Private Stewardship Grants Program
FY2007 Application Hints

The most important points to keep in mind when preparing an application for the fiscal year 2007 Private Stewardship Grants Program (PSGP) request for proposals (RFP) are:

Be aware of the due date.
Proposal must be received by February 14, 2007.

Read the RFP.
The RFP contains a complete description of the PSGP and the application process, including eligibility requirements, proposal format and contents, and proposal submission methods. The RFP also spells out the scoring criteria, the information the reviewers will use to rank your proposal. You can find the RFP at the PSGP website listed as “Full Text of the program announcement -- full text of the request for proposals and application instructions” at:

Submit your proposal in the correct format to the correct location.
Page 10 of the RFP spells out very specific instructions for submitting your proposal. Be sure to read these so that you send your proposal in the right format and to the correct location.

Start early.
Give yourself enough time to coordinate with landowners, contractors, partnership members, etc., so that the details of your project are worked out well in advance of the submission deadline.

Contact us if you have questions.
Craig Rowland, Conservation Partnerships Coordinator
Honolulu, HI, ph. (808) 792-9450; email: Craig_Rowland@fws.gov

or

Heather Hollis, Private Stewardship Regional Coordinator
Portland, OR, ph. (503) 231-2372; email: Heather_Hollis@fws.gov

Additional Proposal Information: Consider what is provided below as information in addition to what is given in the RFP. Read the RFP to see what is required for each section.

Project Narrative:
Use the same headings in your proposal as those listed in the RFP. This will help the reviewers find specific information they are looking for.

1. **Title Page**

   Include a statement as to whether or not partial funding could help accomplish the proposed project, including the minimum partial funding amount needed, its match, and what could be accomplished with partial funding. (This is particularly important because sometimes projects are partially funded. If the project lends itself to partial funding, please let us know what is the minimal partial funding that would still allow the project to be successful and share specifically what could be accomplished with the partial funding).

2. **Project Description**

   We strongly encourage that applicants have a table showing the species and identifying which species are Federally-listed as endangered, Federally-listed as threatened, State-listed as endangered, State-listed as threatened, or an at-risk species.

4. **Project Budget**

   While not required, applicants should indicate if partial funding may be considered for their project, and if so, what minimum level of funding would be acceptable, what would the match be, and what could be accomplished at that level?

   The following format is not required but is provided as an example of what could be submitted:

<table>
<thead>
<tr>
<th>Category</th>
<th>PSGP Funding Requested</th>
<th>Nonfederal Match for PSGP funds from Partner/s (In-kind or cash)</th>
<th>Other Federal Funding*</th>
<th>Match Required for other Federal Funding</th>
<th>Total Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td></td>
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<tr>
<td>Supplies/Materials</td>
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<td>Contractual</td>
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<td>Services (e.g., contract labor; professional services; prescribed burning)</td>
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<tr>
<td>Equipment</td>
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</tr>
</tbody>
</table>
Identify source of funds and if a nonfederal match is required. If required, identify percentage requirement and verify that nonfederal contributions are met.

A minimum of 10% of the total project cost is needed for the required cost-share requirements of this program. Many successful projects in the past far exceeded the minimal cost-share.

**Make it easier for reviewers to give your proposal a good score.**

Include a section that lists the information in the Project Proposal Scoring Guidelines table. Even if this repeats information you have elsewhere in the proposal, putting it in one place and making it easy for the reviewers to find will help highlight your project’s benefits.

The reviewers are going to be looking at a lot of proposals and they are going to have to rank them based on how the information you provide addresses the concerns of each section. Most of the reviewers won’t be familiar with you, your area, or probably even the species involved. They will have to justify their ranking and they will do that by looking for specific statements in your proposal. They will also be looking to the USFWS recovery plans to see if the actions you propose will address the threats to the species and are listed as high priority actions. If you can include an acreage figure (how many acres will benefit from the activities), that would be a selling point as well.

As you probably know, USFWS recovery plans list recovery tasks with priority numbers. You can use this information to show the importance of your project. Here’s an example of how you might do this:

(1) The number of federally listed, proposed, candidate, or at-risk species that will directly benefit from the project:

9 species

- *Kokia cookei* (Endangered [E])
- *Clermontia kakaehana* (Species of Concern [SOC])
- *Diospyros sandwicensis* (SOC)
- *Santalum ellipticum* (SOC)
- *Melicope reflexa* (E)
Cyanea dunbarii (E)
Gardenia Remyi (Candidate [C])
Prichardia munroii (E)
Branta sandvicensis (E)

(2) The importance of the project to the conservation of the target species, including the duration of the benefits, the magnitude of the benefits, and the urgency of the project:

The proposed actions are called for in the following recovery plans published by the US Fish and Wildlife Service.


**Priority Number 1 tasks proposed by this project:**
- Increasing the number of grafted plants to at least 100 individuals.
- Secure sites for reintroduction.
- Fence reintroduction sites to exclude ungulates.

**Priority Number 3 tasks proposed by this project:**
- Plant other native dryland species in the fenced reintroduction sites.

And so forth for the other species to benefit from the proposed actions. Also include other text on benefits of this project to the target species.

Many of the recovery plans can be found at: [http://ecos.fws.gov/tess_public/TESSWebpageRecovery?sort=1#Q](http://ecos.fws.gov/tess_public/TESSWebpageRecovery?sort=1#Q)