

## PLJV Small NAWCA Grant Checklist

Developing a small North American Wetlands Conservation Act (NAWCA) grant proposal is not as complicated as a standard NAWCA, but still takes some organization and planning. Given the limited people and organizations conducting habitat work in the PLJV region, and the small size of many of the wetlands, small NAWCA projects may be the most appropriate for the PLJV area.

The Small NAWCA proposal deadline falls on October 30, 2008 and will likely fall near the end of October in coming years. Partner discussions about proposals should start from five to three months prior to the proposal deadline.

Communication between potential applicants and the PLJV staff is helpful for both parties. The PLJV staff has experience in writing and submitting NAWCA proposals, and can help with proposal development in a variety of ways. In addition, Joint Ventures rank Small NAWCA proposals during the national review process, and the PLJV needs to be aware of all proposals coming in from its region (see map below).

The PLJV suggests that applicants send two drafts of the proposal to staff over the course of proposal development, with enough lead time between drafts to incorporate changes, if need be, prior to submitting the proposal. We encourage sending first drafts at least 2 ½ months prior to the deadline, and the final draft approximately one month before submitting the proposal. Applicants may want to develop a timeline with specific dates relative to the proposed deadline date for completing each of the items on the checklist below. Applicants should also ensure that all project partners know when each piece of information for the proposal will be needed.

Begin the small NAWCA application process by reviewing the small grants proposal instructions at: <http://www.fws.gov/birdhabitat/NAWCA/USsmallgrants.html>. A call to the PLJV staff will help determine eligibility, and whether the project would be a strong candidate for the program. PLJV staff can help put a project together if the applicant is unsure how to proceed with an idea. Below is a checklist of the items applicants need to have, or have available, for submitting a small NAWCA proposal.

- ✓ Several partners contributing to the proposed project
- ✓ 1:1 non-federal match to NAWCA request ratio
- ✓ Partner letters of commitment from those providing matching dollars (either using dollars spent or committing to dollars to be spent in the next two years) - NOTE: Partner letters are critical to the proposal and often left to the last moment when glitches can occur. It works best, if these letters are gathered no later than two weeks prior to submitting the proposal.
- ✓ Completed cover page
- ✓ Completed summary table (This should be done last, ensuring that budget and acreage figures within the proposal match what is in the summary table – Alternatively this table can be used to organize the financials of the proposal)
- ✓ Two page (ONLY) project description with section titles matching those in the proposal instructions
- ✓ Map of the project area (PLJV may be able to help if necessary)
- ✓ Project budget sheet with figures that match those in the proposal (both acres and dollars)
- ✓ Two page (ONLY) answer to evaluation questions. Consider the following when answering these questions:

1. Is specific bird information available for the area, for example: numbers of migrating/wintering waterfowl, numbers of migrant or breeding shorebirds,

numbers of migrant or breeding waterbirds, numbers of breeding, migrant or wintering landbirds?

2. What endangered species (federal or state) inhabit the project area? Might they return if the project is completed?

3. What are the unique or exciting aspects of the project (e.g. first time that farmers have grouped together to collaborate on a playa project, county is branching out to provide for eco-tourism through habitat conservation, etc.) This is a place to help pull your proposal out of “the pack” and shine!

✓ Standard Form 424

The PLJV has a good track record with NAWCA proposals and staff looks forward to developing more small NAWCA proposals with Joint Venture partners.

Appendix A: 2008 map of small NAWCA units administered by the various U.S. Joint Ventures. All projects within the Playa Lakes JV area will be ranked by the PLJV prior to grant decisions being made by the Wetlands Council.

