, state, and municipal-level resource managers, and reserve guards.

Stewards of the Land: Training in natural resource conservation and management for resource owners and/or direct resource users, including local communities, rural peasant farmer organizations, and indigenous peoples.

Society for Nature: Training in environmental education and/or public outreach for targeted society stakeholder groups, including teachers, school children, journalists, and private sector organizations or businesses.

Ideal projects will include specific and measurable products and management actions; demonstrative value (implementation of a novel approach that includes an assessment of the merits and widespread use of the approach); activities that can be replicated elsewhere; and/or activities involving a coalition of stakeholders. Applicant organizations should be proposing work to be conducted in Mexico. If work is to be conducted in the United States, the proposal must show a clear connection to capacity building for biodiversity conservation in Mexico to be eligible for funding.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting less than \$50,000.00 USD. Higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this Initiative is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This Initiative uses grant and cooperative agreements as the primary assistance instruments.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Applicants under this Initiative can be: federal, state and local government agencies; non-profit, non-governmental organizations; and public and private institutions of higher education. U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) non-profit status.

Applicants must have a valid DUNS number to receive funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their application.

Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select “Request a New D-U-N-S Number”. Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet’s system.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: Proposals must be submitted to both the USFWS and SEMARNAT on or before **October 1** each year.

APPLICATION FORMAT AND CONTENT: You may submit your proposal in English or Spanish. If you submit a proposal in Spanish you must include a project summary in English. Your proposal should include these elements:

A. Application Cover Page

Click on the link to access the [Application Cover Page](#) form. Complete according to the instructions included on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries and expected products. **If you submit a proposal in Spanish you must include a project summary in English.**

C. Project Narrative

- 1. Statement of Need:** Describe why it is important that this project be implemented and include supporting information. Summarize previous or on-going efforts of your organization, and other international, national, regional and/or local organizations or individuals relevant to the proposed work.
- 2. Project Goals and Objectives:** Goals are general statements representing the long-term vision of what you want to achieve. Clearly state the project goals and describe how they relate to the statement of need. Objectives define strategies or implementation steps to achieve your goals. Objectives must be specific, measurable, realistic (attainable within the project’s period of performance), and directly relevant to the stated goals. Clearly state the project objectives.
- 3. Project Activities, Methods and Timetable:** Clearly state all proposed project activities and describe how they relate to the stated objectives. Provide a detailed description of the method(s)

to be used to conduct the proposed activities. Provide a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts used to demonstrate the timetable within the body of the proposal narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period.

4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated with and involved local resource managers and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results.
5. **Anticipated Benefits and Outputs:** Describe all expected products/outputs to result from the project (examples include: management plans/brochures/posters/training manuals produced, people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail how products will be distributed to the host country government, resource managers, researchers and other interested parties.
6. **Project Monitoring and Evaluation:** Your project must incorporate a monitoring and evaluation plan that will allow you to ascertain the quality of benefits and outputs and to ensure that the products reach the intended beneficiaries. Describe your plan, and include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.
7. **Sustainability:** Explain which of the proposed project activities will continue beyond the life of a one-year award under this program, and how these activities will be funded.
8. **Description of Organization(s) Undertaking the Project:** Provide a brief description of the applicant organization, as well as all cooperating organizations and agencies, including staff and other resources available for the project. Provide a brief (**1-2 pages**) *curricula vitae* for all key personnel, identifying their qualifications and capacity to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
9. **Project Budget Table: Begin your project budget table on a new page.** The budget table should include all items/cost categories, and associated amounts, for the proposed year. Present all costs in U.S. dollars. Include one column for the requested USFWS funding, and one or more columns for applicant and partner contributions, as demonstrated here:

Item	USFWS	<i>“Applicant”</i>	<i>“Partner X”</i>	<i>“Partner Y”</i>	Total
Total					

Indirect Costs: We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

14. Budget Justifications: Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example, a \$3,300 line item for lodging costs should be shown as a formula: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.* Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority. Formulas or calculations should be shown on the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

11. Governmental Endorsement: Non-governmental applicants should include a recent letter of support from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (must be signed by Authorized Representative)
- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance (click [here](#) to access the form)
- A complete Standard Form 424b-Assurances (click [here](#) to access the form)
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: Proposals under this Initiative are reviewed by both USFWS and SEMARNAT. Each agency must receive a complete copy of the proposal on or before the submission date. Proposals may be submitted by mail, by e-mail or on-line through Grants.gov. Please select **ONE** of the following submission options.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal to:

Attn: Mexico Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA
Tel: 703-358-1754

and Dr. Adrian Fernandez Bremauntz, President
Instituto Nacional de Ecologia
Secretaria de Medio Ambiente y Recursos Naturales
Periferico Sur #5000, Piso 5
Colonia Insurgentes Cuicuilco
Mexico, D.F. 04530 Mexico
Tel: 011-52-555-424-6418

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 1/2" x 11") paper. Format all pages to display and print page numbers. We prefer to receive the entire proposal as ONE file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at WWB_Mexico@fws.gov.

How to submit a proposal through the Internet using Grants.gov:

NOTE: SEMARNAT does not have access to proposals submitted through Grants.gov. Applicants choosing to submit proposals to the USFWS through Grants.gov must also submit a printed copy to SEMARNAT at the address listed above. Applicants are not required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. You must meet all stated submission deadlines regardless of submission method. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered follow our Grants.gov Application Instructions, located at [http://www.fws.gov/international/DICprograms/\[TBD\].pdf](http://www.fws.gov/international/DICprograms/[TBD].pdf), to complete your application through Grants.gov.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project will:

- Provide training in biodiversity conservation or natural resource management associated with federal, state, or local nature reserves (or areas in the process of acquiring protection status);
- Provide training essential to the development of local capacity to implement conservation activities;
- Provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- Include the participation of local people in project activities, or otherwise contributes to local empowerment;
- Implement an important element of a larger scale/scope project that would provide synergetic value;
- Build upon complementary activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource;
- Apply the best scientific and technical information available in support of project activities;
- Result in specific and measurable products and management actions;
- Provide for the development of a demonstration activity that can be replicated for widespread use;
- Promote networking, partnerships and/or coalitions;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Click on the link to review the Division of International Conservation's [Assistance Award Guidelines](#) document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's [Assistance Award Guidelines](#) for additional reporting information.

VII. AGENCY CONTACTS

FWS Contact:

Ms. Melida Tajbakhsh
Mexico Branch
Division of International Conservation
U.S. Fish and Wildlife Service
4401 North Fairfax Drive, Room 730
Arlington, VA 22203-1622
Tel: 703-358-1766 Fax: 703-358-2115
E-mail: melida_tajbakhsh@fws.gov

SEMARNAT Contact:

Mr. Eduardo Peters Recagno
Instituto Nacional de Ecología, SEMARNAT
Periferico Sur #5000, Piso 2
Colonia Insurgentes Cuicuilco, Del. Coyoacan
Mexico, D.F. 04530 Mexico
Tel: 52-555-5424-6429 Fax: 52-55-5424-5398
E-mail: edpeters@ine.gob.mx

**U.S. Fish and Wildlife Service
Division of International Conservation**

RHINOCEROS AND TIGER CONSERVATION FUND

Catalog of Federal Domestic Assistance (CFDA) Number: 15.619

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The Rhinoceros and Tiger Conservation Fund is soliciting proposals for the conservation of rhinoceroses and/or tigers throughout their ranges. The Rhinoceros and Tiger Conservation Act was passed in 1994 to provide financial resources for the conservation programs of nations whose activities directly or indirectly affect rhinoceros and tiger populations.

The Rhinoceros and Tiger Conservation Fund supports projects that promote conservation through:

- Applied research on rhinoceros and tiger populations and their habitats, including surveys and monitoring;
- Development and execution of rhinoceros and tiger conservation management plans;
- Compliance with applicable treaties and laws that prohibit or regulate the taking or trade of rhinoceros and tigers or regulate the use and management of their habitat;
- Conservation education and community outreach;
- Enhanced protection of at-risk rhinoceros and tiger populations;
- Efforts to decrease human-rhinoceros and human-tiger conflicts;
- Habitat conservation and management;
- Protected area/reserve management in important rhinoceros and tiger range;
- Strengthening local capacity to implement conservation programs;
- Transfrontier rhinoceros and tiger conservation; and
- Wildlife inspection, law enforcement, and forensics skills.

Proposed project work should occur within the rhinoceros/tiger range, or, if work is to be conducted outside of the range, the proposal should show a clear relevance to rhinoceros/tiger conservation. Applied research projects should address specific management needs and actions.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting less than \$50,000.00 USD. Higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this Fund is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This Fund uses grant agreements as the primary assistance instrument.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Any government agency responsible for the conservation and protection of rhinoceroses and/or tigers and any other organization or individual with demonstrated experience in rhinoceros and/or tiger conservation may submit proposals to this Fund.

Applicants must have a valid DUNS number to receive funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number". Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun

and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: The Fund does not have a deadline. Proposals are reviewed on a rolling basis throughout the Federal fiscal year, which begins on October 1 and ends September 30. We encourage applicants to submit proposals as early in the fiscal year as possible, as the majority of funds are awarded between December and June each year. Proposals received late in the fiscal year (between June and August) may be held for review until the start of the next fiscal year.

APPLICATION FORMAT AND CONTENT: You must submit your proposal in English. Your proposal should include these elements:

A. Application Cover Page

Click on the link to access the [Application Cover Page](#) form. Complete according to the instructions included on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries and expected products.

C. Project Narrative

- 1. Statement of Need:** Describe why this project is necessary and include supporting information. Summarize previous or on going efforts (of your organization, and other international, national, regional and/or local organizations or individuals) relevant to the proposed work.
- 2. Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).
- 3. Project Activities, Methods and Timetable:** State the proposed project activities and describe how they relate to the objectives. Provide a detailed description of the method(s) for each activity. Provide a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the proposal narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period. Click on the link to view an [Example Project Timetable](#).

4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated with and involved local resource managers and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results.
5. **Anticipated Benefits and Outputs:** Describe all expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail how products will be distributed to the host country government, resource managers, researchers and other interested parties.
6. **Project Monitoring and Evaluation:** Describe how you (or others) will monitor project progress and measure the project's effects. Include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.
7. **Sustainability:** Explain which project activities will continue beyond the year described in your proposal, and how these activities will be funded in the future.
8. **Description of Organization(s) Undertaking the Project:** Provide a brief description of the applicant organization and all cooperating organizations and agencies. State which activities each group or individual is responsible for. Provide brief **(1-2 pages)** *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
9. **Project Budget Table: Begin your project budget table on a new page.** The budget table should include all items/cost categories, and associated amounts, for the proposed year. Present all costs in U.S. dollars. Include one column for the requested USFWS funding, and one or more columns for applicant and partner contributions, as demonstrated here:

Item	USFWS	"Applicant"	"Partner X"	"Partner Y"	Total
Total					

Click on the link to view an [Example Project Budget Table](#).

Indirect Costs: We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

15. **Budget Justifications:** Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example, a \$3,300 line item for lodging costs should be shown as a formula: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.* Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to

the project. Assistance to cover personnel salaries is generally given a lower priority. Formulas or calculations should be shown on the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

19. Governmental Endorsement: Non-governmental applicants should include a recent letter of support from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

20. Map: Provide a map showing the location of your project site at the regional or national level.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (must be signed by Authorized Representative)
- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement
- Map

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance (click [here](#) to access the form)
- A complete Standard Form 424b-Assurances (click [here](#) to access the form)
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: You may submit your proposal by mail, by e-mail or via the Internet through Grants.gov. Please select **ONE** of the submission options.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal to:

Attn: Rhino & Tiger Conservation Fund Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA
Tel: 703-358-1754

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 ½" x 11") paper. Format all pages to display and print page numbers. We prefer to receive the entire proposal as **ONE** file attachment. If you need to submit

separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at MSCF_RhinoTiger@fws.gov.

How to submit a proposal through the Internet using Grants.gov:

Applicants are not required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered follow our Grants.gov Application Instructions, located at [http://www.fws.gov/international/DICprograms/\[TBD\].pdf](http://www.fws.gov/international/DICprograms/[TBD].pdf), to complete your application through Grants.gov.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project will:

- Make a significant contribution to the protection, maintenance and/or enhancement of important populations of the target species and/or their habitats;
- Act as a catalyst for activities in a previously neglected area with potential significant conservation value;
- Address an emerging issue with potential significant conservation value;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;
- Complement activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource;
- Conduct activities that do not duplicate other on going activities;
- Address a conservation need identified by a specialist group, or by a regional, national or global strategy;
- Conduct activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Implement an important element of a larger scale/scope project that would provide synergetic value;
- Apply the best scientific and technical information available in support of project activities;
- Provide training essential to the development of local capacity to implement conservation activities;
- Provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- Include the participation of local people in the project activities, or otherwise contribute to local empowerment;
- Promote networking, partnerships and/or coalitions;
- Develop a demonstration activity that can be replicated for widespread use;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Click on the link to review the Division of International Conservation's [Assistance Award Guidelines](#) document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's [Assistance Award Guidelines](#) for additional reporting information.

VII. AGENCY CONTACTS

FWS Contact for ASIA:

Mr. Fred Bagley
Branch of Near East, South Asia, and Africa
Division of International Conservation
U.S. Fish and Wildlife Service
4401 North Fairfax Drive, Room 730
Arlington, VA 22203-1622
Tel: 703-358-1760 Fax: 703-358-2115
E-mail: fred_bagley@fws.gov

FWS Contact for AFRICA:

Dr. Michelle Gadd
Branch of Near East, South Asia, and Africa
Division of International Conservation
U.S. Fish and Wildlife Service
4401 North Fairfax Drive, Room 730
Arlington, VA 22203-1622
Tel: 703-358-2149 Fax: 703-358-2115
E-mail: michelle_gadd@fws.gov