

Dream Tags Charitable Fund Open Request for Proposal



**COMMUNITY
FOUNDATION**
of Western Nevada



The Community Foundation of Western Nevada is accepting proposals for grants from the Dream Tags Charitable Fund. Proposals will be considered by the Advisory Board on Dream Tags at their next meeting and grant recommendations must be approved by the Board of Trustees of the Community Foundation. **Deadline for submittals is noon on December 1.**

The Dream Tags Charitable Fund provides funding to engage Nevadans in wildlife conservation by focusing donated funds to restore resilience in at-risk Nevada habitats with strategic collaborative projects for sustained impact that supports the preservation, protection, management, or restoration of wildlife and its habitat. To be considered for funding, project proposals must demonstrate measurable impact in accordance with this purpose.

Applicants must be registered 501(c)(3) nonprofit agencies, nonprofit educational institutions, or governmental entities. Projects must be performed in Nevada. Grants are typically paid on a reimbursable basis for actual expenditures. Funding will not be provided for work performed prior to grant approval.

Please **submit 1 pdf copy¹ via email** of your proposal. Proposals are encouraged for the following:

- A. Projects that improve, protect, or restore habitat
- B. Projects that embrace unique opportunities for advancing the mission of wildlife conservation in Nevada
- C. Projects that address emergent needs
- D. Other projects that meet the evaluation criteria

Applicants must provide a minimum 25 percent match for funds requested. Guidelines for requests of matching funds are provided in the following application form.

Applications may be sent to the Community Foundation of Western Nevada by email to tturner@nevadafund.org by noon on December 1 to be considered for funding. For questions or additional information, contact Tracy at the Community Foundation office. The application is also available online at www.nvdreamtag.org.

The application may be reproduced, retyped, or sections increased or reduced in length but must follow the same order. Please use the following checklist to ensure your application is complete:

- Proposal, including Cover Sheet and narrative, is a maximum of 5 pages on 8 ½" x 11" paper in readable font (i.e. Times New Roman 12 pt.)
- Budget is page 6
- Pages are numbered
- You are submitting 1 pdf copy
- You have emailed the pdf to tturner@nevadafund.org and received confirmation of receipt

If you/your organization are submitting more than one project for consideration, be prepared to prioritize the projects.

¹ Note: Put your application, budget, and any photos into ONE pdf file. Submit your required attachments via email clearly labeled with your organization's name in the file name. Send your files to tturner@nevadafund.org.

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Cover Sheet

Organization Name: Dayton Valley Conservation District		
Organization Type: 501(c)(3) EIN# <u>Political Subdivision of State of NV</u> Governmental entity? Yes		
Address PO Box 1807 Dayton, NV 89403		
Project Name: Sage Grouse Habitat Enhancement Project		
Amount requested: \$22,225	Website:	
Project start date (mm/yyyy): 04/2016	Project completion date (mm/yyyy): 12/2016	
This funding will be used to (complete this sentence with a max of 2 sentences): Funding will improve habitats for Bi-State Sage Grouse and other species, as well as reducing the spread of invasive weeds.		
Key People:	Director:	
	Board Chair: Chuck Roberts	
	Project Contact:	Name: Rob Holley
		Position: District Manager
		Phone: 775-246-1999
		Fax: 775-246-1998
Email: rholley.dvcd@yahoo.com		
Organization Mission: To protect and improve watershed, habitat, and water quality conditions on the Middle Carson River and its tributaries.		
Project is on (check all that apply) <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private land.		
Are government permits or decision documents needed for the project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, are those permits and decision documents already secured? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If permits and decision documents are needed but not yet secured, in #4 of the Narrative Requirements provide a list of permits and documents needed and a schedule for securing them.		
Has your organization received other grants from the Dream Tags Fund? Yes No (use additional to list ALL funded projects)	If yes,	
	Date awarded: 2014	
	Project # & title: Sage Grouse Habitat Enhancement Project	
	Amount of Award: \$5,000 (funds were not accepted by DVCD)	
	Date awarded: See Explanation in Attached Narrative	
	Project # & title:	
	Amount of Award:	

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DESCRIPTION OF PROJECT UNDER CONSIDERATION

Indicate the description that best fits the project you are proposing. Mark no more than three categories:

- A. Projects that improve, protect, or restore habitat
 B. Projects that embrace unique opportunities for advancing the mission of wildlife conservation in Nevada
 C. Projects that address emergent needs
 D. Other projects that meet the evaluation criteria

NARRATIVE REQUIREMENTS

Provide answers for all sections below; use the numbers and topics (in **bold**) to label each section in your response. Your application is limited to 5 narrative pages, including the cover sheet. Your budget is page 6. **All projects are required to have measurable outcomes:**

1. Specific **project goals and measurable outcomes**. How do these tie to the project description?
2. **Project location**.
3. **Project description**. Include site map and aerial photos if applicable/possible. Maps and photos must fit on 8-1/2" x 11" paper and may be attached at the end of your proposal after the budget.
4. **Permitting**. Provide a permitting schedule for your project along with your plan for getting the required permits and decision documents. Be sure to include the cost of permitting/decision documents as a line item in your budget.
5. If **future phases** of the project will be needed, identify anticipated sources of funding.
6. **Principals involved** in leading or coordinating the project or activity.
7. Number of **staff positions involved** in project: Fulltime _____ Part-time _____ ("Fulltime" means 100% of their staff position will be dedicated to this project; "part-time" means only a portion of their staff position will be dedicated to this project)
8. Number of **volunteers involved** in project and an estimated number of volunteer hours.
9. **Time Line** of Project. List key dates and include project milestones. *Note:* Be realistic in your estimate of dates and milestones. List any factors that may cause a delay in implementing and/or completing the project.²
10. **Success**. Tell the committee how we will know you succeeded in what you proposed to do.
11. **Grant match**. All applicants must provide a match of at least 25 percent for dollars requested. The match may be with funding and/or in-kind services. Complete the Grant Match section of the application.
12. **Project budget** (see Sample Budget Template on page 5 of this RFP). Provide detail on line-item expenditures and show which costs are to be paid for by the Dream Tags Charitable Fund grant, which expenses will be paid by other sources of funding, and which will be paid for with in-kind services.
 - *Note:* Project budget must be on its own on page 6.

Grants from the Dream Tags Charitable Fund are typically paid on a reimbursable basis for actual expenditures only. Craft your budget in such a way that requests for reimbursement correspond to the original budget.

² Funding will not be provided for work performed prior to grant approval.

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Grant Match

Match amount to be provided:	\$22,225						
Match details:	<p>Please provide the form of your matching funds. If match is made up of both cash and in-kind, fill in both sections.</p> <p>Match is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Cash</td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 80%; text-align: center;">12,500</td> </tr> <tr> <td>In-kind</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">9,725</td> </tr> </table> <p style="font-size: small;">Note: Provide an itemized breakdown of volunteer match in your budget with rationale.</p> <p>For the cash portion of your match, is the funding already being held by the applicant for this project? Yes <u> X </u> No <u> X </u></p>	Cash	\$	12,500	In-kind	\$	9,725
Cash	\$	12,500					
In-kind	\$	9,725					
Description of matching funds/in-kind donations:	Cash match will come from the sources indicated on the budget worksheet. In-kind will be in the form of Dayton Valley Conservation District equipment use and NRCS technical assistance.						

REQUIRED ATTACHMENTS

Submit the following attachments via email. Clearly label each file with your organization's name.

Nonprofits submit:

- Last audited financial statements if your organization has been audited
- List of Board of Directors
- Copy of agency's IRS 501(c)(3) Tax Determination Letter
- Copy of the agency's most recent IRS Form 990

Governmental entities submit:

- Departmental budget in lieu of audited financial statements

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SAMPLE BUDGET TEMPLATE

Budget Item Description*	ORIGINAL PROJECT BUDGET			Total	REIMBURSEMENT REPORT	
	DT \$	Other Funding Sources	Match \$		Expenditures to date DT	Expenditures to date (other sources)
Project Management	\$2,200	CWSD	\$2,000			
Administration	\$1,000	Lyon County	\$1,000			
Fuel	\$500	BLM	\$500			
Mileage	\$260	NDOA	\$5,000			
Supplies	\$500	NSCDP	\$4,000			
Equipment	\$0	NRCS	\$4,000			
Labor	\$0	DVCD	\$5,725			
Permitting/Overhead	\$1,000					
Subcontractual	\$16,765					
TOTAL	\$22,225		\$22,225	\$44,450		

CWSD=Carson Water Subconservancy District (funding in hand)
 BLM=Bureau of Land Management (funding committed)
 NDOA=Nevada Department of Agriculture (funding pending spring 2016)
 NSCDP=Nevada State Conservation District Program (funding in hand)
 NRCS=Natural Resource Conservation Service (in-kind tech assistance)
 DVCD=Dayton Valley Conservation District (in-kind equipment usage)

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GRANTEE REQUIREMENTS

To be eligible for funding, grantees must adhere to the following requirements:

- Monies are to be used and/or disbursed exclusively for the charitable uses and purposes.
- The Dream Tags Fund shall be used exclusively to provide support for the preservation, protection, management or restoration of Nevada's wildlife and its habitat.
- The Charitable Beneficiaries may include 501(c)(3) organizations and governmental entities. Any grants to governmental entities must be made exclusively for public benefit purposes.
- All grantees will be required to sign a grant agreement stipulating their agreement with all of the terms, conditions, and reporting requirements.
- To maintain eligibility to receive grant funds, each Charitable Beneficiary must comply at all times with the following requirements:
 1. Charitable Beneficiaries must be exempt from federal income taxation under Section 501(c)(3) of the Code;
 2. Charitable Beneficiaries shall use all Fund distributions toward projects that are appropriate and legal public expenditures;
 3. Charitable Beneficiaries must provide financial details and/or reports of their organizations upon request;
 4. Charitable Beneficiaries must not use any Fund distributions for political contributions or political advocacy;
 5. Charitable Beneficiaries must implement the projects, activities, and/or programs for which they received Fund distributions as agreed upon in the grant acceptance agreement, or must return all such distributions to the Community Foundation forthwith;
 6. Charitable Beneficiaries must provide the Community Foundation with quarterly reports detailing the activities of their projects and/or programs; and
 7. Charitable Beneficiaries must sign an agreement regarding their compliance with the qualifications hereof.

PROJECT EVALUATION CRITERIA

Each proposal will be evaluated on criteria that include but are not limited to:

- Measurable outcomes in accordance with the exclusive goal of the Dream Tags Charitable Fund.
- Monitoring and reporting to learn from the project and track project accomplishments.
- Closeness of project focus to areas of funding emphasis (on-the-ground habitat improvements).
- Readiness of sponsoring organization to undertake and complete project.
- Opportunities to partner with others to leverage funds and accomplish larger outcomes.
- Consistency with established Dream Tags Charitable Fund operations (timeline, match, etc.).
- Impact on preservation, protection, management, or restoration of Nevada's wildlife and its habitat.
- Absence of negative or unintended consequences.
- Solutions to known problems as identified through past research and monitoring.

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Note: This project was funded in 2014. As the BLM Carson District EA had not been completed, treatment of noxious weeds was not a possibility. As a result, DVCD declined to accept and use the funds. The BLM EA is now completed, and through an established process, this project can be implemented.

1. Project goals and measurable outcomes.

The District would like to inventory, map and treat invasive plants in an area that has been devastated by wild fire. Once treated and pending funding, the District would like to follow up with a re-seeding of the area with a desirable habitat seed mix. The scope and size of the area will be dependent upon final award and funding amount. The District anticipates a substantial reduction in invasive plants and the re-introduction of native and desirable vegetation suitable for Sage Grouse habitat. This fire reclamation project should improve overall health for all species, including at-risk song birds such as Brewers Sparrows and Green-tailed Towhees.

2. Project location.

The District has includes an area that has had a catastrophic fire, which has decimated the Sage Grouse habitat. This area is located in the Pine Nut Mountain Range, to the south and east of Rawe Peak. Size and acreage of this area will be determined upon funding awarded.

3. Project description.

The District will be actively improving the area that has been destroyed by wildfire. By reducing invasive plants and re-seeding areas with shrubs and grasses, we will be improving Sage Grouse habitat. The District anticipates award in early 2016, we will start landowner notification and the project stakeholder process immediately. Once the process has started, staff will order materials and supplies, coordinate treatment with crew, establish photo waypoints for monitoring, and, pending funding levels, will re-seed in late fall 2016. The District expects to reduce invasive plant rates by approximately 75%. The District plans on using herbicide mixes that are approved for use by the Bureau of Land Management and safe for Sage Grouse. Germination rates on our seeding's having varied a great deal based on soil, climate and moisture. This makes it difficult to estimate germination rates. The desired seed mix will be suitable for the soil type and average moisture. The District will utilize weed free seed with the highest drought tolerance available. The District will establish photo waypoints with GPS to inventory, map and treat invasive plants within Sage Grouse habitat. Prior to work on the proposed site, the DVCD Staff will establish photo GPS waypoints. Before and after pictures will be consistent and easily recognizable to track the progress of the project. The District can return to the site once every summer to determine germination and re-growth.

4. Permitting.

The district will work with all landowners and permitting agencies to ensure that all compliance and best management practices are implemented during the project activities. The district has reviewed the Bureau of Land management's list of eligible herbicides and will only use those herbicides listed. All soils and vegetation present will be considered prior to any applications of herbicides or seeding efforts.

5. Future phases.

The district would like to use this project as a pilot project for additional and future projects within the Sage Grouse habitat areas. We would also like to expand our efforts to include improving water access, predation concerns, and Pinion and Juniper encroachment. This district is currently looking into acquiring more equipment which would allow for future treatments as well as increasing the potential size of our projects.

6. Principals involved.

The Dayton Valley Conservation District will work with multiple project partners such as; Bureau of Land Management, Carson Water Subconservancy District, Nevada Department of Agriculture, Natural Resource Conservation Service and the Nevada State Conservation District Program. The District continues to search for additional funding to help expand our efforts in improving Sage Grouse habitat.

Community Foundation of Western Nevada

50 Washington Street, Suite 300, Reno, NV 89503 // p: 775-333-5499 // f: 775-333-5487 www.nevadafund.org

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7. Staff positions involved.

There is one fulltime employee and two part-time employees. There is also a fulltime seasonal crew of three to five members. They are paid sub-contractually through Tri-Odyssey Business Services.

8. Volunteers involved.

No volunteers will be involved in this project.

9. Time line.

The District anticipates award in early 2016. We will start landowner notification and the project stakeholder process immediately. Once the process has started, staff will order materials and supplies, coordinate treatment with crew, and establish photo waypoints for monitoring pending funding levels and re-seed in late fall 2014.

- Spring 2016- Right of Entry access/Stakeholder process
- Spring/Summer/Fall 2016- Establish photo waypoints for monitoring, treatment, fence markers and re-seeding pending funds
- Fall-Winter 2016- Final report, reimbursement, prepare map

10. Success.

Anticipated Benefits:

The District anticipates a substantial reduction in invasive weeds and the re-introduction of native and desirable vegetation suitable for Sage Grouse habitat. The District would like to re-establish native and desirable vegetation which is proven essential for habitat, as well as minimizing potential erosion. This fire reclamation project should improve overall health for all species, not just Sage Grouse.

This project continues the State of Nevada's efforts to improve overall habitat health for Sage Grouse. We believe it is in everyone's best interests to increase Sage Grouse populations. Our efforts have been suggested in the past to help improve Sage Grouse habitat and reclaim areas that have been devastated by wildfires.

11. Grant match.

The District would like to include private landowners, Federal and State Agencies, Natural Resources Conservation Service, Nevada Division of Wildlife, Bureau of Land Management and the Sagebrush Ecosystem team in the project stakeholder process. The District would like to insure that all parties contribute vital information necessary in making this project a success. We will be utilizing various funds to leverage additional funds through the Sagebrush Ecosystem team, Nevada Department of Agriculture, Carson Water Subconservancy District, Natural Resources Conservation Service and Nevada Department of Wildlife. The DVCD will contribute vehicles and equipment necessary to complete the work as in-kind match.