



# 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 2014

Funding Opportunity Title: FWS-DIC-WWB-AFR2014

Announcement Type: New Applications

Funding Opportunity Number: F14AS00013

**Submission Deadline: January 15, 2014**

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***Failure to register in the System for Award Management (SAM) and provide complete information, as outlined below, may cause delays, postponement, or rejection of a grant application.***

## IA. DESCRIPTION OF FUNDING OPPORTUNITY

The Congo Basin is a globally important region for forest and biodiversity conservation. The U.S. Fish and Wildlife Service (USFWS) works closely with national governments, U.S. agencies, and a range of other partners to ensure a strategic, results-based approach to wildlife conservation in the basin. In collaboration with U.S. Agency of International Development's (USAID) Central Africa Regional Program for the Environment (CARPE), the USFWS is providing this funding opportunity to improve protected area management, reduce threats to key wildlife populations, and develop the requisite individual and institutional conservation capacity to undertake long-term conservation programs.

It is anticipated that grant funding through the USFWS Multinational Species Conservation Funds will continue to provide support on a competitive basis to other Congo Basin countries and corresponding landscapes, as well as other African countries not covered in the priorities outlined below.

The FY 2014 call for applications will be limited to the following geographic and thematic areas below. USFWS personnel will determine the appropriate geographic and thematic area for each proposal, and may consider proposals submitted to other USFWS grants programs.

### 1. Gabon

**Description:** The basins of the Congo and Ogooué rivers comprise the second largest expanse of tropical forest on Earth. The creation of Gabon's National Parks network and National Parks Agency (ANPN) demonstrates international leadership in biodiversity conservation and protected area management. Yet despite these tremendous achievements, the ability of Gabon to successfully protect its national biological treasures remains significantly challenged. USFWS will support activities by ANPN's partner organizations to reduce threats to wildlife both in and around its protected area network. Applicants are encouraged to work with ANPN before submission to discuss current needs and coordinate activities.

**Funding Mechanism:** Multiple, one-year grants. Individual proposals requesting less than \$100,000 USD may have a higher likelihood of being selected. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

**Desired Results:** Reduction of illegal killing of elephants; mitigation of the impacts of extractive industries in national parks and buffer zones; improved management of national parks and buffer zones; conservation and management of marine and aquatic biodiversity; and sustainable revenue for conservation activities through tourism.

### 2. Tsuapa-Lomani-Lualaba (TL2)

**Description:** The Tsuapa-Lomani-Lualaba (TL2) conservation area in the Democratic Republic of Congo is home to a significant population of bonobos as well as forest elephant, Congo peacock, okapi, and a recently discovered *Cercopithecus* monkey. In the TL2, the USFWS will continue to provide support to the creation of new protected areas, wildlife and threat monitoring, participatory management, and law enforcement.

**Funding Mechanism:** A single, five-year cooperative agreement developed in collaboration with relevant authorities and non-government organizations operating in the landscape. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

Desired Results: The reduction of illegal killing of elephants; improved management of national parks and buffer zones; proper wildlife surveys to map the distribution and density of key wildlife populations in national parks and concessions; decreased profitability and incentive for commercial bushmeat hunters; and strong local constituency that supports protected areas and conservation activities.

### **3. Reducing Bushmeat Consumption and its Commercial Trade**

Description: USFWS will support national and regional activities designed to reduce bushmeat consumption and its commercial trade. Proposals should focus on reducing the commercial bushmeat trade in timber or mining concessions or other work camps and/or demand by consumers in urban centers. Proposals have a higher likelihood of being selected that (a) identify key human behavior(s) to be changed; (b) define credible measure(s) and a project design in the Monitoring and Evaluation section to document behavioral change and to assess effectiveness of project activities; and (c) demonstrate that threatened species are at risk of extirpation due to the bushmeat trade. Post-submission, USFWS may ask applicants to align measures of effectiveness across awarded projects.

Funding Mechanism: Multiple, two-year grants. Individual proposals requesting less than \$250,000 USD total may have a higher likelihood of being selected. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

Desired Results: Reduced bushmeat consumption in logging and other extractive industry camps or other work camps. Reduced consumer preference for bushmeat by urban consumers. Decreased availability of bushmeat in hotels and restaurants. More explicit links between data collection on the bushmeat trade and use of that information by in-country decision-makers and law enforcement agents. More effective messaging in the media and development community on the link between wildlife declines and human livelihood impacts, and between bushmeat and emerging zoonotic diseases.

### **4. Wildlife Security – Legal Systems**

Description: USFWS will support national efforts to assist governments of the Congo Basin countries to ensure the effective prosecutions of wildlife crimes, apply appropriate penalties, and undertake integrated outreach campaigns to increase awareness of enforcement activities. Proposals have a higher likelihood of being selected that (a) identify key aspects of wildlife law enforcement to improve; (b) define credible measure(s) and a project design in the Monitoring and Evaluation section to document law enforcement improvement and to assess effectiveness of project activities; and (c) demonstrate that threatened species are at risk of extirpation due to lack of enforcement of wildlife law. Post-submission, USFWS may ask applicants to align measures of effectiveness across awarded projects.

Funding Mechanism: Multiple, one-year grants. Individual proposals requesting less than \$50,000 USD have a higher likelihood of being selected. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

Desired Results: Increased awareness, political will and legal system capacity to enforce wildlife laws and assure effective prosecutions; greater awareness and political will among government agents and policy-makers to detect, apprehend and prosecute wildlife criminals and to dismantle smuggling networks; and greater capacity among range state governments in Central Africa to carry out law enforcement and other key functions to reduce illegal killing of elephants and to deter and detect ivory smuggling.

## **5. Wildlife Security – Field Conservation and Conservation Area Creation**

Description: USFWS will support efforts to create and manage high value conservation areas and other field activities designed to conserve habitats, sites, and species not identified elsewhere in this Notice of Funding Availability. Example activities include well-designed investigations into the biological and conservation value of areas proposed for protection, augmentation of the national government's capacity to protect and manage high value sites, and targeted recovery of species that are threatened by illegal activities, such as pangolins and okapi. Proposals have a higher likelihood of being selected that (a) identify key results of protected area establishment, management, or field activities that will result from the grant; and (b) define credible measure(s) and a project design in the Monitoring and Evaluation section to assess effectiveness of project activities. Post-submission, USFWS may ask applicants to align measures of effectiveness across awarded projects.

Funding Mechanism: Multiple, one-year grants. Individual proposals requesting less than \$100,000 USD have a higher likelihood of being selected. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

Desired Results: Increased habitat protection and improved wildlife law enforcement capacity and the sustained conservation and management of biodiversity at the site level.

## **6. Applied Wildlife Science**

Description: USFWS may support national and regional activities designed to improve and inform the conservation of Central African species and habitats through applied wildlife science. Example activities include the collection of reliable scientific data for management, efforts to establish sustainable offtake levels for freshwater fish stocks and legally hunted species, status assessment of species and threats, and analysis of the effectiveness of conservation interventions, including socio-economic surveys of human values and behaviors. Proposals will be strengthened by: (a) a compelling and clearly articulated scientific question, pursued with the scientifically rigorous methods; (b) a direct link between data collection and application, including an explanation of how lack of information has limited conservation action to reduce threats in the past, and/or a letter of support from a national wildlife authority identifying how the results will be applied; (c) transfer of scientific capacity to Central African individuals (if the applicant is from outside from Central Africa), and (d) science that targets species impacted by the illegal wildlife trade. Budget requests for fieldwork of graduate and academic work are eligible; budget requests for tuition and related expenses are not.

Funding Mechanism: Multiple, one to two year grants. Individual proposals requesting less than \$25,000 USD total have a higher likelihood of being selected. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

Desired Results: Protected area managers and field personnel have the capacity, information and equipment to identify, monitor, and take action against key threats to Central African wildlife; and no species endemic to Central Africa becomes extinct.

## **7. USFWS MENTOR Signature Initiative**

Description: USFWS's MENTOR Signature Initiative (Mentoring for ENvironmental Training in Outreach and Resource conservation) builds trans-disciplinary teams of emerging African conservationists. Through mentoring, experiential learning, academic and field-based training programs, these teams learn to work together to solve problems on high priority conservation challenges.

USFWS seeks to support a team-building program that addresses a key threat to wildlife in the Congo Basin, including one or more of the following themes: poaching for ivory or bushmeat, unsustainable subsistence harvest, wildlife disease, incompatible extractive industry practices (forestry, mining, oil, agriculture, or fisheries), limited political will for conservation, gaps in community conservation, or weak enforcement of wildlife law. Projects that develop team capacity for national parks, buffer zones, species conservation, community conservation, wildlife security and law enforcement, conservation communications for decision makers, land use planning or behavior change are eligible. For more information on USFWS' MENTOR Signature Initiative, or to suggest a theme not identified above, please contact Ms. Nancy Gelman (details below) or see the USFWS website: <http://www.fws.gov/international/wildlife-without-borders/africa/>.

**Funding Mechanism:** A single, two-year cooperative agreement of up to \$500,000 total. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply. Partnerships between range country training institutions and field practitioners are encouraged.

**Pre-Proposal Process:** **A pre-proposal concept of up to four pages should be submitted**, including a one page summary budget. Applications that are found meritorious and programmatically relevant will be notified of the opportunity to submit a full application. Only the accepted pre-proposals will be requested to further develop the concept and submit a full proposal for review.

The pre-proposal should answer the following questions:

*“How would this project build the capacity of a trans-disciplinary team of emerging African conservationists who can work together to problem solve on key threats to wildlife and habitats in Central Africa?”*

*“What specific products and measureable conservation outcomes will be produced by the team?”*

The project proposal must be limited to one or more of the following Central Africa countries: Gabon, Republic of Congo, Democratic Republic of Congo, Cameroon, Chad, Central African Republic, and Equatorial Guinea.

It should briefly summarize the project and include:

- ✓ Title
- ✓ Geographic location
- ✓ Brief overview of the key threats to wildlife and habitats addressed by the proposed MENTOR program, organizations and key personnel
- ✓ Proposed academic degree or certificate that MENTOR “Fellows” will earn (e.g. Post-graduate Diploma or Master’s degree)
- ✓ Number of MENTOR “Fellows” to be part of the Team (at least eight recommended)
- ✓ Ideas on composition of Team of MENTOR Fellows (e.g. different academic disciplines or sectors to be represented)
- ✓ Ideas on recruitment of Team of MENTOR Fellows
- ✓ Description of mentoring and team building approach
- ✓ Anticipated outputs, conservation outcomes
- ✓ Timeline
- ✓ Budget

For more information on developing a project proposal contact: Nancy Gelman, USFWS Wildlife Without Borders-Africa Program Officer, email: [nancy\\_gelman@fws.gov](mailto:nancy_gelman@fws.gov); phone: +1-703-358-2125

## **IB. DESCRIPTION OF PLANNED 2014 CONGO BASIN PROJECTS**

In addition to the call for proposals above, the Wildlife Without Borders–Africa program will continue supporting the following key conservation projects begun in 2013:

### **l'Agence Nationale des Parcs Nationaux (ANPN) – Gabon**

The Parks Gabon project, a collaboration between the U.S. Fish and Wildlife Service (USFWS) and Gabon's Agence Nationale des Parcs Nationaux (ANPN), aims to enhance the near- and long-term capacity of ANPN to respond to the increased threats of elephant poaching and extractive industry expansion (oil, mining, forestry, and fishing) within and around the national park network. A component of this agreement will include the continuation and expansion of the MENTOR-FOREST Master's degree program based at the Forestry College (ENEF). The USFWS will continue to partner with ANPN and other organizations to respond directly to existing and emerging needs at all of Gabon's protected areas, including support for "model parks" as learning laboratories for management effectiveness and training. Efforts will raise capacity for wildlife law enforcement and trade.

**Funding Mechanism:** USFWS plans to support year two of a five-year cooperative agreement of \$3,000,000 per annum developed in collaboration with Gabon's ANPN.

**Desired Results:** Reduction of illegal killing of elephants; mitigation of the impacts of extractive industries in national parks and buffer zones; improved management of national parks and buffer zones including marine and aquatic systems; and sustainable revenue for conservation activities through tourism.

### **Ecole de Faune de Garoua–Cameroon**

USFWS will continue to collaborate with Ecole de Faune de Garoua and Cameroon's protected area authorities on the development of training programs to increase national and regional capacity for wildlife management and effective law enforcement.

**Funding Mechanism:** USFWS plans to provide \$100,000 to provide scholarships and faculty development grants.

**Desired Results:** Ecole de Faune de Garoua and its faculty have the capacity to design and deliver effective education and training programs on protected area management and species conservation.

### **Virunga National Park**

**Description:** Virunga National Park contains the highest biological diversity of any national park in Africa, with 2,000 plant species, 706 bird species, and 218 mammal species, including hippos and one-third of the world's mountain-gorilla population. Despite recent setbacks in the security situation, Virunga National Park has made significant progress in the development of its ranger force, tourist facilities (in FY11, tourist revenues approached \$1 million), and local livelihood projects. USFWS will provide operational support to enable park operations and support the further development of tourism opportunities necessary to develop a park constituency at local and national levels as well as securing a revenue source for park staff.

**Funding Mechanism:** USFWS plans to support year two of a five-year cooperative agreement of \$250,000 per annum developed in collaboration with the Congolese Wildlife Authority (Institut Congolais pour la Conservation de la Nature, ICCN) and the non-governmental organizations currently active in Virunga National Park.

**Desired Results:** Mitigation of the impacts of extractive industries in national parks and buffer zones; improved management of national parks and buffer zones; reduction in illegal wood harvest for charcoal production; strong local constituency that supports the park; wildlife security; and sustainable revenue for conservation activities through ecotourism.

### **Sangha Trinational and Odzala National Park**

**Description:** The Sangha Trinational Landscape, a new World Heritage site, encompasses three contiguous national parks buffered by timber concessions. The landscape supports large populations of elephants, great apes, and many other endangered species. Odzala National Park and its surrounding timber concessions play an equally important role in conserving the biodiversity of this contiguous forest ecosystem. USFWS will continue to support activities in these areas aimed at developing conservation capacity, mitigating threats from poaching and extractive industries, enhancing law enforcement, monitoring wildlife populations and threats, and assisting in the development of sustainable revenue schemes through ecotourism.

**Funding Mechanism:** USFWS plans to support year two of a five-year cooperative agreement of \$2,000,000 per annum developed in collaboration with government agencies and non-governmental organizations currently active in the Sangha Trinational landscape, Odzala National Park, and their surrounding timber concessions.

**Desired Results:** Reduction of illegal killing of elephants and mitigation of the impacts of extractive industries in national parks and buffer zones, including the adoption of management plans and best practice guidelines by extractive industries that clearly define the activities they will undertake to maintain healthy wildlife populations; improved management of national parks and buffer zones; reduced bushmeat consumption in logging (or other extractive industry) camps; reduced use of infrastructure and transport in logging and mining concessions that facilitate illegal bushmeat trade; proper wildlife surveys to map the distribution and density of key wildlife populations in national parks and concessions, particularly Lobeke NP; and a clear understanding of (a) the impact of Ebola hemorrhagic fever on ape populations, (b) transmission of Ebola virus among wildlife, and (c) appropriate intervention strategy and critical control measures; and sustainable revenue for conservation activities through ecotourism.

## **II. AWARD INFORMATION**

This program uses grant and cooperative agreements as assistance instruments. The type of assistance instrument to be used is the decision of USFWS.

### *Grants Awards*

Due to the limited funds available, proposals requesting less than the specified amount and demonstrating in-kind or financial matching support have a higher likelihood of being selected. Higher amounts may be requested with appropriate justification. 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*

The criteria for funding levels, matching in-kind or financial support, period of performance, and the requirement for new proposal for past and present recipients of awards are the same as under Grant Awards. For cooperative agreements, substantive involvement by the USFWS should be expected and may include collaboration with the recipient partner in carrying out the scope of work, drafting the proposal and offering technical assistance. 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 the involvement of USFWS in order to fulfill project objectives.

## **III. ELIGIBILITY INFORMATION**

**Eligible Applicants:** Applicants under this program can be: individuals; multi-national secretariats, 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 and/or ammunition;
- 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.)
- projects in countries determined by the U.S Department of State to have repeatedly provided support for acts of international terrorism. These countries are subject to four main categories of sanctions which include restrictions on U.S. foreign assistance, miscellaneous financial, and other restrictions. See <http://www.state.gov/j/ct/list/c14151.htm> for more information;
- projects in countries included in comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Controls, without proper licenses. See <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx> for more information on OFAC and specific comprehensive and non-comprehensive sanction programs.

**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 register in the System for Award Management (SAM) and provide complete information, as outlined below, may cause delays, postponement, or rejection of a grant application.*

### SUBMISSION DEADLINE: January 15, 2014

A confirmation e-mail 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. Proposals should be 10 pages or less. Figures, tables, maps, and required forms do not count toward the 10 page limit.

**Your proposal should include these elements:**

#### A. Application Cover Page

Complete the Application Cover Page located at [http://www.fws.gov/international/dic/pdf/Cover\\_Page.pdf](http://www.fws.gov/international/dic/pdf/Cover_Page.pdf) according to the instructions on page 3 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 and it may be shared with the public. Include the title of the project, geographic location, and a brief overview of the key threats to wildlife and habitats, the intended audience of any capacity building activities (e.g. number and type of people trained), and anticipated conservation outcomes.

#### C. Project Narrative

- 1. Statement of Need:** This section should answer the question, “Why is this project necessary?” In three pages of text or less, the statement of need should clearly identify the **targeted species or habitats** and any existing estimates of population size, geographic range, or extent; a description of the **direct threats** that affect the targeted species at the project site; and the specific **threats that the project will address**.

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 expands 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 another 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.

- 2. Project Goals, Objectives, and Activities:** This section should answer the question, “What do you want to achieve and how are you going to do it?” The following format is recommended:

GOAL:

- Objective 1.
  - Activity 1.1
  - Activity 1.2
- Objective 2.
  - Activity 2.1
- Objective 3.
  - Activity 3.1
  - Activity 3.2
  - Activity 3.3

A *goal* is the long-term biological outcome that you want to achieve in order to successfully conserve the target species. The strongest goals will be directly related to species status or habitat quality.

*Objectives* are the specific outcomes that you want to achieve in order to reach your stated goal(s), and should reflect a desired change in capacity, threat, or species status. Your proposal will be strengthened if the objectives align with the desired results identified in the Description of Funding Opportunity section. Your objectives must be **attainable within the project period** and should be specific, capable of being measured, realistic, and results-orientated. Objectives should form the basis for the project's *Monitoring and Evaluation* section. A recommended reference for identifying and developing appropriate objectives and measures of success is the Conservation Measures Partnership website (Internet link: <http://www.conservationmeasures.org/initiatives/standards-for-project-management>).

*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. The equipment used/requested and personnel conducting the work should be clearly articulated in this section, and **proposed activities should correspond with the Project Budget Table**. For activities that build capacity, the **intended audience should be identified** (e.g., rangers, protected area managers, local community leaders) **and quantified** (e.g., number of rangers trained). Activities in which no USFWS funds are being requested should be clearly identified as such.

3. **Project Timetable:** This section should answer the question, "Over what time period will project activities be implemented?" Provide a timetable indicating when activities or project milestones will be accomplished. 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 rather list the activities described in Section 2, for each month over a 12-month period. To view a sample project timetable go to: [http://www.fws.gov/international/DIC/pdf/Sample\\_timetable.pdf](http://www.fws.gov/international/DIC/pdf/Sample_timetable.pdf)
4. **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 or 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). 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 directly relate 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). If the current status of the indicator is known, and the applicant identifies the indicator's desired status or qualitative condition, providing this information will strengthen the proposal.

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. Projects have a higher likelihood of being selected that advance the practice of conservation by being designed and implemented in a way that the effectiveness of capacity-building activities can be credibly assessed and shared.

5. **Description of Organization(s) Undertaking the Project:** This section should answer the question, "Who are you, and whom are you going to be working with?" 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.

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.

## 6. 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.
- **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 at least one of the following ways:
  1. added to the funds requested from the USFWS 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.

- **Indirect Costs:** Indirect costs are costs which cannot be directly identified with a single grant or cooperative agreement. The indirect costs are applied equitably across all business activities of the organization. Some examples of indirect costs include office space rental, utilities, and clerical and managerial staff salaries. To the extent that indirect costs are reasonable, allowable, and allocable they are a legitimate cost of doing business payable under a U.S. Government grant.

Indirect cost rates are established through a negotiation with the U.S Government agency which has been assigned cognizance – usually the agency which has the largest volume dollar grants or contracts with the organization. The resulting Negotiated Indirect Cost Rate (NICRA) is binding on the entire government. Indirect costs may not be included in a project budget unless an applicant has a NICRA or will submit a NICRA proposal and related materials with their grant application. Indirect cost rates are not considered in award decisions since they are approved by the Government for standard application on all federal awards and by their nature do not compare across organizations, given the diverse accounting practices and methods for determining rates.

If an applicant organization does not have an established NICRA or submit a NICRA proposal with their grant application, they must list all costs as direct costs. For most local non-U.S. organizations with only a few U.S. Government awards at a time and basic accounting systems, indirect cost rates are generally not warranted. Thus, it is generally best for local non-U.S. organizations to charge all costs direct when possible, rather than establish indirect cost rates. In these cases, the applicant organization should explain direct cost allocations under section #8 “Budget Justifications”.

Applicants with established NICRA rates may choose contribute indirect costs as a match. For more information on NICRAs and direct/indirect costs, please go to <http://www.fws.gov/international/pdf/indirect-cost-rate-agreement-requirements-fa-recipients.pdf>

### 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/<br>Budget<br>Item** | Cost<br>Calculation* | TOTAL<br>COST | USFWS | “Applicant” | “Partner<br>X” | “Partner<br>Y” | Program<br>Income<br>(if<br>applicable) |
|-------------------------------|----------------------|---------------|-------|-------------|----------------|----------------|-----------------------------------------|
|                               |                      |               |       |             |                |                |                                         |
|                               |                      |               |       |             |                |                |                                         |
| 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/dicprogrms/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 and row titles appear on all pages.

7. **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.
8. **Governmental Endorsement:** Non-governmental applicants must 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.
9. **Map:** This section should answer the question, "Where is this project located?" Provide a map showing the location of your project site at the regional or national level. Ensure that the sites that you have referred to in the proposal are labeled on the map.

Provide the latitude and longitude coordinates of a representative geographic location for your project in decimal degrees format (NOT degree-minute-seconds format). For example, USFWS in Arlington, Virginia, USA, would be provided as 38.8825°, -77.1145° (latitude, longitude). Please correctly enter north and east coordinates as positive values, and south and west coordinates as negative values.

## 2. PROPOSAL APPLICATION CHECKLIST

### ALL PROPOSALS MUST INCLUDE:

- ✓ **Signed Grant Application Cover Page (MUST be signed by authorized representative)**
- ✓ **DUNS Number**
- ✓ **System for Award Management (SAM) registration**
- ✓ **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.** This is 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)**
- ✓ **A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable**
- ✓ **Detailed notification of security forces.** The Leahy Vetting requirement is included annually in the Foreign Assistance Appropriations Act. The Leahy Amendment prohibits assistance to individuals

with human rights abuse records. It requires that military and civilian security force individuals or units receiving US Government assistance be screened for any record of human rights abuse. Conservation efforts authorized by the Foreign Assistance Act often require work with and/or support to law enforcement personnel including park rangers, police, customs officials, or any other “foreign security forces” (anyone with authority to detain, confiscate, arrest, and/or use force). Training is the most frequent cited example of assistance, but any provision of materials or equipment must be vetted. If security forces are involved in any project activities, please note whether they are a unit (i.e. rangers from protected areas) or a group of individuals, and the specific resources that will be used to support these forces – described in detail in your narrative and budget. If your proposal is selected for funding, a FWS Officer will contact you with further instructions.

### **PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:**

- ☐ A complete, signed Standard Form 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>
- ☐ Grants.gov registration (Domestic grantees)
- ☐ 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 DUNS and begin registering in SAM- registration may take several weeks** for each. Please read through our consolidated General Instructions before registering: <http://www.fws.gov/international/pdf/sam-duns-registration-instructions.pdf>

**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.***

**System for Award Management (SAM):** All foreign and domestic applicants MUST be registered in the SAM database to apply for funding. SAM is used by the U.S. Government as the repository for standard information about applicants and recipients of federal funds. SAM interfaces with the U.S. Fish and Wildlife grants management database and financial systems, therefore all applicants must be registered with in SAM to receive an award. Recipients must maintain an active SAM registration with current information at all times during the project period.

For information on registration and exemptions go to: <https://www.sam.gov/portal/public/SAM/>

**Grants.gov:** Domestic Applicants MUST apply through Grants.gov. If you do not have an account, you must register. Go to: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).

## B. SUBMISSION

**Domestic Applicants:** You must apply through Grants.gov. Your entire proposal including the cover page MUST be uploaded as a SINGLE .pdf file. Attach your file on the Attachment Form. For further instructions, see above.

**Non-Domestic Applicants:** May submit through Grants.gov or by 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 large 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](mailto: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:

- Fits the programmatic goals of the Wildlife Without Borders-Africa Program, including addressing biodiversity loss by reducing threats and managing wildlife habitat in Central Africa;
- Demonstrates clear conservation benefit;
- Meets a conservation capacity need;
- Indicates that the applicant organization and/or individual(s) have the ability to implement the proposed activities successfully, including in the *curricula vitae* of key personnel; or,
- Meets proposal submission requirements and if a previous grantee, has performed satisfactorily, including on-site collaboration and timely completion of reporting requirements to USFWS and other donors.

The above considerations are not listed in any order of importance. All listed considerations 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 that they warrant immediate consideration (e.g., projects resulting from a natural disaster, disease outbreak, other imminent threats to wildlife and/or habitat .)

## VI. AWARD ADMINISTRATION

**Award Notices:** Successful applicants will be e-mailed written notice in the form of an Assistance Award document. Applicants whose projects are not selected for funding will receive an e-mail notice within 180 days of their proposal submission.



**Administrative and National Policy Requirements:** Go to <http://www.fws.gov/international/DIC/pdf/aag.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.

**Domestic registrants:** Payments will be issued through U.S. Department of Treasury via the self-initiated electronic drawdown system, Automated Standard Application for Payments (ASAP). If your application is selected for award, you will need to contact the Program Officer or Grants Specialist for ASAP enrollment information.

**Non-Domestic registrants:** Payments to non-domestic grantees are transferred electronically through the U.S. Treasury's International Treasury Services (ITS) system. To receive funding, you must submit a signed Standard Form-270, Request for Advance or Reimbursement (SF-270.) This form is available at <http://www.whitehouse.gov/omb/grants/sf270.pdf>

You must also complete an ITS Payment Cover Sheet that will be included in your award notification email. Be sure your account numbers and banking information is accurate. Email both your completed ITS Payment Cover Sheet and your signed SF-270 to the appropriate FWS program located in Section 4 of the ITS Payment Cover Sheet.

**Reporting:** Grantees are required to submit interim financial and performance reports and final financial and performance reports that conform to USFWS reporting requirements and due dates as described in detail in the Assistance Award Guidelines <http://www.fws.gov/international/pdf/aag.pdf>

## VII. AGENCY CONTACT

Dirck Byler  
U.S. Fish and Wildlife Service  
Division of International Conservation  
Branch of Near East, South Asia and Africa  
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E-mail: [dirck\\_byler@fws.gov](mailto:dirck_byler@fws.gov)  
Website: [www.fws.gov/international](http://www.fws.gov/international)

**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.