

Dream Tags Charitable Fund Open Request for Proposal



**COMMUNITY
FOUNDATION**
of Western Nevada



The Community Foundation of Western Nevada accepts proposals year-round for grants from the Dream Tags Charitable Fund. Proposals will be considered by the Advisory Board on Dream Tags at their next meeting and on an as-needed basis for emergency funding requests. Grant recommendations must be approved by the Board of Trustees of the Community Foundation. **Deadline for non-emergency proposals is noon on February 8, 2018. Emergency funding requests may be submitted at any time.**

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 emergency needs
- D. Other projects that meet the evaluation criteria (see page 6)

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 lrenda@nevadafund.org to be considered for funding. For questions or additional information, contact Lauren at the Community Foundation office. The application is also available in non-fillable pdf 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, starting with Cover Sheet plus narrative sections, 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 lrenda@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 lrenda@nevadafund.org.

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Cover Sheet

Organization Name: Northeastern Nevada Stewardship Group (NNSG)		Office Use Only							
Organization Type: 501(c)(3) EIN# <u>88-0426812</u> Governmental entity? Y/N N		Date received:							
Address: P.O. Box 1667 Elko, NV 89803		Project #							
Project Name: Natural Propagation of Sagebrush in Burn Areas Is this proposal being submitted as an Emergency funding request? (Circle one) No		Grant Amount:							
Amount requested: \$15,525		Website: www.nnsg.org							
Project start date: 03/2018		Projected completion date: 10/2020							
<p>This funding will be used to (complete this sentence with a max of 2 sentences): complete Kent McAdoo's experiment that was underway when he passed away unexpectedly in January 2018 and to build on this work to specifically focus on low and black sagebrush – priority species for Greater Sage-Grouse habitat. The project utilizes cut sagebrush plants relocated to burn areas to mimic natural propagation and promote regeneration at a low cost.</p>									
Key People:	Director:	Gary Reese							
	Board Chair:	Margaret Walch							
	Project Contact:	Name:	Margaret Walch						
		Position:	President, NNSG						
		Phone:	775-385-6594						
		Fax:							
Email:		Margaret@westernbiological.org							
<p>Organization Mission: Provide a collaborative forum for all willing participants. We are dedicated to dynamic, science-based resolution of Important issues related to resource stewardship.</p>									
<p>Project is on (check all that apply) X Public <input checked="" type="checkbox"/> Private land.</p>									
<p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Date awarded:</td> <td></td> </tr> <tr> <td>Project # & title:</td> <td></td> </tr> <tr> <td>Amount of Award:</td> <td></td> </tr> </table>				Date awarded:		Project # & title:		Amount of Award:	
Date awarded:									
Project # & title:									
Amount of Award:									
Has your organization received other grants from the Dream Tags Fund? Yes/No NO (use additional pages to list ALL funded projects)	Project # & title:								
	Amount of Award:								
	NNSG has not applied for Dream Tags funding before.								

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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?

Goals:

- Evaluate how successful “natural propagation techniques” are for *Artemisia tridentata*, *Artemisia arbuscula* and *Artemisia nova* (big, low, and black sagebrush).
- Improve burned area habitat for sagebrush obligate species by accelerating the rate of regeneration by reintroducing seed sources in a low-cost way.
- Bring research and science into on-the-ground restoration work performed by local communities through the Northern Nevada Stewardship Group outreach efforts.

Measurable Outcomes:

- Quantify and report the success rate of seedling sagebrush that survive three years into project.
- Completion of Kent McAdoo’s research project by documenting the results of 12 plots in Elko County.
- Photo monitoring documentation of stages of project and results for new low and black sagebrush treatment sites completed with this grant opportunity.
- Publish a document sharing the results from the project.
- Include two public venues in which this research will be shared for all three types of sagebrush.

The goals and outcomes directly tie to the Project Description by providing the platform in which project deliverables and milestones are framed and reported on.

2. **Project location.** Elko County, 12 plots where experiments are awaiting completion and 12 additional locations to be selected though the project Advisory Committee. Locations and site maps will be provided in the second quarter report if project is awarded.

2. **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.

Inspiration and basis of this project:

Kent McAdoo was conducting a promising research experiment when he passed away unexpectedly in early January 2018. Kent was one of the most respected researchers of range restoration in Northern Nevada. His latest experiment was using “natural propagation” methods to re-establish sagebrush in burned areas. Initial data that Kent collected from prior year’s work was very promising. Specifically, sagebrush shrubs were cut down in early November when the seeds were ripe. The entire sagebrush plant was then moved to burn areas. Twelve test plots in Elko County await spring to document the results of Kent’s efforts.

Design:

The Dream Tags funding would provide the chance to complete Kent’s study and build on it to include a focus on low and black sagebrush species that are crucial for Greater Sage-Grouse leks. The project design and implementation will be vetted through our advisory team. New

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project areas for low and black sagebrush natural propagation treatment will be selected based on advice from our NDOW advisory team member for the greatest wildlife benefit. Our advisory team includes top researchers from the University of Nevada – Reno, UNR Extension office and NDOW Elko office.

Implementation:

All the research performed to date on the “natural propagation” that Kent began will be collected and organized to provide findings. Additional work will be combined with what is accomplished with a Dream Tags award.

The 12 plots that received cut sagebrush “carcasses” last fall as Kent’s last research endeavor will be analyzed in the spring by NNSG volunteers and germination and seedling success will be monitored and photo documented. Data will be compiled in a report that will be submitted under the quarterly reporting regime already built into the Dream Tags grant process.

Reporting results:

Researchers and the NNSG will compile the results from photo-monitoring and other data points to complete a report of the findings. Selected sites will also be used for quantitative study by researchers through Agency and/or University staff.

Readiness of Team to Perform the project:

University of Nevada, NDOW, and UNR Extension Service staff will vet the project design. The NNSG is prepared to execute the new black and low sagebrush test plots in November 2018. An inmate labor crew is available to assist with the work involved.

3. **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.

The intent is to acquire all sagebrush carcasses from private land with permission of the landowner. In the event that we need to harvest from public lands, a plant collection permit will be required. These permits are inexpensive (~\$50) and will be obtained prior to collections.

4. If **future phases** of the project will be needed, identify anticipated sources of funding.

Possible continuation after this two-year study would provide more long-term monitoring results. Another round of sagebrush collection and dispersal in future years would also help to identify the variations of conditions that are more conducive to sagebrush proliferation. Using our report from work funded by Dream Tags, additional projects should be well-positioned to build on what we are able to do with this opportunity.

5. **Principals involved** in leading or coordinating the project or activity. **The NNSG Board will be actively involved in supporting the project throughout design, implementation and reporting. Project design will be vetted by Tamzen Stringham, UNR Research Scientist; Brad Schultz, Extension Educator, Professor; and Caleb McAdoo, Wildlife Biologist NDOW, to ensure scientific soundness of design and usefulness of the data collected.**

The NNSG will execute and oversee all work involved with the project with expertise from volunteers, Gerry Miller, Conservation Specialist; Gary Reese, Resource Management Officer; Pam Harrington, Trout Unlimited Northern Nevada Field Coordinator; under the direction of Margaret Earthmen, President of NNSG and other members of the NNSG Board as needed.

7. Number of **staff positions involved** in project: Fulltime 0 Part-time 6 (“Fulltime” means 100% of their staff position will be dedicated to this project; “part-time” means only a portion of

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their staff position will be dedicated to this project)

6. Number of **volunteers involved** in project and an estimated number of volunteer hours.
Estimated 12 project locations with 3 volunteers with approximately 3 hours per site plus travel (estimated 4 hours per event). Volunteer time total estimated for field work: 600 hours. Report generation and coordination, including NNSG Board review: 300 hours. @21/hr \$18,900
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.
 - **03 - 04/2018 NNSG representative(s) will draft a Project Design to submit to the Project Advisory Team for revisions**
 - **04/2018 NNSG collects all research data available from Kent's earlier natural propagation project**
 - **April 10th NNSG submits first report on project initiation**
 - **05/2018 NNSG representative(s) will meet with the three advisory team members from UNR, UNR Extension, and NDOW to gather their input and discuss details of the project including site selection**
 - **06/2018 NNSG finalizes project design for low and black sagebrush field work**
 - **06/2018 NNSG volunteers collect field data and photo monitoring from 12 existing sites from last fall placement**
 - **June 10th NNSG submits second report on project development**
 - **07 thru 10-2018 NNSG develops plan for execution of black and low sagebrush project, obtaining plant collection permits and landowner participation**
 - **October 10th NNSG submits third report on project progress**
 - **11/2018 NNSG with inmate labor crew implement on-the-ground "natural propagation" procedures per the project design and photo documentation of process**
 - **January 10, 2019 NNSG submits third report with project progress**
 - **05/2019-06/2019 NNSG collects photo monitoring and data on new low and black sagebrush treated plots germination and seedling success.**
 - **June 10, 2019 NNSG submits fourth report**
 - **October 10, 2019 NNSG submits final report with documentation of entire project results and findings**

Success. Tell the committee how we will know you succeeded in what you proposed to do.

The NNSG will adhere to the quarterly reporting requirements for the Dream Tag Charitable Fund and will use these opportunities to ensure timelines and milestones are being met. The Final Report shall include the results from the study and a summary of all work performed over the course of the grant. Our deliverables will also include materials that will be provided during our public outreach events to share the results of the study. Our successes will be detailed using the reporting mechanism provided by the Dream Tag Charitable Fund.

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.

Match documentation is included in appropriate section of this 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.

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

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Grant Match

Match amount to be provided:	\$19,890						
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: In-kind \$19,890</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Cash</td> <td style="width: 5%;">\$</td> <td style="width: 75%;"></td> </tr> <tr> <td>In-kind</td> <td>\$</td> <td style="text-align: right;">19,890</td> </tr> </table> <p>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 <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	Cash	\$		In-kind	\$	19,890
Cash	\$						
In-kind	\$	19,890					
Description of matching funds/in-kind donations:	<p>Volunteer hours are estimated at 900 hours @ 21/hr = \$18,900</p> <p>Agency Staff time that is not already matched by other grants: averaging UNR/NRCS/NDOW: 6 hours each / \$55 per hour \$990</p>						

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 Name**	Match \$		Expenditures to date DT	Expenditures to date (other sources)
Design/Engineering		NDOW, UNR, NNSG	\$990	\$990		
Permitting						
Labor—paid Inmate Crew; report writing consultation for outreach education	\$3,500			\$3,500		
Labor—volunteer***		Local Groups	\$18,900	\$18,900		
Construction						
Materials	\$4,000			\$4,000		
Other (be specific) Travel costs incurred by NNSG (mileage, food, lodging)	\$6,000			\$6,000		
Overhead \$15%	\$2,025			\$2,025		
TOTAL	\$15,525		\$19,890	\$35,415		

*These are sample descriptions.
 **Explain status of other funding if not in hand.
 ***Provide an itemized breakdown by skillset per hour.
 If project is to be implemented in phases, please separate budget into each phase.

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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.