# State Wildlife Grant Proposal Preparation Guidance and Required Proposal Format

# October 2016

This document replaces the previous SWG Proposal Preparation Instructions. As before, proposals should provide a clear and concise description of the proposed work. Applicants should demonstrate an understanding of the 2015 Wildlife Action Plan (WAP) and the State Wildlife Grants (SWG) Program. Proposals should address a conservation need identified in the WAP and provide clear benefits to one or more Species of Greatest Conservation Need (SGCN). Proposals may be for research projects, habitat management, data management/database development, population management, species surveys or inventories, or other on-the-ground conservation projects. **Proposals should be limited to no more than 8 pages.**

Note that Education and Law Enforcement activities are not eligible for SWG funding, unless such activities constitute a minor portion of the project (less than 10% of total cost), are critical to the project's success, and specifically address a threat or issue identified in the 2015 WAP. Additionally, SWG funding may not be used for projects that will specifically initiate, enhance, or encourage wildlife-associated recreation.

In order to facilitate the entry of new SWG projects into the USFWS Wildlife TRACS database, **the following format should be used for all SWG proposals**:

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**State Agency:** Louisiana Department of Wildlife and Fisheries (this will always be the same).

**Grant Title:**  The descriptive title of your grant proposal.

**Grant Number:** TBD (this will always be TBD for a new proposal, as there is not an identifier yet).

**Grant Period:** Start date-End date

**Grant Costs:** Federal Share: SWG funds
　　　　　　　　State Share: Matching funds
　　　　　　　　Total Cost: Total cost of the proposed project

**Grant Funding:** State Wildlife Grants (this will always be the same).

**Grant Coordinator:**  (this will always be the same).
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**Grant Description:** (A description of the project intended for public consumption. This section states in general or abstract terms the proposed work and the desired outcome of the proposed work. This should be a short section, 4-6 sentences maximum).

**Need:** (Explains why the project is necessary and how it fulfills the purposes of the State Wildlife Grants Program. In 1-3 paragraphs describe the need for the project, clearly identifying the target species, habitat, or ecosystem. Identify the threat or conservation issue that the project will address. Provide sufficient information to allow the SWG Committee to evaluate the stated need in relation to the WAP and SWG program requirements).

**Objectives:** (state the objectives, based on the described need. The objectives should state the desired outcome of the proposed project in terms that are specific and quantifiable. Objectives should be SMART (Specific, Measurable, Attainable, Relevant, and Time-bound). Objectives should be provided as a numbered or bulleted list, rather than in paragraph form).

**Expected Benefits:** (Describes the benefits of the proposed work to SGCN and/or the goals of the Wildlife Action Plan. Do not attempt to foresee the results of experiments or data analysis. Describe anticipated benefits to the project's target species, habitat, or ecosystem. Relate the benefits of meeting the stated objectives to the goals of the WAP.).

**Approach:** (Describe the methods used to achieve the stated objectives. Describe the tasks required to achieve the stated objectives. This section should provide sufficient detail to allow the SWG Committee to evaluate 1) the scientific and/or technical merit of the proposal, 2) what issues may arise, and 3) degree to which WAP goals and priorities are addressed).

**Literature Cited**: (as needed).

**Useful Life**: (Only to be used in the case of capital improvements over $100,000. In practice, this will almost never be needed for SWG. If not relevant, put N/A).

**Geographic Location:** (Location where the work will be conducted. A project location map is appropriate, but not required. Provide a statement indicating that permission to work at the location(s) has been requested or obtained, as applicable).

**Principal Investigator(s):** (Name(s) and contact information for the PI(s), including any institutional affiliation).

**Program Income:** (Only to be completed where the grant activities will result in program income. In such cases, estimate the amount of program income the project is likely to generate. Indicate the method or methods (deductive, additive, matching) of applying program income to Federal and non-Federal outlays. This section will almost never be needed, in which case put N/A).

**Budget Narrative:** (This section should include the detailed grant budget, broken down by fiscal year when applicable, as well as all supporting information provided in the Budget Justification. If pre-award expenses are anticipated, provide a justification for those expenses (note: pre-award expenses will rarely be anticipated or allowable). The grant budget should be detailed enough to indicate how requested funds will be utilized (personnel costs, equipment, supplies, travel, operating expenses, indirect costs, etc.). The budget should provide an equal level of detail for matching funds, including the source and amount of matching funds. Matching funds may be in the form of direct costs, in-kind expenses, value of equipment used, waived indirect costs, etc. **The current required match level is 35%**

**of the total project cost. For example, if the total cost of a project is $100,000, the Federal Share would be $65,000 and the required match would be $35,000**).

**Relationship with other Grants:** (If the proposed work, or very similar work, has been funded through the State Wildlife Grants Program in the past, provide that information here, including the grant identifier(s) for any such grants. Otherwise, put N/A).

**Timeline:** (Describe significant milestones in completing the project and any accomplishments to date).

**Key Personnel Qualifications and Experience:** (Provide a list of key project personnel, their respective roles, and brief explanation of qualifications and experience. A detailed C.V. is not desired, unless requested.)