**INSTRUCTIONS**

Save this template to your computer and complete the narrative for the stage you are in your application process (pre-proposal or full proposal) in the format provided. Please retain the headings in bold in the narrative templates below, you may delete these instructions and the bulleted prompts below the headings.

***Pre-Proposal Instructions:*** At the Pre-Proposal stage, complete the Pre-Proposal Narrative template ONLY (Part I, Questions 1-8). If you are invited to submit a full proposal, **you will be able to edit and expand on your pre-proposal narrative so MAKE SURE YOU SAVE your responses in a place you can find later.** The page limit for the pre-proposal narrative is **(2) pages.** Please retain the headings in bold, but you may delete these instructions and the bulleted prompts. Upload your completed proposal narrative into your EZG application as instructed.

***Full Proposals Instructions*:** Full Proposals are **by Invitation Only. ONLY complete Part II of this template, if you have received an email from** **easygrants@nfwf.org** **inviting you to submit a full proposal.** In your full proposal submission, you **MUST** include your responses to the Pre-Proposal section (Part I, Questions 1-8) and you may edit and expand on your pre-proposal answers. You **MUST** also include responses to the Full Proposal section (Part II, Questions A-F), below. The page limit for the upload at the full proposal stage is **(8) pages.** Please retain the headings in bold, but you may delete these instructions and the bulleted prompts. Upload your completed proposal narrative into your EZG application as instructed.

**NCRF *PRE-PROPOSAL* – Narrative Template**

**PART I – PROJECT OVERVIEW**

1. **Project Context**:
	* Briefly describe the coastal resilience challenge you are seeking to address through your projectincluding any specific at-risk community assets (e.g., critical utilities, vulnerable populations).
	* Describe how the proposed project integrates with past and planned future resilience activities in the area including any relevant actions and/or events leading up to this point that prioritize the proposed actions, such as resilience planning or assessments done at the project location.
	* For ***pipeline projects*** (previous stages of work funded through a NCRF grant), please describe the specific work funded under the previous NCRF grant and how the proposed work advances or builds upon this previous work.
2. **Proposed Solution:**
	* Briefly describe the nature-based solution(s) that will be advanced by the project (if known), how it is suited to the project area, the scale of implementation being considered, and the current status of planning and implementation.
	* Describe expected deliverables and results at the proposed end date of the project (i.e., 50% design of 50-acre wetland) as well as the expected long-term utility of the project (i.e., implications for informing future, planning, management, and restoration activities).
3. **Project Category:** Select the category of activity in the Request for Proposals that will be addressed by your proposal. Community Capacity Building and Planning
4. **Community Impact and Engagement:**
	* Describe: (a) the community(ies) where the project will take place, (b) who is expected to benefit, and (c) how community was or will be engaged in project development and implementation, including specific socioeconomic demographic data on factors that contributing to a community’s vulnerability to climate impacts (e.g., % of population below the poverty line or unemployed, Environmental Justice community according to [EJScreen](https://www.epa.gov/ejscreen), etc.).
	* Describe key partners or stakeholders that will be engaged in the project or involved in implementation.
5. **Anticipated Community Resilience and Fish and Wildlife Benefits:**
	* Describe the anticipated benefits (either direct for Restoration-Implementation projects or projected from planning and design projects) from the proposed activities in terms of (a) reducing community exposure to existing and future coastal hazards and (b) enhanced habitat. Be as specific as possible about benefits to people, properties, infrastructure assets, and fish and wildlife species.
6. **Other****:** Provide any further information you think is important for the review of this proposal.
7. **Other Uploads –**
	* Proposals seeking funding for **Acquisitions or Equipment *OR*** funding from the **Department of Defense MUST** complete a one additional page upload, see special upload narrative template here: [[Upload Template](https://www.nfwf.org/sites/default/files/2023-02/2023_ncrf_pre-proposal_special_upload.docx)]
8. **Other NFWF Applications:** Are you applying to any other NFWF programs to support this same project? If yes, please list the NFWF program(s) (e.g., America the Beautiful or AtBC, Long Island Sound or LISFF).

**NCRF *FULL* *PROPOSAL* – Narrative Template**

**Full Proposals are by Invitation Only. ONLY complete Part II of this template, if you have received an email from** **easygrants@nfwf.org** **inviting you to submit a full proposal**

**PART II – SCOPE OF WORK**

1. **Methods and Activities:**
	* List the main activities that will be implemented through the project with distinct headings, elaborate on the methodologies that will be used and deliverables that will be produced to achieve the project’s goals. For each activity, please provide an estimated percentage of the budget that will be dedicated to that activity (e.g., community engagement, 10%; wetland restoration 25%, monitoring 5%).
	* Please refer to the RFP and describe how the proposed activities address the program priorities, requested information for the project pipeline category selected, and evaluation criteria (e.g., sustainability and innovation).
2. **Implementation Timeline and Milestones:**
	* Provide a detailed project timeline with milestones and expected progress for each activity supported with requested funds and match within the grant period. For ***Restoration Implementation*** projects, describe the status of final designs and permitting and provide a comprehensive project schedule with dates describing all activities from start of the award, start of construction, to project completion.
3. **Monitoring Project Impact:**
	* Use this section to expand on how stated project resilience and ecological goals align with established resilience or other plans where applicable (provide links to plans when possible).
	* How will metrics listed in the Metrics Section be monitored and what additional metrics, if any, will be tracked beyond required NFWF metrics to evaluate success in achieving outcomes.
4. **Project Team & Partners:**
	* List the organizations and key personnel that will be primarily responsible for implementing the project and describe their qualifications and track record of success relevant to implementing the work.
	* Describe the roles of key partners and other stakeholders: how will they be engaged in the project, and how will they contribute to and ensure the long-term success and future implementation of the project or the transferability of the approach(es).
5. **Other (Optional):** Provide any further information important for the review of this proposal and that demonstrates how the proposal addresses the evaluation criteria included in the RFP.
6. **Uploads & Descriptions:**
* *Photos*: Via the Uploads section of the proposal, please include 1-3photos of the project location or activities. In the table below provide the file name, a photo credit and suggested caption or description. *Example — Photo1\_ErodedShoreline.jpg, John Smith, NFWF. Photo of the current eroded area to be addressed by plantings.*
* *Final Designs & Engineering Documents*: For ***Restoration Implementation***projects, upload final designs and any other supporting documents that demonstrate that the project is ready to commence construction within one-year of the award date. Use the table below to provide the file name, credit and brief description of the document.
* *Pre-Transaction Documents*: For projects seeking funding for ***acquisition***, upload and use the table below to provide a brief description all available [pre-transaction documents](https://www.nfwf.org/land-acquisitioneasement-guidance) (e.g., appraisal, surveys, draft deed restrictions).

|  |  |  |
| --- | --- | --- |
| File Name | Credit | Description |
|  |  |  |

**NCRF PRE-PROPOSAL *– Special Upload* Template**

**Instructions:** At the pre-proposal stage, applicants seeking funding for **ACQUISITIONS** or **EQUIPMENT** and/or **DEPARTMENT OF DEFENSE** funding **MUST** complete a **one-page special upload** answering the questions applicable to their project.This one-page special upload, is in addition to your 2-page pre-proposal narrative. Save this template to your computer and complete these specific questions, where applicable, in the format provided. The page limit for the special upload is (1) page. Please retain the applicable headings in bold. You may delete these instructions and the bulleted prompts, below the heading(s). Once complete, upload this document into the online application as instructed.

1. ***Projects Seeking Funding for ACQUISITIONS or EQUIPMENT:***
	* Provide a rationale for why NFWF funding for these project elements is needed to support project activities.
	* For ***equipment***, describe why equipment rental is not an option and your plan for complying with federal requirements related to purchase of equipment.
	* For ***acquisitions***, describe why acquisition is needed to support restoration / resilience activities.
		+ Provide and a rough estimate of the budget needed to pay for acquisition costs and describe why acquisition or purchase cannot be supported through other sources (federal or state programs, donation, leasing, etc.).
		+ Describe in detail the ENTIRE transaction, communicating step-by-step pieces of the acquisition and the status of negotiations with landowners (i.e. total purchase price needed and how the price was determined, expected expenses, sources of revenue, who is selling the property, who will purchase the property, what entity will be the long-term manager of the property, how will the property be held, what deed restrictions if any will apply, etc.).
		+ Please also describe plans for ensuring public access.
* Provide any further information important for the review of this request in your proposal.
1. ***For Projects Requesting U.S. DEPARTMENT OF DEFENSE (DoD) Partner Funding:***
	* Provide a description of the coastal hazards that threaten the military mission, the nature-based solution(s) proposed to address those threats, how those solutions will maintain and improve military resilience and/or directly benefit mission capabilities (see the RFP Funding Availability and Match section for more information).