

(Attachment 1) Format Recommendations for TWG Proposals

- (1) A proposal should not exceed 24 pages in its entirety.
- (2) Use a reasonably readable font style and size.
- (3) Use one staple in the top left corner.
- (4) When creating an electronic copy of your proposal please use Word or WordPerfect to make a single file. Documents that cannot be included may be summarized (e.g., Letter of Support, from Superintendent of XYZ National Park noting benefits to ongoing relevant research and partnership.).

The following proposal format is not required but is helpful in scoring your proposal:

COVER PAGE

Please include the following information in the upper RIGHT corner of the cover page:

- Tribe
- Project title
- Federal (TWG) funds requested
- Project contact’s title
- Project contact’s name
- Project contact’s phone number
- Project contact’s e-mail address
- Date

SF-424

This form and detailed instructions can be acquired on our internet site (available at <http://wsfrprograms.fws.gov/subpages/toolkitfiles/sf424Core.pdf>) or from the appropriate Regional NAL listed in Table 1. The completed form (without the instructions) should be included in your proposal (without the instructions).

INDEX

The following sample covers the main components of the proposal. You may wish to provide a more detailed index that indicates where specific scoring criteria or additional supporting information are addressed.

Index

Cover Letter	page ____
Program Summary	page ____
Program Narrative	page ____
Budget Table/Narrative	page ____
Additional Materials (optional)	page ____
Resolution of support	page ____

COVER LETTER

The *cover letter* transmits the project proposal and briefly states its main features.

PROGRAM SUMMARY

The *program summary* describes the type and duration of activity that will take place if the Service funds the program and should not be longer than one half page.

PROGRAM NARRATIVE

The *program narrative* clearly identifies the problems that the proposal will correct or help solve for the benefit of wildlife and their habitat, including species of tribal cultural or traditional importance and species that are not hunted or fished. It must articulate the following information:

- (1) Assessment of needs
- (2) Objectives
- (3) Proposed time line (a table or Gantt chart is helpful)
- (4) Methodology
- (5) Geographic location (maps optional)
- (6) Number of impacted acres and/or miles of stream or shore line
- (7) Monitoring plan
- (8) Identification of clear, obtainable, and quantifiable goals and performance measures that will achieve the management goals and objectives of the TWG and relevant Service and Tribal performance goals

The relevant Service goals, in no order of priority, are:

- Goal 1-Sustainability of Fish and Wildlife Populations including;
Goal 1.1-Migratory Bird
Goal 1.2-Conservation, Imperiled Species, Goal 1.3-Interjurisdictional Fish, Goal 1.4-
Marine Mammal Management, Goal 1.5-Species of International Concern, and Goal
1.6-Invasive Species
- Goal 2-Habitat Conservation; Goal 2.3-Habitat Conservation off Service Lands
- Goal 4-Partnership in Natural Resources, Goal 4.1-Tribal Governments

Additional information can be found in the Service Long Term Strategic Plan for 2000 to 2005 at <http://www.fws.gov/planning/USFWStrategicPlanv3.pdf>. Related Service Planning and results can be found at <http://www.fws.gov/planning/>.

BUDGET TABLE/NARRATIVE

The *budget table/narrative* clearly justifies all proposed costs and indicates that the grantee will provide adequate management systems for fiscal and contractual accountability, including annual monitoring and evaluation of progress toward desired project objectives, goals, and performance measures. It should include discussion of direct cost items such as salaries, equipment, consultant services, subcontracts and travel, as well as project matching or cost sharing information. Applicants may cover new administrative costs, but they cannot include administrative costs incurred before project approval. Any partners providing funds or in-kind services must be listed in the grant proposal with a letter of commitment from each.

ADDITIONAL MATERIALS (optional)

Additional materials might include letters of support, attachments, resumes, contract agreements, etc.

RESOLUTION OF SUPPORT

The *signed resolution of support* must be included from the appropriate Tribal governing body or letter from an individual with delegated Tribal authority stating their support for the proposal.

<END>