

State Wildlife Grant Application Project Statement Guidelines

- I. Title Page:
 - a. State: Iowa
 - b. Program: State Wildlife Grants Program
 - c. Grant Title: (Descriptive title \leq 15 words)
 - d. Contact Information:
 - i. Contact Name (Project Leader)
 - ii. Organization
 - iii. Title
 - iv. Address
 - v. Phone
 - vi. E-mail
 - e. Project Partners: (List all organizations involved with the project. Be sure to clarify their roles in the Approach Section of the application).
 - f. SWG Funding Request: (The total amount of federal funds requested)
 - g. Project category: (Choose either Planning or Implementation)

- II. Project Summary:

This section should be \leq 350 words. Provide a brief summary of the purpose, justification, expected results, benefits, and general approach proposed for the project.

- III. Problem and Need:

The section should be \leq 1,000 words. Describe the purpose of the project and the relevance to the Iowa Wildlife Action Plan (IWAP). Link the relevance of the project to the IWAP and include the page number for the conservation action or goal that the project will help address. What problem(s) will be addressed? Include a brief discussion of appropriate literature. Describe implications (if any) of not funding the project.

- IV. Objectives

What will be accomplished for the stated need? Each objective should be stated separately. Detail what is to be accomplished within the constraints of the budget, timeline, and personnel requested. Outline methods to ensure meeting the objectives. If this is a multi-year project, state which objectives will be undertaken in which year(s). Ensure that the proposal references the PAGE of the IWAP that contains the conservation action or need which each objective will address.

Example: Measure habitat features and reproductive parameters of cricket frogs along the presumed demarcation line between abundant populations in the southern part and declining populations in the northern part of Iowa. IWAP Table 3-2 (Reptiles and Amphibians of GCN); Conservation action “Develop scientifically reliable knowledge on ecological needs of wildlife species” IWAP page 105; AND #X on “Current Management – Research Needs” (this table is linked to Iowa SWG homepage).

V. Expected Results and Benefits:

This section should be \leq 500 words. What will be the results or benefits of conducting the project? How will the project benefit the SGCN, their habitat(s), or the citizens of Iowa? List all species and habitat(s) that will benefit. Explain how the results or benefits will be communicated to the proper audiences.

VI. Approach:

This section should be \leq 2,000 words. Describe how the project will be implemented and how it will benefit SGCN or habitat conservation efforts. Include specific procedures and key personnel and cooperators. Include how the success of the project will be evaluated, including all relevant statistical procedures. If handling species that are state or federally listed (refer to <http://www.iowadnr.com/other/threatened.html>), state how the procedure may impact populations and how mortalities would be avoided.

VII. Timeline:

Describe the timeframe for completing the project. Field component (i.e. funding for project) may not exceed 3 years.

VIII. Location:

Where will the work be performed? Attach a map of field locations.

IX. Estimated Cost:

Total Project Cost:

Total Federal SWG Request:

Total IDNR Match Request:

Total Non-federal Match from Other Source: (This amount is not being requested in this proposal. Describe the source of this non-federal match and include the total percent of the budget represented by this amount).

X. Products and Deliverables:

List any expected products (e.g. thesis, dissertation, technical or scientific publication, brochure, popular article) and respective delivery dates. Also list any other products (videos, permanent demonstration sites, etc.).

Interim progress reports, final reports, AND electronic copies of all data are required to be provided to IDNR prior to final reimbursement.

XI. Project Duration:

Start Date:

End Date:

XII. Project Partners:

Describe key personnel and their role(s) in the project. Identify universities, consultants, cooperators, and others. Briefly describe the qualifications of key personnel.

Will this project implement recommendations from an existing conservation plan or from a previous SWG-funded project?

If yes, please refer to plan or previous SWG project and explain.

XIII. Total Project Budget:

The budget should be in table format and must clearly reflect the objectives, approach, and schedule sections. The format below is recommended:

Budget Category	Total Project Costs
Salaries	
Benefits	
Contracted Services ¹	
Travel	
Materials & Supplies	
Equipment ²	
Vehicles & gas	
Other	
Indirect Costs ³	
Total	

¹If services will be contracted, please explain and justify what will be done and who will be conducting the service.

Example:

Explanation of Contractual Services: Feather samples will be sent to ABC DNA Services for SSR analysis. This will allow the graduate student to ABC DNA is the company of choice for this species (personal communication, QWE researcher, RTY University). Estimated costs are \$7 per sample and 200 samples = \$1,400.

²Equipment includes non-perishable items (e.g. computers, vehicles, boats, etc.) Please note that equipment purchased under the SWG will need to be returned to IDNR upon completion of the project.

³Indirect costs ARE NOT ELIGIBLE for federal reimbursement. They may be contributed as qualified match if the sponsoring institution has a federally approved indirect cost rate.

XIV. Partner Contribution Table:

Please list all partners that are providing Non-federal match contributions. When summed, the In-kind Contributions and Funds Pledged columns should total the Non-Federal Match from Partners column in the above Budget Table.

Name of Partner	Total In-Kind Contributions	Total Funds (Cash) Pledged	Total Funds Secured

XV. Fiscal Year Budget Table:

Estimate how much FEDERAL funding (Federal SWG Request column from Budget Table) will be spent each year of the project:

Federal Funding Fiscal Year Budget Table:

Year	Federal SWG Request ¹	State IDNR Match Request	Non-federal Match from partner(s) ²	Total per Year
FY08 (October 2007-September 2008)				
FY09 (October 2008-September 2009)				
FY10 (October 2009-September 2010)				
Total				

¹Must be ≤ 50% of total costs for implementation and ≤ 75% for planning projects.

²If in-kind contributions are used as non-federal match, please describe IN DETAIL how the value for those items/services are determined and provide a justification of their use.

Example:

In Kind Contribution Detail: The partner’s match for this project will be calculated by multiplying the 2004 budget expenditures by the percentage of program time needed to produce grass seed.....Match applied to this grant will be for seed actually planted during the project period (e.g. the value for seed planted in 2005-2006 will be determined by the number of pounds of seed planted annually on project sites multiplied by the value per pound in the following table):

	Expenditure	% time	% expenditure	PLS lbs	\$/lb
Grass seed	\$279,551	0.423	\$118,250	25000	\$4.73

2000 lbs seed x \$4.73 per pound = \$9,460.00 In Kind Contribution

Additional example: Volunteer position (# hrs * \$ wage/hr) = Salary contribution.

XVI. Supplemental (Itemized) Budget Table:

Please note if you are providing an estimate or actual cost for the items/amounts. Include information on large equipment, salaries, contract work, etc. It is not critical to provide intricate detail but do provide enough information to assist the review committee in evaluating the budget.

Budgeted Item	Federal, IDNR, or Other match?	Quantity	Rate/hour or Cost/item	Total Cost
Total:				