

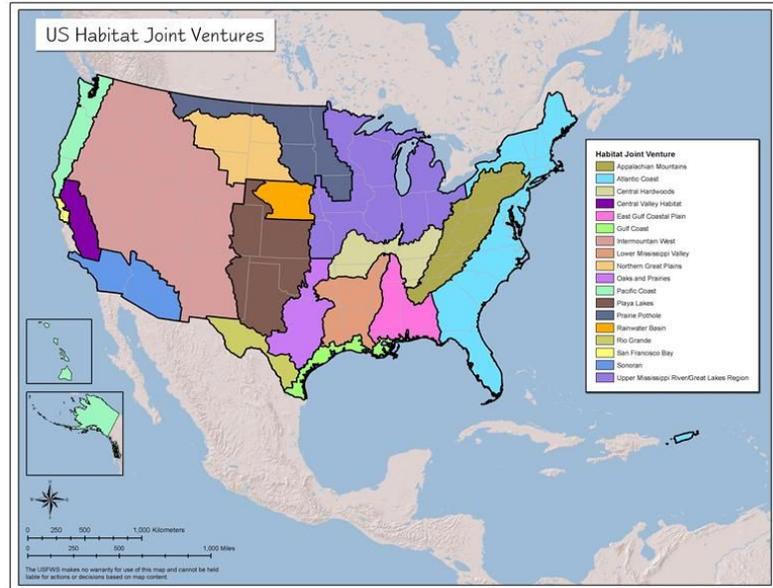


## NAWCA Small Grant Checklist

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. Developing a small North American Wetlands Conservation Act (NAWCA) grant proposal is not as complicated as a standard NAWCA, but still takes organization and planning.

Begin the small NAWCA application process by reviewing the small grants proposal instructions on the [Small NAWCA website](#). 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 contribution statements from those providing matching funds  
*NOTE: Partner statements are critical to the proposal and often left to the last moment when glitches can occur. It works best if these statements are gathered no later than two weeks prior to submitting the proposal.*
- ✓ Completed cover page
- ✓ Completed Proposal Summary page
- ✓ Completed Financial Plan table  
*NOTE: This is best done first, ensuring that budget figures within the proposal match what is in the summary and elsewhere throughout the proposal.*
- ✓ Two page (ONLY) project description and timetable with section titles matching those in the proposal instructions
- ✓ Two page (ONLY) answer to the eight evaluation questions
- ✓ Tract Table with tract numbers corresponding to those in the Financial Plan table
- ✓ Map(s) of the project area (PLJV may be able to help if necessary)
- ✓ Project polygons in GIS formats
- ✓ DUNS number
- ✓ Standard Form 424 and 424D

Partner discussions about proposals should start from five to three months prior to when you would like to submit your proposal. Communication between potential applicants and PLJV staff is helpful for both parties. A call to the PLJV staff will help flesh out an idea, determine eligibility, and whether the project would be a strong candidate for the program. 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 PLJV needs to be aware of all proposals coming in from its region (see map).

We recommend that you start your proposal writing process at least two months prior to when you would like to submit. 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 prior to submitting the proposal. We encourage sending a first draft at least 1½ months prior to the deadline, and the final draft approximately three weeks before submitting the proposal. Applicants should also ensure that all project partners know when each piece of information for the proposal will be needed.

The Small NAWCA proposal deadline is generally mid- to late fall. Ensure that you know the deadline, found on the [Small NAWCA website](#) before beginning proposal preparation. However, we suggest contacting us the minute you think you'll be submitting a proposal and we will send detailed information on timelines and hints and suggestions for developing a proposal. There can be several moving parts to the proposal development process; some may require preparation well before the deadline.

Portions of the grant application must be submitted through [grants.gov](#). If you have not previously worked with grants.gov, please access the site at least three weeks prior to when you would like to submit, in order to receive a username and password. The application process takes a long time and you don't want to be caught with a complete proposal and no way to file it.

PLJV has a good track record with NAWCA proposals and we look forward to developing more Small NAWCA proposals with Joint Venture partners.

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