

**U.S. Fish and Wildlife Service
Division of International Conservation**

**WILDLIFE WITHOUT BORDERS- LATIN AMERICA & THE CARIBBEAN
REQUEST FOR PROPOSALS**

CFDA 15.640

I. DESCRIPTION OF FUNDING OPPORTUNITY

The *Wildlife Without Borders-Latin America and the Caribbean* Initiative is soliciting proposals for projects that address the management of fish, plant, and wildlife resources in the Western Hemisphere. Of particular interest are projects that strengthen the capacity of Latin American and Caribbean countries to conserve and use sustainably their biological resources, contribute to the integration of environmental concerns with sustained development processes, and result in specific and measurable on-the-ground management actions in agreement with the Convention on Nature Protection and Wildlife Preservation in the Western Hemisphere (also known as the Western Hemisphere Convention, 1940).

Our goal is to assist countries, within the scope of the Western Hemisphere Convention, to become self-sufficient in their capacity to manage their biological resources. To achieve this, we support projects that fall under the following categories:

- Academic and technical training in the conservation and management of biological resources;
- Training in management of nature reserves and other protected areas;
- Applied research and monitoring in support of natural resource management activities;
- Community-level conservation education for the protection and sustained use of natural resources;
- Technology transfer and information exchange to promote international collaboration; and
- Promotion of networks, partnerships and coalitions that assist in the implementation of conventions, treaties, protocols and other international activities for the conservation and management of biological resources.

Applicant organizations should be conducting project work in Latin America. If work is to be conducted in the United States, the proposal must show a clear international component to be eligible for funding. Applied research projects should address specific management needs and actions.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting \$50,000.00 or less, but higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this initiative is one year, starting on the date the award is signed by the U.S. Fish and Wildlife Service. Project proposals must be designed accordingly. Current recipients of awards under this Fund are eligible to submit new proposals for follow-up projects on an annual basis. This Initiative uses grant agreements as the primary assistance instrument.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Applicants under this Initiative can be: federal, state and local government agencies; non-profit, non-governmental organizations; and public and private institutions of higher education. *U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) non-profit status* (see Proposal Application Checklist). New U.S. Government-wide policy requires all applicant organizations, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their application. Applicant organizations without a DUNS number should go to <https://eupdate.dnb.com/requestoptions/government/ccreg/>. An application will *not be considered eligible for funding until the applicant provides a valid DUNS number.*

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out

illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur.

Matching Funds: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

Requesting an Application Package: This Request for Proposals, which includes links to all application forms and instructions, can be found at <http://international.fws.gov/grants/grants.html>. Hard copies of the Request for Proposals can be obtained by contacting the Division of International Conservation at the address/telephone number below.

Date for Proposal Submission: Proposals may be submitted throughout the year and are reviewed on an on-going basis. However, applicants are encouraged to submit proposals between September and December, as the majority of grants are awarded between December and June each year. Based on funding availability, proposals received late in the fiscal year (between June and August) may not be considered for funding until the start of the next fiscal year (which begins October 1).

Submission Instructions: *MAIL two unstapled copies* of the complete proposal and attachments to:

Attn: Latin America & the Caribbean Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA
Telephone: 703-358-2125

APPLICATION FORMAT AND CONTENT: Proposals may be submitted in either English or Spanish. All proposals should include the following:

A. Grant Application Cover Page

Complete the [Grant Application Cover Page](#) according to the instructions included with the cover page form.

B. Project Summary

The project summary should be no more than *one page* in length. It should include the title of the project, geographic location, a brief description of the need for the project, goal(s), objectives, specific project activities, beneficiaries and expected products. *All proposals submitted in Spanish should also include an English translation of the summary.*

C. Project Narrative

- 1. Statement of Need:** Discuss why it is important that this project be implemented and include supporting information. Discuss previous or on-going efforts of other international, national, regional and/or local organizations or individuals relevant to the conservation need to be addressed by your project.
- 2. Project Goals and Objectives:** Project goals must be clearly defined and directly relevant to the need(s) identified above. Project objectives must be measurable, realistic (attainable within the project's period of performance), and be directly relevant to the goals identified.
- 3. Project Activities, Methods and Timetable:** Discuss in detail all proposed project activities and describe the method(s) to be used to implement the objectives. Include a timetable indicating roughly when activities or project milestones will be accomplished. Any tables, spreadsheets or flowcharts should be incorporated into the narrative text (*do not include as a separate attachment*). The timetable should not propose specific dates, since the time period a grant agreement would be implemented is unknown.

4. **Stakeholder Coordination/Involvement:** Discuss efforts taken to coordinate with and involve local resource managers and other relevant organizations or individuals in planning your project. Discuss efforts to coordinate with other international, national, regional and/or local stakeholders working on projects relevant to your proposed project.
5. **Anticipated Benefits and Outputs:** Describe all expected products/outputs to result from the project (examples include: management plans/brochures/posters/training manuals produced, people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the impact of the outputs on the targeted resource. Include details on how the products will be distributed to resource managers, researchers and other interested parties.
6. **Project Monitoring and Evaluation:** All projects must incorporate monitoring and evaluation plans, based on the stated anticipated benefits and outputs and ensure that the products will reach the intended beneficiaries. Describe how the proposed project will be monitored and evaluated, and how project participants and beneficiaries will participate in these activities.
7. **Sustainability:** As appropriate, discuss the potential for financially sustaining the project activities beyond the life of a one-year award under this program.
8. **Description of Organization(s) Undertaking the Project:** Provide a brief description of the applicant organization, as well as all cooperating organizations and agencies, including staff and other resources available for the project. *Brief (1-2 pages) **curricula vitae**, identifying the qualifications and capacity of all key project personnel to meet the project objectives, should be submitted with the proposal* (see the Proposal Application Checklist at the end of this section).
9. **Project Budget Table: Begin your project budget table on a new page.** All costs should be presented in U.S. dollars. The budget table should have one column for the requested FWS funding, and one or more columns for applicant and partner contributions. Rows should represent all cost categories, and associated amounts, for the anticipated funding period of one year. An example budget table format:

Item	FWS	“Applicant”	“Partner X”	“Partner Y”	Total
Total					

Indirect Costs: Applicants are encouraged to keep indirect costs to a minimum. *All applicants with Negotiated Indirect Cost Rate Agreements (NICRA) should include a copy as an attachment to their proposal* (see Proposal Application Checklist). Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

10. **Budget Justifications:** Justification must be provided for all requested budget line items. Justifications must demonstrate a clear connection to project activities, and should clarify how line item amounts were determined. For example, a \$3,300 line item for lodging costs can be demonstrated as a formula: *20 nights x 11 people x \$15/night = \$3,300 requested for lodging*. Justifications for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority.

11. Governmental Endorsement: *Non-governmental applicants should include a recent letter of support, referencing the specific proposal by title, from the appropriate local, regional, or national government wildlife or conservation authority (see Proposal Application Checklist).*

PROPOSAL APPLICATION CHECKLIST

TO BE CONSIDERED COMPLETE, ALL PROPOSALS MUST INCLUDE:
✍ Signed Grant Application Cover Page (must be signed by Authorized Representative)
✍ Project Summary and Narrative
✍ Letter of Governmental Endorsement
✍ Brief curricula vitae (1-2 pages) for key personnel

PROPOSALS FROM U.S. APPLICANTS* MUST ALSO INCLUDE:
✍ Documentary evidence of Section 501(c)(3) non-profit status
✍ A copy of your organization’s Negotiated Indirect Cost Rate Agreement, if applicable
✍ A complete, signed copy of each of the following required forms:
• SF 424- Application for Federal Assistance www.whitehouse.gov/omb/grants/sf424.pdf
• SF 424a- Budget Information www.whitehouse.gov/omb/grants/sf424a.pdf
• Standard Form 424b- Assurances www.whitehouse.gov/omb/grants/sf424b.pdf
• Department of the Interior Form 2010 www.doi.gov/nbc/formsmgt/forms/di2010.pdf

***(APPLICANTS OUTSIDE THE U.S. DO NOT SUBMIT THESE ITEMS)**

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

V. APPLICATION REVIEW

Review Criteria: To be considered for funding, proposals must address one or more of this program’s priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas, and how well each proposal addresses the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. While considering the ranking factor scores, projects are further prioritized for funding based on the degree to which they:

- Make a significant contribution to the protection, maintenance and/or enhancement of important populations of the target species and/or their habitats;
- Act as a catalyst for activities in a previously neglected area with potential significant conservation value;
- Address an emergent issue with potential significant conservation value;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;
- Build upon complementary activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource;
- Conduct activities that do not duplicate other on-going activities;
- Address a conservation need identified by a specialist group, or by a regional, national or global strategy;

- Conduct activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Implement an important element of a larger scale/scope project that would provide synergetic value;
- Apply the best scientific and technical information available in support of project activities;
- Provide training essential to the development of local capacity to implement conservation activities;
- Provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- Include the participation of local people in the project activities, or otherwise contributes to local empowerment;
- Promote networking, partnerships and/or coalitions;
- Provide for the development of a demonstration activity that can be replicated for widespread use;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal.

VI. AWARD ADMINISTRATION

Award Notices: Following review, successful applicants can expect to receive written notice, most often transmitted by e-mail, from the FWS Project Officer assigned to the project. Successful applicants may be requested to provide revisions to the project scope and/or budget before an official Assistance Award is issued. Successful applicants will also be informed of the approximate date they can expect to receive the Assistance Award document, which is normally sent via courier mail (FedEx, DHL, Airborne Express). Unsuccessful applicants can expect to receive written notice, most often transmitted by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Click on the link to review this Initiative's [Assistance Award Guidelines](#), which explains the policies applicable to awards made under this program. Hard copies of this document are also available upon request at the address/telephone number listed in Section IV above. Additionally, new U.S. Government-wide policy requires all applicant organizations, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their application. Applicant organizations without a DUNS number should go to <https://eupdate.dnb.com/requestoptions/government/ccreg/>.

Reporting: At a minimum, each grant recipient is required to submit a final performance report and a final financial status report, identifying all expenditures, due at the end of the project period. Project specific reporting requirements, including expected reporting frequency, are included in the text of the Assistance Agreement. See this Initiative's [Assistance Award Guidelines](#) for reporting format and content requirements.

VII. AGENCY CONTACT

FWS Contact:

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