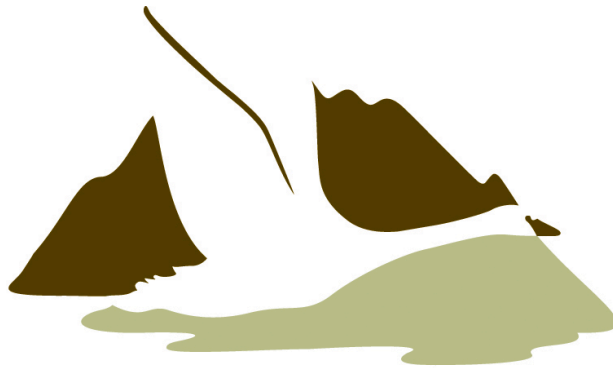


# CAPACITY GRANTS PROGRAM

FY 2010

## Funding Guidelines

November 2009



INTERMOUNTAIN WEST  
JOINT VENTURE

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*conserving habitat through partnerships*

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## GENERAL INFORMATION

### Intent of the IWJV Capacity Grants Program

The IWJV functions to support strategic and partnership-based bird conservation in accordance with the goals and objectives of the North American Waterfowl Management Plan (NAWMP), U.S. Shorebird Conservation Plan (USSCP), North American Waterbird Conservation Plan, and Partners in Flight Landbird Conservation Plan, and the State Wildlife Action Plans (SWAP) as they apply to IWJV objectives. The IWJV is committed to: 1) biological planning/conservation design (determining what needs to be done and where to maintain bird populations at desired levels), 2) habitat delivery (assisting our partners with on-the-ground habitat conservation), and 3) monitoring/evaluation/applied research (supporting key monitoring programs and assumption-driven research).

The 2005 IWJV Coordinated Bird Conservation Plan seeks achievement of the stated goals and objectives of the major bird conservation initiatives. However, the specific priorities and objectives are identified in the Coordinated Implementation Plans for Bird Conservation (IWJV State Plans) established by the IWJV State Steering Committees for each of the eleven states located within the boundaries of the IWJV. Thus, project proposals should specifically demonstrate clear linkages to priority habitats and species identified in the 11 IWJV State Plans. The eleven IWJV State Plans and the general IWJV Coordinated Bird Conservation Plan can be viewed or downloaded from the IWJV website ([www.iwlv.org](http://www.iwlv.org)).

The following landscapes have been initially identified by the IWJV Science Teams as having JV-wide significance to each of the four major bird groups (see maps; available on IWJV website at [www.iwlv.org](http://www.iwlv.org)). Capacity Grants projects addressing the needs of these bird groups in these landscapes will be given higher priority than those focused on other landscapes.

The Capacity Grants Program was developed to provide members of our State Steering Committees (SSCs) with additional resources to deliver on-the-ground habitat conservation projects and meet other bird conservation needs that address IWJV priorities as described in the 2010 IWJV Annual Operational Plan (AOP) and the Desired Characteristics of Joint Venture Partnerships (JV Matrix). The 2010 AOP and JV Matrix are available on the Capacity Grants page of the IWJV website ([www.iwlv.org](http://www.iwlv.org)). Proposals should address the capacity needs described in these two documents. The grants are intended to build the habitat conservation delivery capacity of our partners to access significant funding from other programs (Farm Bill, NAWCA, etc) and help our partners fill key needs related to the elements of the JV Matrix.

It is intended that successful capacity grants will result in sustainable conservation partnerships. These partnerships may be organized around focus areas, priority habitats, promising funding sources (e.g., Farm Bill programs), or community-based coalitions. These conservation partnerships, once supported with IWJV funds, work to strengthen their infrastructure and expand their ability to contribute to IWJV habitat objectives. Our intent is to support these groups or partnerships long enough to get them “on their feet” and then move on to others needing help. Therefore, Capacity Grants are “venture capital” in nature and are given to groups and partnerships showing promise of being able to implement habitat conservation projects in the long-term but need financial help to get started. Capacity Grants can be awarded to small local organizations or proven IWJV partners (e.g., state and federal agencies, non-governmental organizations) seeking to emphasize habitat work and other aspects of bird conservation in particular landscapes. These Capacity Grants are not intended to directly fund monitoring, evaluation, or research projects.

### Capacity Grant Funding Availability and Allocation by SSC

The IWJV intends to award at least one (1) Base Capacity Grant of up to \$15,000 annually to each SSC, pending acceptable applications. The additional Capacity Grants Program funds will be made available on a JV-wide competitive basis with a \$15,000 cap per grant.

Proposals that have previously been granted funding through the Capacity Grant Program and request multiple year funding will be required to resubmit the funding request application annually. Resubmitted funding applications will be subject to the standard review and approval process. The IWJV administered a Capacity Grants Program in FY 2008 and FY 2009. As indicated at the time, it is the intent of the IWJV to award funding for subsequent years of multi-year projects, if needed and requested, pending acceptable progress.

The IWJV has allocated up to \$312,500 in FY 2010 for the Capacity Grant Program. The IWJV funds are mostly federal funds provided by the U.S. Fish and Wildlife Service but also include some non-federal funding from ConocoPhillips, a long-time IWJV Board member and supporter of IWJV programs. It is the responsibility of the successful applicant to clarify with the IWJV Coordinator the type of funding (federal or non-federal) used for their Capacity Grant before using it to leverage additional federal funds.

### Partnerships

Partners are defined as those who contribute (cash or in-kind services) toward a capacity grant project. Partnerships should be broadly based, with a diversity of partner categories. A mix of state and federal agencies, non-government conservation agencies, and other conservation groups working toward focused habitat conservation delivery would be considered optimum.

### Project Types

As described above, the IWJV is seeking to help its partners build bird habitat conservation delivery capacity. The IWJV is seeking innovation from its SSCs with this program, thus has not established a "list of project types" that are eligible. In its most direct sense capacity means people working to: develop priorities for science-based habitat work; conduct outreach and build partnerships; identify projects; line up funding from various programs; and coordinate partnerships to achieve targeted habitat delivery. Capacity Grants, by nature, will typically fund people to meld the IWJV's biological priorities with projects and programs – but the IWJV expects, within the project lifespan, tangible bird conservation accomplishments that can be clearly linked to the increased capacity.

The following project types are not eligible for Capacity Grants funding: 1) direct on-the-ground habitat projects, 2) direct monitoring, evaluation, and research projects,

Capacity Grants can be used for local, regional, or JV coordination of bird conservation efforts as long as those efforts are directed towards the capacity grant requirements, as described above: *catalyze local/regional partnerships; develop priorities for science-based habitat work; conduct outreach and build partnerships; identify projects; line up funding from various programs; and coordinate partnerships to achieve targeted habitat delivery.* Capacity grants are intended for assistance with building and sustaining capacity for bird conservation and are not intended for long-term support of bird conservation programs. Therefore, projects cannot receive capacity grant funding for more than three years.

The critical question to be addressed by Capacity Grant applicants is as follows: *How will their Capacity Grant request accomplish habitat protection, restoration, or enhancement achieving IWJV objectives that would not likely happen otherwise?*

### Fund Leveraging

The primary intent of the Capacity Grants Program is to grow the habitat delivery capacity necessary for partners to realize project funding that would not have likely materialized without the increased capacity. The IWJV encourages fund leveraging and will factor fund leveraging into its decision-making. While we encourage such fund leveraging, there is no “match requirement” or cost-share obligation for the IWJV Capacity Grant. The IWJV is seeking both direct and indirect fund leveraging, as follows:

- Direct Fund Leveraging: The funds or in-kind services committed by other partners to establish the capacity.
- Indirect Fund Leveraging: The project funds likely to be devoted to on-the-ground bird habitat conservation projects as a result of the capacity. The indirect fund leveraging should be estimated in the context of being above “baseline” or standard allocations for bird habitat conservation in the project area.

## PROJECT SUBMISSION PROCESS

Applicants are required to follow the format specified on page 9. Deviation from this format will disqualify funding assistance applications. Applicants must submit a hard copy and a **single** electronic version, which should include: the proposal and all associated maps, table, graphics, support letters, etc. The electronic version of the proposal must be a Microsoft Word or PDF file. File name should read as follows:

NameofApplicantOrganization\_ProposalTitle\_StateAbbreviation\_2010

**Maximum electronic file size is 5MB.**

Applicants requesting second or third-year funding requests for proposals funded through the 2009 Capacity Grants cycle are not required to re-write their previously funded grant proposal. However, the following is required for second and third-year funding requests:

- Capacity Grant Proposal with appropriate dates and any adjustments from the previously funded proposal clearly noted and explained.
- Progress Report (up to date) describing the activities and accomplishments in Year 1.
- Letters of support for continuation of the project.

The following provides an overview of the timing of the 2010 Capacity Grants Cycle:

- Proposals are accepted at any time but must be submitted to the respective Joint Venture State Steering Committee, with copies to the IWJV Assistant Coordinator, by **January 22, 2010** to be considered in the current cycle (see “State Steering Committee” section below for contact information).
- Each State Steering Committee will review, rank (as prescribed by the IWJV ranking criteria below), and submit all Capacity Grant proposals to the IWJV Assistant Coordinator by **March 5, 2010**.

- The IWJV Staff and Science Advisory Committee will review and rank all proposals and develop funding recommendations that will be presented at the Spring IWJV Management Board Meeting.
- The IWJV Management Board will make funding decisions at the annual Spring Board Meeting; **April 21-22, 2010**.
- The Joint Venture Coordinator will notify successful applicants and State Steering Committee Coordinators of the ranking decisions by the Management Board
- Each State Steering Committee will review unfunded proposals in consultation with the IWJV Assistant Coordinator for recommended alternative funding (e.g., National Fish & Wildlife Foundation grant, etc.).

## PROJECT SELECTION CRITERIA AND RANKING

### Project Technical Scoring Criteria and Criteria Values

- A. Avian Benefits:** **0 to 40 points**
- List and describe the anticipated benefits of the increased capacity and quantify, where possible, the expected benefits to waterfowl, shorebirds, waterbirds, and landbirds. Emphasize: priority bird species and habitats listed in the IWJV State Plans; specific applicability to any of the four major bird conservation plans (NAWMP, PIF, USSCP, and NACWP); and the relationship of the project to the State Wildlife Action Plan.
  - Does this proposal demonstrate a clear linkage with continental bird habitat conservation plans (NAWMP, USSCP, NACWP, PIF)? If so, explain how it is linked.
  - Describe the benefits to special status avian species (T/E species, state of federal species of concern, species of greatest conservation need).
  - How does this proposal address the needs of priority bird species as described by the IWJV Science Teams (JV-wide priority landscapes)?
  - Describe what habitat types the grant will focus on and expected benefits?
- B. Leveraging:** **0 to 20 points**
- How much funding is committed by other partners to establish the capacity?
  - What is the ratio to the IWJV Capacity Grant funding?
  - How much funding is likely to be devoted to on-the-ground bird habitat conservation projects as a result of the capacity during the project period? The indirect fund leveraging should be estimated in the context of being above “baseline” or standard allocations for bird habitat conservation in the project area.
- C. Partnerships:** **0 to 15 points**
- What is the number and relative diversity of partners (defined as those contributing cash or in-kind services) that will receive a higher rating? (In-kind services are allowed as long as the activity meets overall project objectives.)
  - Explain the unique and/or special aspects of the partnership.

- How will the capacity grants proposal's objectives contribute to the continuation of the conservation effort over the long-term?

**D. Urgency-Threat-Unique Circumstances:** **0 to 10 points**

- Briefly state the rationale, if any, for the capacity to be developed in the immediate future. Is there an urgency to fund this proposal and what is the basis for such urgency? Consider local developmental threats, potential loss of water sources, the window of opportunity involved, possible expiration of partnership funds, etc.
- Will an important opportunity for bird conservation be lost?
- Are there other circumstances that set this proposal above others due to required timing of the proposed work?
- Is this proposal likely to generate other bird conservation activities?

**E. Linkage to State Wildlife Action Plans** **0 to 15 points**

- Is this project specifically linked to implementation of a State Wildlife Action Plan? If so, explain how it is linked, providing specific supporting evidence of how the state fish and wildlife agency is involved with and supports the project.

### State Steering Committee Rank

State Steering Committee project ranking will be used by the IWJV Staff and Science Advisory Committee to formulate a slate of proposals to be forwarded to the IWJV Management Board for funding consideration. Each State Steering Committee Chair will provide a letter to the IWJV Assistant Coordinator stating the following:

- A prioritized numeric ranking of all State proposals.
- A brief rationale for the ranking.

## FUNDING ASSISTANCE AGREEMENT AND REPORTING REQUIREMENTS

Successful funding recipients will be required to execute a Funding Assistance Agreement on behalf of the partnership.

Reporting requirements are as follows:

- Final summary of expenditures.
- Summary of the work accomplished through the capacity grant and the direct on-the-ground conservation work catalyzed by the capacity grant.
- Evaluation of how well project objectives were accomplished.
- Additional objectives realized
- Progress Report, in the case of multi-year proposals, is due prior to the subsequent funding cycle proposal application deadline.

**Expenditure of Funds**

Capacity Grant funds provided through this process must be expended within the period of performance identified in the funding assistance agreement.

## IWJV CAPACITY GRANT FUND REQUEST COVER PAGE

Date Submitted: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project State: \_\_\_\_\_ Congressional District: \_\_\_\_\_  
 Bird Conservation Region: \_\_\_\_\_ Bird Habitat Conservation  
 Area (BHCA): \_\_\_\_\_

Funding Assistance Contact Organization: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Description**

Not to exceed four **(4)** pages, excluding map. These four pages shall be comprised of a 2-page Project Description and 2 pages devoted to the Project Selection Criteria and Ranking elements (see A-E above). Maximum electronic file size cannot exceed 5MB.

1. Clearly state the need for additional capacity and how that capacity will be translated into on-the-ground habitat conservation achievements.
2. State if project proposal is a multiple-year project, and anticipated duration of project. (Note: Proposals that have been granted funding through the Capacity Grant Program and request multiple year funding will be required to resubmit the funding request application annually. Resubmitted funding applications will be subject to the standard review and approval process.)
3. Clearly state the specific, measurable objectives of the project. Objectives expressed in quantitative terms will result in a higher rating. Clearly state project activities and how they will be accomplished.
4. Clearly explain how the capacity requested in this proposal will draw from IWJV biological planning and conservation design (IWJV State Plans and more recent planning) to achieve focused bird habitat conservation activities addressing the regional priorities established for the applicable national bird conservation plans (NAWMP, PIF, USSCP, NACWP).
5. Work to be accomplished, magnitude and duration of benefits.
6. Timetable for accomplishment of capacity grant activities.
7. Project area map.

**Partners and Project Budget**

Partner information (names, affiliation, contributions, and partner letters of support which document contributions) must be included with the proposal.

**Proposal Budget Table**

When developing the proposal Budget Table, the following considerations should be included:

- Capacity Grant Supported Activities (include specifics i.e., personnel, travel, leases/rentals, administrative costs)
- Funds Requested from the IWJV
- Non-federal Partner funding
- Federal Partner funding

CAPACITY GRANT SUPPORTED ACTIVITIES	Funds Requested from IWJV \$	NON-FEDERAL PARTNER FUNDING	FEDERAL PARTNER FUNDING \$	\$ TOTAL \$
TOTAL \$				

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## Intermountain West Joint Venture Coordination and SSC Contacts

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