

Hawaii Invasive Species Council

REQUEST FOR PROPOSALS FY 2005 Invasive Species Outreach Projects

Proposals due: November 30, 2004

The Hawaii Invasive Species Council, through its Outreach Working Group, is offering support funds for outreach projects that educate or inform either target groups or the general public regarding the consequences of invasive species in Hawaii. **Proposals are due by 5:00 p.m.** November 30, 2004. Notification of grant award or denial by December 30, 2004. Progress reports due: March 15, 2005 and October 1, 2005. Projects must be completed by December 1, 2005. A final report is due 30 days after completion of project or December 30, 2005, whichever is earlier.

Eligibility:

Proposals for funding under this program generally can be submitted by public authorities (Federal, State, interstate, intrastate, and local); public agencies and institutions; nonprofit private organizations, agencies, and institutions; academia; "for profit" companies, organizations or private individuals.

HISC Objectives for this RFP:

- ◆ Augment the coordinated invasive species media plan for HISC member agencies
- ◆ Maximize the effects of HISC's shared resources and responsibilities in terms of outreach

Goals (not in any particular order)

1. Increase voluntary compliance of quarantine laws
2. Inform public to minimize the possibility of accidental introductions of invasive species
3. Increase awareness to improve reporting of pests
4. Increase community involvement in invasive species control projects
5. Encourage activities that promote native plants and animals
6. Support educational efforts that target specific invasive plants or animals
7. Develop activities that effectively communicate the consequences of invasive species to the public

Project Selection & Criteria

Proposals will be reviewed by an advisory panel representing the HISC public outreach working group. The criteria to be used in evaluating proposed projects include:

- ◆ The likelihood of success and if the project can be achieved in the allotted time
- ◆ The degree to which the project integrates new partners into focused campaigns against invasive species
- ◆ The creativity used to inform the public or target groups about invasive species
- ◆ The appropriateness of the proposed method and budget
- ◆ The degree to which the project provides leverage in terms of funds, in-kind services or other resources
- ◆ The project clearly identifies meaningful measurable effects and measures of success (or, risks mitigated)
- ◆ The proposal clearly provides a nexus between the HISC program objectives and the project objectives

Proposal Guidelines

- a. One-page application form, two page proposal text, one page budget (four pages maximum, 12-point font and 1-inch margins)
- b. Application form
- c. Proposal using the following format:
 - Project Statement
 - Goals and Objectives
 - Methodology or approach
 - Timeline
 - Measures of success
 - Description of deliverable products
 - Personnel and Partners
 - Budget

Project Statement:

Briefly describe the project. Describe the manner in which the proposed project will address the goal/s stated in this RFP. The project statement should describe the component of the invasive species issue you wish to address and how this project will affect the development of improved invasive species management by a targeted group, the general public, or the HISC agencies.

Goals and Objectives

There is an assumption that your project will improve the state of understanding or expand the extent of awareness about Hawaii's invasive species issues or participation in invasive species activities. What changes in behavior do you expect with the completion of your project? Are there additional outcomes other than changes in behavior and increased awareness?

Methodology or Approach:

Describe the approach and methodology used in the proposed project.

Timeline:

Provide an activities timetable, including start date and project completion date. Project completion date must include the completion of deliverable products.

Measures of Success:

Design your project such that there is an appreciable measure of success. For instance, if your program is intended to "change" behavior, what is it that you will measure to determine if your project was a success?

Description of Deliverable Products:

Identify any deliverable product and describe how that product will be disseminated.

Personnel and Partners:

Indicate who will carry out the project, as well as a brief statement of their qualifications and experience with regard to the proposed work. It is our expectation that this grant program will lead to strong, long-term partnerships within the outreach community. Multi-partner projects are encouraged.

Budget:

Clearly delineate costs to be met by the grant and those to be provided by other sources. List sources and amounts of other funds and in-kind services.

Grant Size

Preference will be given to requests under \$10,000. Grant proposals over \$10,000 may be considered based on the availability of funds.

Inquiries

Please direct inquiries to Christy Martin (808) 722-0995 or christym@rocketmail.com

Proposals may be emailed to christym@rocketmail.com or sent on CD to:

Christy Martin
CGAPS-Coordinating Group on Alien Pest Species
P.O. Box 61441
Honolulu, HI 96839

Please do NOT FAX proposals.