**Read each section carefully,** **type ONLY in spaces provided** .

**TITLE**

**NEED.** Be concise and brief. Reference pertinent literature; relate to stated conservation needs in current RFP.

**OBJECTIVE:** What, exactly, is to be accomplished during the period of the grant? Example: “To examine seed dispersal in Texas wild rice over three years.” **ONE SENTENCE ONLY.**

**EXPECTED RESULTS AND BENEFITS**: Provide quantifiable or verifiable resource benefits.

**APPROACH:** Enumerate tasks in order of timeline, (e.g., Task 1. Mar-Jun 2010….). Focus on how Objective will be attained. Do not include reporting as a task. Also use next page, if needed.

**APPROACH, continued:**

**LOCATION:** Brief description of where the work will be done (e.g., county, township, municipality, state, country). It might be helpful to provide a map of location, as an Attachment.

Site name, or street address………

County, municipality, township….

State……………………………...

Country…………………………..

**PROJECT PERSONNEL:** Mail and email addresses, telephone numbers of Principal Investigator(s) and Collaborators.

**ESTIMATED COST:**

**Estimated Cost (Budget):** on the following page, in space provided, type in costs per year required to attain the Objective using the proposed Approach.

* Federal Cost cannot yield a Cost Share percentage greater than 75.000%.
* Use the following as cost categories, as applicable:
  + **Direct Costs:**
    - **Personnel**: costs for persons involved in carrying out the project (e.g., salaries, tuition, stipends, etc.). Do not include third-party contractors here (separate item below).
    - **Fringe Benefits**: additional personnel costs, including allowable FICA, Retirement, Insurance, etc.
    - **Contractual**: expenses for services under contract with third parties, list names and contact information.
    - **Travel**: Lodging, mileage (at approved, current rates), meals, per diem (as appropriate) per individual.
    - **Equipment**: capital expenses for equipment to be used for project.
    - **Supplies**: costs for routine items needing replenishment throughout project.
    - **Miscellaneous**: Items not listed above. Itemize and include justification on page(s) following budget.
  + **Indirect Costs.** Pursuant to 2 CFR (Part 220, Institutions of Higher Education; Part 225, State, Local and Tribal Governments; or, Part 230, Nonprofit Agencies) if you include Indirect Costs (Facilities and Administration; F&A) in your budget then a copy of the valid Indirect Cost rate agreement negotiated with the appropriate cognizant federal agency must be made available.
    - Please note that TPWD caps the Indirect rate at 15%; however, if your negotiated rate is greater than 15% then the remainder may be applied as part of your match contribution*. If you do not have this agreement then you cannot claim Indirect Costs.*
  + **Total Costs**: equals sum of Federal Share plus Match.

***Funding limits:***

* Projects must be completed within 3 years.
* Funding varies; typically 8-10 projects are awarded annually, and average approximately $50,000 per year, 1-3 years in duration. Therefore, a project budget exceeding $150,000 in total federal share is much less likely to be considered for award.
* **Private consultant** contracts are limited to Federal Requests less than $10,000 per year.

***Match requirements.***

* Cost-split is 3:1 (federal share : applicant match). Therefore, of the Total Project Cost, at least 25% must be dedicated to Match.
* Note that the maximum Federal Share percentage cannot be greater than 75.000% of Total Cost. Anything greater than this is considered ‘overfunding’ and is disallowed.
* No extra evaluation points are awarded to Match amounts exceeding 25%.
* Volunteer labor must be reasonable and requires documentation of fair market value.

**ESTIMATED COST**; type in amounts for each of the categories as listed for each year (3 years max). Use next page(s) to clearly describe and justify expenses. PLEASE DOUBLE-CHECK ALL TOTALS AS MISTAKES CAN SERIOUSLY AFFECT FUNDING CHANCES.

|  |  |  |  |
| --- | --- | --- | --- |
| **Match Total** | **Federal ($)** | **Share ($)** | **Total ($)** |
| **YEAR ONE**: |  |  |  |
| Direct Costs |  |  |  |
| Personnel |  |  |  |
| Fringe Benefits |  |  |  |
| Contractual |  |  |  |
| Travel |  |  |  |
| Equipment |  |  |  |
| Supplies |  |  |  |
| Miscellaneous |  |  |  |
| Subtotal Direct |  |  |  |
| Indirect Costs |  |  |  |
| **Total Costs (Yr 1)** |  |  |  |
|  |  |  |  |
| **YEAR TWO**: |  |  |  |
| Direct Costs |  |  |  |
| Personnel |  |  |  |
| Fringe Benefits |  |  |  |
| Contractual |  |  |  |
| Travel |  |  |  |
| Equipment |  |  |  |
| Supplies |  |  |  |
| Miscellaneous |  |  |  |
| Subtotal Direct |  |  |  |
| Indirect Costs |  |  |  |
| **Total Costs (Yr 2)** |  |  |  |
|  |  |  |  |
| **YEAR THREE**: |  |  |  |
| Direct Costs |  |  |  |
| Personnel |  |  |  |
| Fringe Benefits |  |  |  |
| Contractual |  |  |  |
| Travel |  |  |  |
| Equipment |  |  |  |
| Supplies |  |  |  |
| Miscellaneous |  |  |  |
| Subtotal Direct |  |  |  |
| Indirect Costs |  |  |  |
| **Total Costs (Yr 3)** |  |  |  |
|  |  |  |  |
| **GRAND TOTALS ($)** |  |  |  |
| **PERCENTAGES (%)** |  |  |  |

**BUDGET JUSTIFICATION: clearly describe costs and their justification, as needed. Use next page if necessary.**

**BUDGET JUSTIFICATION, continued: clearly describe costs and their justification, as needed.**

**LITERATURE CITED:** Type (or paste) information below.

**MISCELLANEOUS REQUIREMENTS:**

* **Endangered Species Permits:**  All necessary federal and state permits must be obtained prior to execution of state contract, should funding be awarded.

If you will possess all necessary permits prior to proposed start date indicate Yes or No (Y or N):

* **Ethical treatment of animals.** To comply with Laboratory Animal Welfare Act of 1966 (“Act,” Public Law 89-544, as amended, 7 U.S.C. 2131 *et seq*.) pertaining to the care, handling, and treatment of warm blooded animals (i.e., some mammals, as defined below) held for research, teaching, or other activities supported by award assistance, TPWD is required to evaluate proposals on the basis of whether handling or care of wild animals is necessary and whether any harm may come to them during that time. For Section 6 Research projects these concerns typically come in to play when such animals are trapped, as for marking or tissue sampling. “Animal” as defined under the Act (Sec. 1.1): Animal means any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm-blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, or exhibition purposes, or as a pet. This term excludes: Birds, rats of the genus *Rattus* and mice of the genus *Mus* bred for use in research, and horses not used for research purposes and other farm animals, such as, but not limited to livestock or poultry, used or intended for use as food or fiber, or livestock or poultry used or intended for use for improving animal nutrition, breeding, management, or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes.

If the above section applies you, indicate Y or N: If Yes, you will need to carefully review and submit proof of compliance with the Act’s “Code of Federal Regulations, Title 9, Chapter 1, [Subchapter A - Animal Welfare](http://www.ecfr.gov/cgi-bin/text-idx?SID=b02c9127b45464d248690493462bf564&tpl=/ecfrbrowse/Title09/9cfrv1_02.tpl#0).”

* **Landowner Permission.**  Section 6 monetary awards originate from federal sources; however, they are managed through state contracts with grantees. Therefore, any work to be performed on private lands in Texas using these funds requires, as a matter of TPWD policy, that grantees secure written permission from the private landowner(s) for the purposes of (i) access to the land, and (ii) use of data collected on that land. Under this section of your proposal indicate whether your project will involve private lands in this way. If no such action is to be anticipated then write N/A under this section (Note: if such action becomes necessary after this proposal has been selected for award, then documentation, as specified below, will have to be obtained prior to initiation of the project). If such action is to be anticipated then TPWD [Landowner Permission form](http://tpwd.texas.gov/publications/landwater/forms/index.phtml) will need to be completed. This form demonstrates both parties have read, understood, and agreed to your proposal, and that data obtained from the project for will be used for scientific and/or environmental consultation purposes (e.g., reports, maps, databases).

Indicate Y or N if signed Landowner Permission form will need to be obtained for this project.

* **Rare, Threatened or Endangered TAXA (Tracked Species):**  locality coordinate data (GIS file: shapefile, or table of latitude and longitude in decimal degrees or degrees minutes seconds) are to be provided with Final Report for importing into TPWD’s Texas Natural Diversity Database. See Tracked Species List. Along with coordinates we will need observer name, full date, species name, and method used to confirm identification (e.g., collected specimen, photograph, observation notes). For further guidance on this subject please write to [txndd@tpwd.texas.gov](mailto:txndd@tpwd.texas.gov).

If your proposed project will involve compiling locality data, then indicate Y or N:

* **Historical Preservation**: Federal and state requirements stipulate that all cultural, historical and other objects of archaeological significance be preserved and left undisturbed throughout the tenure of Section 6 funded projects. If any aspect of your project will involve disturbing (e.g., minimally: digging, fencing, etc.) the ground at your study site please be aware that it may be necessary to seek State Historical Preservation Office clearance.

**Other relevant information:**

* **ATTACHMENTS:** Include all maps, figures, letters of commitment, etc., only if essential to proposal and which can be attached electronically.
* **DEADLINE** for submission of the completed Project Statement package: close of business (5 pm local time), **December 3, 2014. All submissions received after this time will not be accepted.**
* Submit all proposal materials electronically to: [craig.farquhar@tpwd.texas.gov](mailto:craig.farquhar@tpwd.texas.gov)