



DEPARTMENT OF THE INTERIOR
U.S. Fish and Wildlife Service

Division of International Conservation
Wildlife Without Borders Programs

Wildlife Without Borders - Africa
Catalog of Federal Domestic
Assistance (CFDA):15.651

Notice of Funding Availability & Application Instructions
Fiscal Year 2012

Funding Opportunity Title:
Announcement Type:
Funding Opportunity Number:
Submission Deadline: October 1

Agency Contact

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

I. DESCRIPTION OF FUNDING OPPORTUNITY

The *Wildlife Without Borders-Africa* Program funds projects designed to strengthen the ability of African individuals and institutions to manage and conserve species, habitats, and ecological processes for the benefit of the people of Africa and the world. Of particular interest are projects that build the capacity of African institutions to effectively manage conservation areas and projects that build the capacity of African individuals to conserve species and habitats not eligible for funding through the USFWS Multinational Species Conservation Funds (i.e., species and habitats that fall outside the purview of the African Elephant Conservation Fund, Rhinoceros and Tiger Conservation Fund, Great Apes Conservation Fund, and Marine Turtle Conservation Fund).

The Wildlife Without Borders Program defines capacity building as strengthening the ability of individuals and organizations to conserve biodiversity. Capacity building approaches can include training, facilitating dialogue, program development, and provision of equipment and other resources. Projects should build capacity in one (or more) of the following themes:

1. **Threat Reduction:** Includes projects that increase individual and institutional capacity to reduce threats to African wildlife, including extractive industries, human-wildlife conflict, hunting for bushmeat, wildlife disease in and around protected areas, and climate change;
2. **Protected Area Management:** Includes projects that strengthen the management ability of institutions responsible for protected areas, by conducting a training program or capacity needs assessment, or by undertaking activities that improve management effectiveness, conservation financing, protected area coverage, community outreach and education, conflict resolution, coalition building, human resource management, financial management, vehicle and facility maintenance, law enforcement, grant writing, and/or project implementation;
3. **Training Programs:** Includes projects that increase the capacity of universities, colleges or other institutions to deliver education and training programs on protected area management and species conservation;
4. **Decision Makers:** Includes projects that enhance the knowledge of decision makers and other stakeholders in order to strengthen their ability to positively influence wildlife conservation, management, legislation, policy, and finance; and to harmonize these with other national policies.

For all themes listed above, the priority audiences for capacity building include:

- protected area managers, administrators, guards and rangers;
- conservation outreach specialists and educators, including professors, teachers, and trainers;
- community conservationists and staff of local non-governmental and civil society organizations;
- decision makers, including legislators, legal and other public officials.

Projects should take place in Africa. If work is to be conducted outside Africa, the proposal must explain how the proposed activities will further wildlife conservation and management within Africa.

II. AWARD INFORMATION

This program uses grant and cooperative agreements as assistance instruments.

Grants Awards

Due to the limited funds available, proposals requesting less than \$50,000 USD and demonstrating in-kind or financial matching support have a higher likelihood of being selected. 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.

Cooperative Agreements

For cooperative agreements, substantive involvement by the USFWS should be expected, including but not limited to, approval of annual work plans, technical assistance in certain project activities, and monitoring and evaluation. To submit a proposal for consideration as a cooperative agreement, provide a justification statement in the project proposal as to the type and duration of assistance requested of the USFWS and a rationale for why involvement of USFWS is needed to fulfill project objectives.

III. ELIGIBILITY INFORMATION

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

Ineligible Activities: The Division of International Conservation will not fund:

- the purchase of firearms or ammunitions;
- buying intelligence information or paying informants;
- gathering information by persons who conceal their true identity;
- law enforcement operations that, to arrest suspects, prompt them to carry out illegal activities (entrapment);
- any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country of proposed activity;
- material support or resources to individuals, entities, or organizations of countries that the U.S. Department of State has identified as state sponsors of terrorism. These countries are: Cuba, Iran, Sudan and Syria. (Exceptions may be allowed with clearance from U.S. Department of State)

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. Funds provided by another U.S. Federal Government agency or another USFWS award cannot be reported as matching contributions but should be noted and explained in detail. Only verifiable contributions should be included as match. A match shown during one year may not be repeated as a match in a subsequent proposal.

IV. APPLICATION AND SUBMISSION INFORMATION

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

SUBMISSION DEADLINE: October 1 is the annual deadline for applications. A confirmation email will be sent out to applicants once their submission has been received.

- 1. APPLICATION FORMAT AND CONTENT: You must 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

Complete the Application Cover Page located on the Internet at <http://www.fws.gov/forms/3-2338.pdf> according to the instructions on page 2 of the form.

- B. Project Summary:** This section should answer the question, “What is the purpose of this project?” BRIEFLY summarize your project in one page or less. This section should be a stand-alone summary of your project. It may or may not be shared with the public. Include the title of the project, geographic location, and a brief overview of the need for capacity building of this project. Critical threats to wildlife and habitats, the intended audience of capacity building activities (e.g. number and type of people trained), the capacity building approach (e.g., training, facilitating dialogue, program development, provision of equipment or other resources), and anticipated outputs and conservation outcomes can also be included in this section.

C. Project Narrative

- 1. Statement of Need:** This section should answer the question, “Why is this project necessary?” The statement of need should clearly identify the **targeted species or habitat**, a description of the **direct threats** that adversely affect the targeted species/habitat at the project site, a justification for which threat(s) is the most important to address, and the specific **capacity building activities** proposed to reduce or eliminate one or more of these threats. The **intended audience** of the capacity building activity should be identified (e.g., rangers, protected area managers, local community leaders) and quantified (e.g., number of rangers trained).

Explain how your proposal differs from past work or builds upon it. Explain the success or failures of past efforts by yourself or others, and how your proposal build upon those efforts and lessons learned.

Former recipients of USFWS support should remember that every proposal must be a stand-alone document. Not all proposal reviewers may be familiar with past grants. If you have received grants previously (from USFWS or any other donor) for this work or this specific site, provide a summary of those activities and accomplishments so that reviewers can better understand the proposal in context. A table may be the most efficient way to convey this information, including columns for: (1) donor, (2) USFWS reference number (if appropriate), (3) amount funded in USD, (4) year of activity, and (5) bullet points of major activities, outcomes, or products. To view a

sample grant history timetable go to:

<http://www.fws.gov/international/dicprograms/samplefundinghistory.pdf>

- 2. Project Goals and Objectives:** This section should answer the question, “What do you want to achieve?” State the long-term overarching goal(s) of your program. Objectives are the specific outcomes that you want to achieve in order to reach your stated goal(s). Your objectives must be **attainable within the project period** and should be specific, capable of being measured, realistic, and results-orientated (i.e., objectives should represent necessary changes in threats, conditions or capacity that affect one or more conservation targets or project goals). Objectives should form the basis for the project’s monitoring and evaluation section, described later in the proposal. A suggested reference for identifying and developing appropriate goals, objectives, and measures is the Conservation Measures Partnership website. Go to <http://www.conservationmeasures.org/initiatives/standards-for-project-management> to download open standards for conservation project management.

- 3. Project Activities, Methods and Timetable:** This section should answer the question, “What are you going to do and how?” List the proposed **project activities** and how they relate to your objectives. Activities are the specific actions that you undertake to fulfill your objectives and reach your goal. Provide a detailed description of the method(s) for each activity. For each capacity building activity, describe the intended audience (e.g. number and type of people trained) and the capacity building approach (e.g., training, facilitating dialogue, program development, provision of equipment or other resources). The project activities, equipment used/requested, and personnel conducting the work should be clearly articulated in this section, and should correspond with the budget request.

Provide a timetable indicating roughly when (over a 12-month timeframe) activities or project milestones will be accomplished. If there are multiple agencies, organizations, or individuals involved, it may be helpful to include a column showing which party will be responsible for each activity. Include any tables, spreadsheets or flowcharts within the body of the narrative (DO NOT include separate attachments). The timetable should not propose specific dates, but should show what will be done monthly throughout the activity period. To view a sample project timetable go to: http://www.fws.gov/international/DIC/pdf/Sample_timetable.pdf

- 4. Stakeholder Coordination/Involvement:** This section should answer the question, “Who are you going to be working with?” Describe any coordination with local resource managers and other relevant organizations or individuals in planning your project, conducting project activities, or disseminating project results. Where multiple groups are working in the same site, or are listed as stakeholders in the proposal, letters of endorsement specifically referring to this proposal, and to the proposed collaboration from each partner organization, will strengthen your proposal, and may be requested by reviewers.
- 5. Project Monitoring and Evaluation:** This section should answer the question, “How will we know that the project is working successfully?” Project monitoring and evaluation involves two components: (1) ensuring project implementation by documenting anticipated outputs (also known as products), and (2) measuring the conservation outcomes (also known as impacts) of project activities.

- (1) **Anticipated Outputs:** Identify all expected project outputs, also known as products (e.g., management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Where appropriate, describe how outputs will be distributed to the relevant stakeholders, such as host country government agencies, resource managers, local communities, media, and civil society.
- (2) **Conservation Outcomes:** Conservation outcomes are the desired impacts of a project, such as a change in capacity, threat, or condition of a species or habitat, and should relate directly to your objectives. To track your progress toward achievement of each project objective, identify what you will measure (i.e., **indicators**), and how will you will measure it (i.e., methods, sample sizes, survey tools). For example:
 - For education and outreach, include examples of questionnaires or behavioral surveys that you will employ to measure how knowledge, skills, attitudes, and behaviors were affected by your project.
 - For training, assessment tools like exams or tests should be described and benchmarks for passing the training program should be stated.
 - For wildlife protection activities, you may wish to measure patrol days, person-hours, or prosecutions secured.
 - For reintroduction or veterinary programs, measures of success may focus on the number of animals moved or treated, survivorship, or overall population numbers.
 - Where appropriate, include direct measures of abundance or spatial extent for the focal species, population, or habitat to demonstrate the impact of project activities.

The USFWS values projects that report both the success and failures of efforts as a means by which an applicant can improve their performance and provide lessons learned to improve our efforts to conserve wildlife.

6. **Sustainability:** This section should answer the question, “What is your long-term vision for this project beyond the USFWS funding period?” Describe which project activities will continue beyond the time period described in your proposal, who will continue the work or act on the results you have achieved, and any ideas you have for future funding.
7. **Description of Organization(s) Undertaking the Project:** This section should answer the question, “Who are you?” Provide a brief description of the applicant organization and all cooperating organizations and agencies. State the activities for which each group or individual is responsible. 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 including marital status, religion or physical characteristics.
8. **Project Budget Table**
Things to consider when developing your Budget Table:
 - **Federally Funded Equipment:** If the U.S. Federal Government has paid for equipment for another award, applicants cannot claim it to be a matching or in-

kind contribution and SHOULD NOT include it in the 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.

- **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. If they so choose, applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match.
- **Program Income:** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Under this Fund, income earned during the project period of an approved award shall be retained by the recipient and used in one *or more* of the following ways:
 1. added to the funds requested from the FWS for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
 2. used to finance the non-Federal share of the project.

If your project will generate program income, provide: (1) a description of how the income will be generated, (2) an estimate of how much income will be made during the project duration, and (3) a description of how the funds will be used. If the income is to be used to conduct additional activities, you must include a Program Income column in your budget table and include all cost categories/items and associated amounts that the program income will cover.

Instructions for Budget Table:

Begin your project budget table on a new page. The budget table should include a column for all cost categories/items for the project, one column to show the cost calculation, a column for the total costs, one column for the requested USFWS funding, one or more columns for applicant and partner contributions, and, if applicable, a column for any program income that will be used to conduct project activities, as demonstrated here:

Category/ Budget Item	Cost Calculation	TOTAL COST	USFWS	“Applicant”	“Partner X”	“Partner Y”	Program Income <i>(if applicable)</i>
Totals							

Present all amounts in U.S. dollars

**We cannot accept the term “contingencies” in the budget as a line item*

Go to <http://www.fws.gov/international/dicprograms/Sample%20Budget.pdf> to view to view a sample project budget table.

The budget table should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. For example, a \$3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x \$15/night = \$3,300*. Wherever possible, cost calculations should be included in the Project Budget Table, but where necessary, additional description should be provided in the Budget Justifications. If the budget table requires more than one page, verify that the column headings that show donor organization and row titles appear on all pages.

- 9. 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 expensive items or large single purchases, provide detailed technical specifications or a pro-forma invoice. 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.
- 10. Governmental Endorsement:** Non-governmental applicants should include a RECENT letter of support (no older than two years) 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.
- 11. Map:** Provide one or more maps to clearly show the location of your project site within the regional or national context or within the species range. Ensure that the sites that you have referred to in the proposal are labeled on the map.

2. PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (MUST be signed by authorized representative)
- DUNS Number
- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Recent Letter of Governmental Endorsement
- Map
- Audit Report (Only necessary if your organization has expended more than \$500,000 of Federal assistance per year. For more information go to: <http://harvester.census.gov/sac/>)
- Foreign Contribution (Regulation) Act (India only)

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance
<http://www.fws.gov/international/DICprograms/sf%20424.pdf>

- A complete Standard Form 424b-Assurances
<http://www.fws.gov/international/DICprograms/sf%20424b.pdf>
- 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

3. SUBMISSION INSTRUCTIONS

A. REGISTRATION: Before submitting a proposal, you must be registered in the following databases:

- Dun and Bradstreet Number System (DUNS)
- Central Contractor Registration Database (CCR)
- Grants.gov (Domestic applicants only)

Dun & Bradstreet Universal Number System (DUNS): U.S. Government-wide policy requires that all applicants, organizations and individuals, both domestic and non-domestic, apply for, and include, a nine-digit Dun & Bradstreet Data Universal Number System (DUNS) on their proposal. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform>. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly. *The organizational address (Grant Administrator) must match the address in Dun & Bradstreet's system.*

Central Contractor Registration (CCR) Database: All domestic and most foreign applicants MUST be registered in the CCR database to apply for funding. Exceptions are: 1) all individuals 2) all Federal agencies 3) foreign applicants submitting a proposal for less than \$25,000. CCR is used by the U.S. government as the repository for standard information about applicants and recipients of federal funds. *Recipients* must maintain an active CCR registration with current information at all times during the project period. Domestic registrants go to: <http://www.ccr.gov> (click on "What you need to Register") Non-Domestic registrants go to: <https://www.bpn.gov/ccr/international.aspx>

Grants.gov:

Domestic Applicants: MUST apply through Grants.gov. If you do not have an account, you must register. Go to: Grants.gov/Get Registered

It may take up to three weeks to complete the Grants.gov registration.

B. SUBMISSION

Domestic Applicants: See instructions above for Grants.gov

Non-Domestic Applicants: May submit through Grants.gov or e-mail
Grants.gov: See above

E-mail: All documents must be printable on letter paper (8 ½" x 11"). Format all pages to display and print page numbers. We prefer to receive the entire proposal as a SINGLE file attachment. If you need to submit separate attachments please try to send them all together in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments so that we know the order of your submissions.

E-mail your proposal to the USFWS at WWB_Africa@fws.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 and to encourage coordination and collaboration among projects on the ground.

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:

- Builds capacity of a key target audience to make and implement decisions and perform functions and activities in an effective, efficient and sustainable manner (including providing training, equipment, technologies, and institutions needed to address current issues or emerging problems);
- Builds capacity to mitigate the impact of extractive industries, human-wildlife conflict, hunting for bushmeat, wildlife disease, and/or climate change;
- Identifies the appropriate and intended audience in need of capacity building;
- Defines the proposed biodiversity to be conserved, the direct threats to that biodiversity, and the actions proposed to reduce those threats;
- Provides a catalyst for activities in a previously neglected area with significant conservation value;
- Addresses conservation of a previously neglected species of significant conservation value;
- Uses innovative capacity building approaches;
- Develops a model project or program that can be replicated at other sites;
- 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 ongoing activities;
- Addresses a conservation need identified by a specialist group, or by a regional, national or global strategy;
- Conducts activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Implements an important element of a larger scale/scope project that would provide synergetic value;
- Applies the best scientific and technical information available in support of project activities;
- Provides project management experience to local personnel and strengthen the local capacity to manage conservation programs;
- Includes the participation of local people in the project activities, or otherwise contribute to local empowerment;
- Promotes networking, partnerships and/or coalitions;
- Implements a training program that has the potential to be sustained beyond the life of the grant;

- Advances the practice of conservation by being designed and implemented in a way that the effectiveness of the conservation action can be credibly assessed and shared.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal. Following review, applicants may be asked to revise the project scope and/or budget before a final funding decision can be made. The Division of International Conservation occasionally receives and funds proposals outside of the announced submission deadlines that are of such a critical nature (examples include projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others) that they warrant immediate consideration.

VI. AWARD ADMINISTRATION

Award Notices: Successful applicants will be emailed written notice in the form of an Assistance Award document, along with an enrollment form for the Automated Standard Application for Payments (ASAP) for their banking information. Applicants whose projects are not selected for funding will receive an e-mail notice within 180 days from the date of their proposal submission.

Administrative and National Policy Requirements: Go to <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> to review the Division of International Conservation's *Assistance Award Guidelines*, which details the policies, terms and conditions applicable to awards made under this program.

Please note that all payments made to recipients after September 30, 2011 will be through Automated Standard Application for Payments (ASAP).

Reporting: The standard reporting requirements are:

- **Mid-Term:** a **performance report** and a **financial status report**, due 30 days after the first half of the project period; and
- **Final:** 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 project period.

The above reporting requirements will apply to all awards unless otherwise indicated in the Scope of Work section of the award document. Requirements for more frequent reporting will be at the discretion of the FWS Program Officer and may be modified by the FWS Program Officer during the project period. See the Division of International Conservation's *Assistance Award Guidelines* document at <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> for additional reporting information.

VII. AGENCY CONTACT

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PAPERWORK REDUCTION ACT STATEMENT: The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. Your response is required to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. We estimate that it will take an average of 22 hours to complete the application and 40 hours to complete a report. These burden estimates include time for reviewing instructions and gathering data. OMB has approved this collection and assigned OMB Control No. 1018-0123, which expires 05/31/2011. The burden estimates do not include the time needed to complete Standard Forms associated with the application and financial reports. You may send comments concerning the burden estimates or any aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mailstop 222, Arlington, VA 22203.