# Cooperative Grants Application Booklet

West Virginia Wildlife Diversity Program
Wildlife Resources Section, WVDNR

Revised October, 2010

# F.Y.I.

- All proposals must be received by close of business on the **Friday before Thanksgiving**.
- Payment will be made upon delivery of services or products. If circumstances warrant alternative funding methods, the payment schedule may be negotiable.
- Funding recipients will be sent instructions outlining specific information and baseline data, acceptable formats, etc. that must be included in the final report.
- The final report will be submitted in **both paper and electronic formats**, along with any GIS coverage, databases or spreadsheets constructed as part of the project.

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# Quick Checklist

_____ Consider a project focus that has been identified as a high priority project by the Wildlife Diversity Unit.

_____ Ensure that the proposal is properly categorized as either a Research Project or an Education/Management Project on the enclosed Receipt Notification Form.

_____ Proposals must be complete and follow the required format.

_____ When necessary, obtain site clearances for the project beforehand by contacting the appropriate authority, and submit a letter reflecting this clearance as documentation.

_____ Proposals must be received by close of business on the **Friday before Thanksgiving**.

_____ Contact Patty Fordyce with questions or for additional information: pattyfordyce@wvdnr.gov (304-637-0245).

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# WV DIVISION OF NATURAL RESOURCES
# COOPERATIVE RESEARCH and
# EDUCATION/MANAGEMENT GRANT PROGRAM

## INTRODUCTION

West Virginia has a rich biological heritage, with approximately 2300 native plant species, 500 vertebrates, and thousands of invertebrate species. All of the plants and invertebrates, and 87 percent of the vertebrate species are classified as "non-game" and are the responsibility of the Wildlife Diversity Unit (WDU). These species account for approximately 90 percent of all the state's wildlife and botanical resources! These plants and animals function in their individual roles within large and complex biological systems, upon which we are completely dependent. Declining biological diversity is a global trend, and West Virginia is no exception. Fourteen animal species and five plant species occurring in the state have been classified as either federally threatened or endangered. There are many other species that are classified as "species in greatest need of conservation." Their distributions remain largely unknown and/or little life history work has been performed on them. WVDNR's Wildlife Conservation Action Plan (CAP) identifies 524 animal species as those in greatest need of conservation. Consequently, there is a pressing need to increase available information on these non-game species.

The Cooperative Research and Education/Management Grant Program provides a funding opportunity for individuals, organizations and institutions to participate in the ongoing process of data collection, conservation, management and education of the public about biological diversity issues.

Research grants are awarded for projects involving the scientific study of non-game animal species and select plant species. Education/Management grants are awarded in the areas of education, community-oriented conservation, species protection and habitat management. The guidelines in this booklet have been developed to assist applicants in the preparation of their proposals.

The Goals and Objectives of the WDU provide direction for these research and education/management projects. They are:

Program Goal

To increase our knowledge of the state's natural diversity so that viable populations of animals, plants and plant communities can be conserved, and to promote the educational, recreational and economic values and opportunities derived from these resources.

Program Objectives

1. Obtain baseline information on the status and distribution of the state's non-game wildlife and botanical resources.
2. Develop and maintain a complete and accurate statewide database of rare species and biological communities.
3. Monitor, manage and conserve the state's non-game wildlife, non-game wildlife habitat and botanical resources and provide effective stewardship to ensure continued natural diversity.
4. Ensure the protection and recovery of Species in Greatest Need of Conservation.
5. Promote opportunities for educational, recreational and economic use of the state's non-game wildlife and botanical resources.

## WVDNR COOPERATIVE GRANT PROGRAM

The Wildlife Diversity Citizens Advisory Council aids in directing the Cooperative Research and Education/Management Grant Program. The Council, appointed by the Governor, consists of scientists, resource managers, educators, sportsmen and sportswomen and environmental experts. The Council provides technical assistance and other valuable feedback in assessing project proposals.

Successful proposals are funded with certain conditions. The terms of the agreements are such that the projects will involve a legal obligation for final products that include carefully prepared final reports. Payment will be made upon delivery of services or products. If circumstances warrant alternative funding methods, the payment schedule may be negotiable.

## PROPOSALS

### Project Funding

Project funding varies annually based on resources available and program needs. **Be advised that these grants are competitive; we usually have more applicants than we can fund.**

An invoice is required for payment, and the report and payment schedule will be specified in the project agreement. **No subsequent awards to an individual or organization will be made until progress reports or final reports from previous grants are submitted.** Details on reporting and invoicing requirements and deadlines will be provided to successful applicants. A final report and other deliverables are required upon completion of the project.

A non-Federal project match is almost always required as an award condition. The match may be an actual cash match or provision of in-kind services. **Documentation of matching project expenditures is required before payments can be made**, and a form certifying these expenditures can be provided to successful applicants. Most projects are required to offer a minimum 25 percent contribution toward total project cost.

Proposals developed jointly by individuals, groups or institutions must specify one individual (institution) as the primary contact. Progress reports and final reports will be expected from, and payments made to, the designated contact only.

### Who May Submit Proposals

All formally organized clubs or organizations in West Virginia, persons affiliated with state or private colleges, universities, school systems or other educational facilities, industry, research and other profit or non-profit organizations, federal, state or local governmental agencies, and private individuals are eligible to submit proposals. **Organizations or individuals that had projects selected in previous years are eligible to submit project proposals for consideration as long as past projects have been successfully completed and a final or progress report is submitted.** Full time DNR employees may not apply for funding.

When to Submit Proposals

Projects may be submitted during the period from the middle of October to the end of the business week immediately preceding the Thanksgiving holiday. **No projects received after this date will be considered**. In December and January, WDU staff, with input from the Wildlife Diversity Citizens Advisory Council and the Chief of the Wildlife Resources Section, will review projects submitted and select projects based on priority, quality and adherence to guidelines. The Chief of the Wildlife Resource Section will make final selections in the end of January and beginning of February. All entities that submit proposals will be notified of acceptance or rejection of their project for funding by the end of February. Those not accepted will receive an explanation and tips on improving their proposal, if applicable.

Project Completion and Inspection

Unless the project was accepted as a multi-year project or special award conditions were made, final reports for completed projects must be submitted no later than one year and three months from the date of the award to the **Cooperative Projects Coordinator, P.O. Box 67, Elkins, WV 26241**. Multi-year and special condition projects are required to submit a progress report one year following the award, unless other arrangements are made in advance.

The final report shall include:

1) a narrative (abstract, introduction, methods, results and discussion) and/or pictorial account of the completed project,
2) copies of any theses, reports, publications, posters, presentations, etc., resulting from the project,
3) documentation of accounts payable in the form of receipts, invoices, checks and mileage records,
4) a financial statement listing actual expenditures with zero balance or unspent monies to be returned to the Division of Natural Resources, and
5) other documentation required of the specific project and/or budget, including but not limited to **documentation certifying matching project expenditures**.

These accounting practices are necessary since all projects funded by WVDNR are subject to a state audit. **The report shall be submitted in both paper and digital formats**.

**We encourage projects to be limited to one year.** Requests for extensions to ongoing projects may be submitted in the same format as new projects, and will be considered after determination of available resources and appropriate project progress. No-cost time extensions may be granted if justified.

Project Recognition

If applicable, a small sign (to be supplied by the WVDNR) will be erected on each project site acknowledging that the project was funded by the Wildlife Diversity Unit.

## Research Projects Supported

Projects must benefit the state's non-game wildlife or botanical resources through some aspect of scientific research. Projects that address the population status or natural history of a species and/or involve the classification and documentation of ecological communities of greatest concern, will receive the highest priority. Priority projects are identified each year and projects addressing those particular needs will receive additional consideration.

Applicants are encouraged to consider using wildlife management areas and other state-managed lands as potential sites, if appropriate to the project design. Private property may qualify if a wildlife or plant species is in need of study, but a written agreement securing landowner permission must be provided. When using DNR Wildlife Management Areas, the researcher must contact the appropriate district biologist to discuss the intent of the study and any need for assistance.

## Education/Management Projects Supported

Projects must benefit non-game wildlife or botanical resources in some aspect of education, conservation, species protection, habitat management or a combination of these categories. If the project involves a physical area, the area must be open to the general public. Applicants are also encouraged to consider using Wildlife Management Areas and other state-managed lands as potential sites, if appropriate to the project design. Examples of cooperative education/management projects from past years are:

1) Develop educational trunks with a specific learning theme. (i.e. streams, ponds, etc)

2) Improve a stream by controlling bank erosion or creating habitat for fish and other aquatic animals.

3) Develop and staff a booth at fairs and community gatherings promoting WV's non-game wildlife and botanical resources.

4) Construct interpretive trails, viewing towers, blinds etc. for wildlife observation.

5) Construct nest box trails for key bird species.

6) Design and develop wildlife demonstration areas such as hummingbird and butterfly gardens.

**Research and Education/Management Projects will be scored separately for funding consideration.**

## PREPARATION OF PROPOSALS

Proposals should clearly present the study's scientific value and its applicability to conservation of the non-game wildlife and botanical resources of West Virginia. **Applicants must use the format provided to be considered for funding.** Review proposals carefully to ensure that they are complete and contain all the necessary information. Any omissions are the responsibility of the applicant. The proposal will become part of the agreement if the applicant is successful.

**Submit both a paper and a digital copy of your proposal**. The paper copy should be stapled in the upper left-hand corner, double spaced (except for the abstract), printed on one side of each page, and have the pages numbered. Any materials to be considered with the proposal must be attached to the individual copies of the proposal. Proposals must be arranged in the following order: receipt notification, cover letter, project proposal (see outline below), and an appendices with the detailed Budget Sheet and current Curriculum Vita.

Proposal Package

I. Receipt Notification (last page of this application booklet)
II. Cover letter
III. Project Proposal
- Title page and Abstract
- Introduction
- Justification and Need
- Objectives
- Methods
- Schedule
- Deliverables (**digital and paper copies** of resulting reports, papers, theses, presentations and posters are required)
- Budget Summary
- References Cited
- Appendix
  - Detailed Budget Sheet (paper and digital copies of the Excel spreadsheet – template provided upon request)
  - *Curriculum Vitae* of all project principals

IV. Vendor Registration (may be required, see below)

### I. Receipt Notification Form

The applicant must complete the top portion of the form. Only one copy of this form is to be sent with each proposal. This form ensures prompt acknowledgment that a proposal has been received by the WDU. Later communications concerning your proposal should refer to the proposal number (which will be assigned by the WDU upon receipt of the proposal). Applicants may contact the WDU at (304) 637-0245 if the Receipt Notification Form is not acknowledged by January 15.

### II. Cover Letter

The cover letter is the first and most important step in preparing your grant application. The cover letter should be no longer than two pages and should include the following items:

- Overall budget and a general justification for the budgeted items
- Your name, address, phone number, affiliation and title
- Statement of previous grants received from this program
- Statement of amount of funds requested from WVDNR

- If you received a grant during the previous year, you must submit (at minimum) an interim progress report with this proposal, or a statement of intent to supply this report before the end of the calendar year

## III. Proposal

A. Title Page

Title page should include the title of the study, the principal investigator's name, assisting researchers, the institution supporting the work, telephone number(s), e-mail addresses and the date submitted.

B. Abstract

Include a brief summary of the proposal contents including the study purpose, methods, expected results, deliverables and applicability of results. The abstract should be concise and no more than a few paragraphs.

C. Proposal Narrative

The narrative must be double-spaced and single sided. It should include statements summarizing the project's justification and need, objectives (study area, size, location, ownership, etc.), methods and schedule of the entire duration of project, expected results and significance or value to the state's non-game wildlife and/or botanical resources. A budget summary table and a literature cited section (if applicable) must be included at the end of the narrative. The project narrative is the main body of the proposal and should present a detailed outline of the proposed project.

In detail, the narrative should contain the following sections:

1) *Introduction*—This section should state the background and justification of the project; the project's relevance, significance, and/or value to the management and conservation of non-game wildlife and botanical resources in West Virginia; the expected results or benefits if project objectives are met; and a review of previous or similar work, including the relationship of the proposed project to such work.

2) *Justification and Need*—This section provides a forum to explain, for Research Projects, the value of the species or community being proposed for work or study, the connection to the Diversity Program's Wildlife Conservation Action Plan (http://www.wvdnr.gov/Wildlife/PDFFiles/wvwcap.pdf 73MB file) and how this proposal will address WVDNR's objectives. For Education/Management Projects, identify the audience addressed, number and affiliation of individuals engaged, and/or the area to be managed. Proposals for education projects should define the concepts, values, and other information to be presented and explain how the materials and methods chosen will help the WDU achieve conservation education goals.

3) *Objectives*—This section should state the specific objectives of the project. These should include the particular questions to be addressed or answered, the measurable increases in knowledge expected and any tangible products to be produced.

Education projects should similarly state the specific objectives of the proposed project. These should include the particular questions to be addressed or answered, the measurable increases in knowledge expected, the size and demographics of the target audience, and any tangible products to be produced. Proposals for education projects should specify the intended grade level, age level, group size and other relevant descriptors of the target audience(s) for

whom the program or materials are designed.

Maps (and plans) should be included as applicable, but are particularly important for reviewing Management Projects. If a study or project area is involved, the proposal should provide a description of the site including county and nearest town. Also describe the site conditions. If the study site is on government-owned property (e.g. a State Park, a Wildlife Management Area, or National Forest, etc.) the researcher must provide written concurrence from the person in charge of the area. In addition, if the study is to be conducted on private land owned by others, the writer must have written permission from the landowner.

4) *Methods*—This section should describe the plan of proposed work. Include all methods and procedures of the project design. This section also should contain detailed descriptions of data analyses, techniques and procedures. Specificity and detail are important ranking criteria. Answers to where, how many, how big, how high, etc. are valuable ranking criteria which allow us to verify that the project has been well thought through.

Proposals for education projects should indicate provisions for technical review of any developed materials for accuracy, recommendations for evaluation techniques and suggested strategies for product dissemination. Description of methods and procedures must be of sufficient detail to enable evaluation of the project's technical merit and potential to meet the stated objectives. If a publication is being considered, please contact the WDU.

5) *Schedule*—This section should provide a narrative, and may also include an illustrative table or graph, specifying the timing of tasks in the proposed project such as the beginning and completion dates for the project, study site selection, data collection, data analyses and preparation of the final report. The schedule should detail what specific objectives will be initiated, conducted or completed, when reports will be provided and what products will be provided. The project schedule should be as detailed as possible: it will serve as a yardstick against which WDU staff will measure progress of the ongoing project and determine whether the project is meeting its objectives. Note: sufficient time and funds must be built into the schedule and budget to accommodate preparation of the final report following completion of fieldwork for the project.

6) *Deliverables*—This section should outline the components expected to comprise the final report, and any ancillary materials necessary to support the final report. At a minimum, digital and paper copies of resulting reports, papers, theses, presentations and posters are required.

7) *Budget Summary*—This section should be a short paragraph briefly listing the major components of the proposed budget (salary, fringe, indirect, travel costs, supplies and equipment), and describing which parts of those components are requested as a part of the grant request and which will be supplied as part of the matching project expenditures. The minute details of these components (breakdown of travel costs, actual list of supplies and equipment and their respective costs) should be provided on the detailed Budget Sheet that is included with the proposal package.

8) *References Cited*—Provide a list of the literature cited in the proposal.

9) *Appendices*—Appendices may be used to present data, reprints, schematic drawings or other pertinent material to be considered in the proposal evaluation. At a

minimum, this section should include the detailed Budget Sheet and Curriculum Vitae of project principals.

a) Budget Sheet—The WDU has prepared a uniform budget spreadsheet in Microsoft Excel to standardize applications and facilitate ranking of projects. Ensure that all required fields are filled. Attach to a printed copy to the proposal.

b) Curriculum Vitae—At a minimum, the Project Leader, Graduate Student, Principal Investigator and/or their Advisors, if any, should submit a one or two page (maximum) vita. The vita should include educational background, work experience and publications authored within the last five years.

Project directors must specifically state the qualifications, experience and available facilities that uniquely qualify them (or the institution) to conduct the proposed project. This statement is particularly important for proposals submitted from private institutions or private individuals.

**IV. Vendor Registration**

Before a purchase order can be issued or payment made to a Vendor, the West Virginia Code (§5A-3-12) may require the Vendor to have on file with the Purchasing Division a completed Vendor Registration & Disclosure Statement. A WV-1 Vendor Registration form will be provided if your proposal is selected for funding and such a registration is required. If you are a registered vendor with the state, please provide a copy of your registration materials.

**NOTE:** If your study is selected and entails the handling of animals or plants, contact Barbara Sargent at (304) 637-0245 to apply for a **Scientific Collecting Permit**. If your project involves National Forests, you will also need to obtain a permit from the managing agency for that area. Concurrent letter(s) must be submitted to the WDU from the managing agency(s), acknowledging that they fully support your project. This would also include State Parks, State Forests, Wildlife Management Areas or other public or private lands. The letter should be included with your proposal or sent before the proposal deadline.

## PROPOSAL SUBMISSION

All proposals must be received by the Friday before Thanksgiving. **No proposals postmarked after that date will be accepted.** Mail proposals to:

**Cooperative Projects Coordinator**
**WVDNR, P. O. Box 67**
**Elkins, WV 26241**

If you wish to receive additional copies of any of the materials, or know of other clubs/organizations or individuals interested in the program, please write to the above address or contact Patty Fordyce (pattyfordyce@wvdnr.gov or 304-637-0245)

## REPORTING GUIDELINES

Potential applicants should be aware that the WDU expects reports, especially the final report, to be carefully prepared, complete and submitted on time according to the schedule agreed upon in the contract. Sufficient time and funds must be incorporated into the project schedule and budget to accommodate preparation of an acceptable final report prior to contract termination. The final report should be submitted with **documentation certifying matching project expenditures**.

## EVALUATION OF PROPOSALS

Principal Investigators will be notified by the end of February of their proposal's acceptance or rejection with a letter from the WDU. Complete proposals are sent to at least three Advisory Council members who have research interests or expertise in the general area addressed by the proposal. The primary responsibility of the Advisory Council is to evaluate the proposal's technical merit and the capabilities of the proposed project personnel and their institution to meet the project objectives.

Another responsibility of the Advisory Council is to evaluate proposals for their relevance to the overall goals and objectives of WVDNR. Criteria used to evaluate the proposals are as follows:

- Fulfillment of one or more of the WDU objectives.
- Quality of proposal preparation; must include all items requested and in the format outline requested.
- Does the proposal include enough details or information relative to the proposal?
- Scientific merit of proposal.
- Best use of available funds (How carefully have the applicants controlled the costs of the project?) and contribution of matching funds.
- Probability of success and a realistic time-line.

**RESEARCH PROPOSALS**

- Research data should be collected and submitted in a form compatible with DNR databases. Additional guidance will be provided upon award.
- Locational data needs to be provided on maps, either USGS Quads or preferably using GPS coordinates. Locations of threatened, endangered or rare species should be identified on Heritage Field data sheets which will be sent to the recipient with the acceptance letter. Additional guidance will be provided upon award.
- Information obtained from the study should be useful in managing the species being studied.

**EDUCATION/MANAGEMENT PROPOSALS**

- The goals or products of this proposal should benefit non-game wildlife or plant resources in some aspect of education (instills understanding and actions towards stewardship or environmental ethic), conservation, species protection, habitat enhancement and/or management, or a combination of these.
- There should be a long-lasting commitment to the project (provisions have been incorporated to steward or maintain the project in the long term). A statement to that effect signed by a responsible individual should be included in the proposal.
- Will this project be of benefit statewide, or locally? The project should affect and benefit citizens other than the individual or group doing the project.

The Advisory Council makes recommendations to the WDU staff. As part of their review, staff consider the past performance of the applicant on any previously funded projects. WVDNR staff will incorporate their comments with those of the Advisory Council and make recommendations to the Section Chief for final funding selection.

**Research and Education/Management Projects will be scored separately for funding consideration.**

# WV Division of Natural Resources
# Cooperative Research and Education/Management Grant Program
# Policy Statement

July 23, 2008

For the purposes of the WVDNR Cooperative Grant Program, this statement is intended to confirm that the Wildlife Diversity Unit of the Wildlife Resources Section, WV Division of Natural Resources:

- is a West Virginia State Agency.
- as a matter of procedure, does not pay indirect rates on any grants it awards.
- normally requires a monetary or in-kind provision of matching funds as a condition of grant award.
- may be unable to consummate the agreement if indirect charges are applied because resources are limited and because the grant, as proposed, provides the minimum package of deliverables needed to be useful to this agency.

Wildlife Diversity Program
Research and Education/Management
Cooperative Grant Program
**Receipt Notification Form**

Project Title:

_____

Circle one ➔ Research Project Education/Management Project

Project Director (Name, title, affiliation and address)

_____

_____

_____

Project Director Telephone #_____

Project Director E-mail_____

Date Received Proposal Number

_____ _____