

# 2011 Walton Family Foundation Conservation Grant Request for Proposals

The Lower Mississippi Valley Joint Venture (LMVJV), working in cooperation with the Walton Family Foundation (WFF), has been authorized to identify projects and facilitate funding in support of habitat restoration on frequently flooded agricultural lands within the delta of Arkansas, Louisiana and Mississippi. Interested organizations and agencies should carefully review the guidelines and recommendations outlined in this request for proposals and submit the required project proposal to [steve\\_c\\_brock@fws.gov](mailto:steve_c_brock@fws.gov) no later than 5:00 p.m. CST on March 30, 2011.

## Purpose

With funding provided by the Walton Family Foundation and project selection coordinated through the LMVJV, this opportunity provides competitive grants to private conservation organizations, public agencies and private landowners working through qualified NGO's (501C.3), for projects that support habitat restoration on private lands consistent with habitat objectives of the LMVJV. Projects that include public lands will also be considered if proposed actions are in some way associated with or linked to restoration on private land. The primary purpose of this grant program is to advance projects that directly restore bottomland hardwood habitats and associated restoration (e.g. natural hydrology) and/or focus on reducing landowner impediments to accessing farm bill programs (and the subsequent delivery of wildlife habitat practices within those programs) in high priority geographies within the MAV (see details regarding allowable geographies and priority areas below). The WFF Conservation Grant will provide a total of \$1.25 million in grants during calendar year 2011.

## Proposal Instructions

Proposals submitted for this grant funding should clearly and succinctly communicate the essential aspects of the project. To facilitate this, applicants are asked to adhere to the guidelines below.

**Length:** 5 pages  
**Format:** Microsoft Word  
**Deadline:** by COB 30 March 2011, emailed as attachment to [steve\\_c\\_brock@fws.gov](mailto:steve_c_brock@fws.gov), or saved to CD and mailed to:  
Steve Brock  
LMVJV  
425 S. Frontage Rd., Suite C  
Vicksburg, MS 39180

**Page 1** is a single cover page which must follow the format prescribed in **Addendum 1 (Page 5)**.

**Pages 2-5** should constitute the Project Statement and clearly describe the proposed work in the context of the grant Purpose as well as its contribution to the Lower Mississippi Valley Joint Venture's bird habitat mission (see LMVJV website at [lmvjv.org](http://lmvjv.org)). Please include the following subsections:

**a. Approach** – Describe in detail what you will do (e.g., hand plant bare-root seedlings on xx acres; protect by conservation easement xx acres; through direct landowner contact, will utilize grant funds to support delivery of wildlife habitat oriented farm bill practices in identified high priority area(s) by.... etc.) and when the work will be performed. You must clearly define project outcomes and demonstrate that you can effectively accomplish the proposed actions in the amount of time and with the amount of resources proposed. The holder of any agreements and/or conservation easements used to support the proposal, along with their qualifications to do so, must be included. Information regarding acquisitions (easement or fee title, donated or purchased) must include date purchased or established, easement length, and whether or not the action was previously used as match.

**b. Map** – Each applicant is required to provide a shapefile(s) depicting the location of project activity OR map(s) with project boundaries clearly shown using recent aerial photography (e.g. Digital Ortho Quarter Quads) or USGS Quad Maps as a background, along with the lat/long of the center of the project area. This is essential for reviewers to evaluate a project’s relationship to LMVJV spatial priorities. Other prepared maps, photographs, and graphics are welcomed as long as they substantively contribute to the understanding of the project. If you do not have maps or the means to make them, please contact Steve Brock, LMVJV Partnership Coordinator, Mississippi Alluvial Valley (see page 4).

**c. Budget** – Clearly present the proposed budget for your project. Be as detailed as possible. Describe the nature, timing, source, etc. of matching funds. Match may also include in-kind services. In-kind services match must be clearly accounted for in the proposed budget e.g., equipment vs. labor, cost per hour, etc. Projects that include 1:1 match or more will be given greater consideration. Match may be from a federal or non-federal source. The proposed budget must comply with WFF overhead cost requirements and should follow the WFF Budget Format, both as presented in **Addendum 2 (Pages 6 & 7)**.

## **Basic Project Guidance**

**Project Type:** Projects that restore bottomland hardwood habitat (may include associated hydrology restoration) on private lands and/or reduce landowner impediments to accessing farm bill programs in high priority geographies within the MAV (see link below) consistent with the Purpose of this grant will be given preference. Activities eligible as match include reforestation, land acquisition via fee title or perpetual conservation easement, hydrology restoration, and bottomland forest stand improvement. Note: Copies of proposals for the three projects awarded funding in 2010 may be downloaded at the following link: [http://lmvjv.org/library/wff\\_2010\\_funded\\_conservation\\_grant\\_proposals.pdf](http://lmvjv.org/library/wff_2010_funded_conservation_grant_proposals.pdf).

**Project Location:** Preference will be given to projects that fall within high priority habitat restoration areas identified as critical to meeting the all-bird conservation objectives of the LMVJV Partnership. A map identifying priority habitat restoration zones with the MAV may be reviewed and downloaded for planning purposes at the following link: [http://lmvjv.org/wff\\_conservation\\_grant.mht](http://lmvjv.org/wff_conservation_grant.mht).

**Eligible Grantees:** Non-governmental Organizations (NGOs), state agencies, federal agencies, and municipalities are eligible. Private landowners interested in applying for a grant should work through a qualified (501c.3) NGO.

**Funding and Geographic Distribution:** Preferred grant awards will range between \$50,000 and \$450,000. Funding through this grant program will be limited to activities within the Mississippi Alluvial Valley of Louisiana, Mississippi, and Arkansas. We will strive to fund at least one project in each of these three states.

## **Reforestation**

Unless otherwise required by existing federal program guidelines (i.e., Farm Bill), any reforestation should follow the “Desired Forest Condition” guidelines established through the coordinated efforts of the LMVJV Partnership. A copy of the document may be found at:

<http://www.lmvjv.org/bookshelf.htm>

## **Selection Criteria**

Proposals will be evaluated and ranked by a committee established by the LMVJV partnership. The following criteria will be used to evaluate and select projects for funding:

- Is the proposal clear and are proposed actions feasible?
- Does the project clearly address the purpose of the grant program?
- Will the funds be used as efficiently as possible, and will the project be completed within 18 months post-award?\*
- Will the project likely result in long term protection (i.e., long term agreement or easement)?
- Will priority habitats be restored and/or protected (see link: [http://lmvjv.org/wff\\_conservation\\_grant.mht](http://lmvjv.org/wff_conservation_grant.mht))?
- Will resources be leveraged through matching contributions of direct funding or in-kind services?
- Are the activities described within the qualifications and capabilities of organization(s)/individuals involved?

\*Note: If environmental factors prevent completion of an approved project within 18 months, consideration will be given to extend the grant award period.

In addition to these criteria, projects that involve multiple organizations and/or cross state boundaries, that leverage additional conservation results beyond the individual project, or that may serve as models for conservation partnerships that could be potentially replicated elsewhere, will be given greater consideration.

## **Timeline**

Grant proposals will be evaluated and ranked within 6 weeks following the proposal deadline. Grants recommended for award will be submitted to the Walton Family Foundation for review and final award approval. Approved grants will be awarded by the WFF within 6 weeks following receipt of the LMVJV recommended project list.

## **Requirements**

Once selected, grantees will work directly with and receive funding through the Walton Family Foundation. Funds will be available to successful grantees beginning in June (2011). All successful applicants will be required to submit interim progress reports every six months based on the date of the initial grant agreement, and a comprehensive final report at the end of the project. Reports will be submitted directly to the Walton Family Foundation with copy to the Steve Brock, LMVJV, 2425 S. Frontage Rd., Suite C, Vicksburg, MS 39180.

## **Questions or additional Information**

Prospective applicants that have questions or need additional information may contact Steve Brock by email at [steve\\_c\\_brock@fws.gov](mailto:steve_c_brock@fws.gov) or phone 601-529-4235.

**ADDENDUM 1**

**Walton Family Foundation  
Proposal Cover Sheet**

Please provide the information listed below and attach to the proposal as a cover sheet.

Name of Organization:

Address:

Phone:

Fax:

Tax ID Number:

Date of Request:

Amount of Request:

Over what period of time:

Key Project Contact(s):

Address (if different than organization address):

Phone:

Email Address:

Name of Project/Proposal:

Name of Person Authorized to sign Grant Agreement:

Address (if different than organization address):

Phone:

Fax:

Email Address:

Signature of Director/CEO:

Date:

By signing and submitting this request for funding, the requesting organization acknowledges that the Walton Family Foundation has not previously made any promise to provide the funding requested herein and that the requesting organization has not relied to its detriment upon any statement by the Walton Family Foundation or its representatives to obtain the funding requested herein. The requesting organization further acknowledges that any approval of its grant proposal will be communicated only by, and is contingent upon execution of, a written grant agreement between the requesting organization and the Foundation signed by the Foundation's Executive Director.

## **ADDENDUM 2**

### **Walton Family Foundation**

#### **Overhead Cost Requirements for Environment Program Grant Proposals**

The following outlines the Walton Family Foundation's policy on grantee overhead costs for budgets in proposals to the Environment Program.

1. All costs not directly related to on-the-ground conservation work should be excluded from project budgets and grouped into a separate "overhead" line item for the project as a whole (each year). Overhead costs include office rent, utilities, administrative costs, and all non-programmatic postage, printing, salaries, capital expenditures, and travel, in addition to other miscellaneous "indirect" costs.
2. No "Administrative" cost category should be included in the proposal budget. All administrative costs should be included in the overhead line item as detailed above.
3. To the extent that national, regional, or global management staff (i.e. non-field-based staff) contribute directly and programmatically to the proposed project goals, their salaries, travel, and other expenses should be included in project budget as part of programmatic costs, not as part of overhead.
4. The overhead line item may not exceed 15% of the total project costs, e.g. for a \$1.0 million project, the overhead line item may not exceed \$150,000, for a total proposal of \$1,150,000
5. If the budget includes subgrants to other organizations, the subgrantee must also comply with these overhead requirements. The combined overhead of the primary grantee and the subgrantees may not exceed 15% of the total amount requested from WFF.
6. The budget should show total overhead costs in each year, and the narrative should identify the resulting percentage of funding provided for overhead (overhead of both grantee and subgrantees as a percent of the total WFF request).

## Budget Template for WFF Proposals

Expense Categories	Year 1		Year 2		Total	
	Total Budget	WFF Request	Total Budget	WFF Request	Total Budget	WFF Request
<b>I. Personnel</b>						
Salary						
Benefits						
Other						
<b><i>Personnel subtotal</i></b>						
<b>II. Direct Expenses</b>						
Travel						
Meetings/Events						
Printing/publications						
Postage						
Telephone						
Supplies						
Equipment						
Other						
<b><i>Direct Expenses Subtotal</i></b>						
<b>III. Partner Expenses</b>						
Consultants						
Consultant #1						
Consultant #2						
<b><i>Consultants Subtotal</i></b>						
Sub grants						
Salaries/Benefits						
Direct Expenses						
Overhead						
<b><i>Subgrants Subtotal</i></b>						
<b><i>Partner Expenses Subtotal</i></b>						
<b>IV. Overhead</b>						
<b>EXPENSE TOTAL</b>						

Income	Year 1	Year 2	Total
Request from WFF			
Foundations (list each source)			
Public Agencies (list each source)			
Corporations (list each source)			
Individual			
Other			
<b>INCOME TOTAL</b>			

Modified May, 2009

