

Conservation License Plate (CLP) Grant Submission Guidelines

TPWD's Wildlife Diversity Program is offering grants to support "shovel-ready" conservation-related projects.

Proposals will be accepted through September 30, 2016. Proposals (in PDF format) and Budget (Excel) must be submitted to HLLP.Proposals@tpwd.texas.gov by 5:00 pm on **September 30, 2016**. Recipients will be announced by October 21, 2016. Proposals may address any conservation-related issue in Texas, but proposals addressing the published funding priorities will be heavily weighted. Proposals do not have to be related to Horned Lizards, snakes, or hummingbirds.

Maximum anticipated License Plate award is \$30,000.00/year and minimum award is \$2,500.00. Awards will be limited to 1 year and \$30,000. Grants will be separated into 2 categories: Large Grants requesting \$20,000 or more, and small grants requesting less than \$20,000 (typically \$5,000 or less). A maximum of 3 small grants are available. The remainder will be Large Grants.

Matched contributions are not required. Proposals may list non-TPWD contributions to demonstrate commitment, but match will not be a component of the final budget.

This program is a reimbursement program. Grantees must be able to spend their awards by August 31, 2017 and will invoice TPWD after incurring expenses. Proposals must include the sections listed below.

General Guidelines

The narrative portion of your application may not exceed 2 pages. Within the same document, you may also include itemized budget, maps or literature cited, if applicable). Submit only 2 files: 1 PDF file (which may not exceed 10MB) containing narrative and supporting documents, and the budget, in excel format. Filenames must be in the following format: Organization-Topic.xxx (Ex:TylerNatureCenter-Owlcamera.pdf or UT_Arlington-beetles.xls). For the 2 page proposal, please use minimum 11 pt font, with at least ½ inch page margins and include the following sections:

Project Title

Include and fill out the following statement: "In reference to General RFP or RFP #XX"

Contact Information

List the name, title, organization, email address, mailing address and phone number of the primary point of contact for this application.

Reimbursement Certification. Please include the following statement as written:

By submitting this application, I certify that _____ (my organization) has sufficient resources to make the purchases listed. I understand that my organization will be reimbursed after making the purchases, and that reimbursement sometimes takes 60 days to be processed and paid. I also understand that invoicing procedures can be cumbersome and may require significant effort on the part of my organization.

Project Description and Justification

Describe your project and justify the need for this work. Explain how your project addresses a conservation-related issue in Texas, with special focus on the published priorities. Specify explicitly what is to be accomplished given the time, money, and staffing proposed. This project may be part of a larger, longer-term project; describe briefly, if that is the case.

Helpful Hint:

The review committee typically reviews 50-100 grant applications. Be sure to explain the conservation need for your project, and to limit your application to relevant information.

Visibility:

This section is heavily weighted compared to other sections. State how the Conservation License Plates will be identified as a funding source and advertised as a beneficial conservation program. Describe how the License Plates will be publicly recognized. This may include the use of signage, newsletter blasts, social media, acknowledgements in publications/reports, video productions, and other creative outlets.

Helpful Hint:

If a product is listed in the grant, it will be treated as a required deliverable if the grant is awarded. This section is important and is a key component of your application. When describing the power of your network or audience, numbers help! Promise only what you can deliver, but recognize that as this program becomes more visible, and more Texans buy conservation license plates for their vehicles, more money is available for projects like yours.

Methods

Identify the responsible party(ies), tools, materials, and methods that will be employed during this project. If you are using subcontractor(s), explain how their experience will contribute to your project. How will objective(s) be attained? If a pilot or trial phase will be conducted, explain why. Methods for measuring success to meet your objectives are encouraged but not required.

Project Timeline

Timeline should identify proposed activities, milestones, deadlines, reports and deliverables chronologically. Clearly delineate when the grant money will be spent, project initiation, implementation, and completion. Timeline should accommodate final performance report within 60 days following completion or implementation. For the purpose of this program, the project is not required to be completed by August 31, but grant money must be spent by that deadline.

Helpful Hint:

CLP Grants will be announced mid-October, and funded in November or December. Applicants should not expect to begin spending CLP grants before that time. Remember: This is a reimbursement program.

List of Collaborators & Partners:

List current partnerships and collaborators in this project, and briefly delineate roles if applicable.

Indirect Contributions:

Matched funding is not a component of this program. Describe contributions of all funders. Indirect costs are calculated based on Total Direct Costs. Organizations must have federal authorization to claim indirect costs. For most organizations, indirect costs are capped at 10%. Some research institutions are authorized to charge more than 10%, but you must have the federal documentation to demonstrate you're authorized to charge a certain indirect rate.

Budget:

Budget items must be identified in separate columns as **Item Description, CLP Request, Non-TPWD Contributions, and Total.**

CLP funds cannot be used to purchase computers (including tablets) or vehicles (boats, trucks, cars). CLP funds can be used to purchase other types of large, very expensive capitalized equipment, but that equipment will be owned, stored, and managed by TPWD employees. Examples include trailered seed drills, slip-on units, trailers, and UTVs. Capitalized equipment purchased with CLP grants but stored by TPWD employees will be loaned to the grantee and cooperating partners, but at the conclusion of the project, the equipment will be returned to TPWD. If you include this type of equipment in your grant request, you may be asked to submit a letter from a TPWD employee that has agreed to be a caretaker of that equipment.

Helpful Hint
Capital equipment requests are not common in CLP requests. Do not include the letter mentioned above unless it is requested of you.

Helpful Hint:
Request what you need for the aims of your project. We don't recommend adding in extra expenses to reach the maximum award amount. Smaller requests will also be considered.

Sample Budget. Include all these columns and the total

Description	CLP Request	Match Promised (leave blank)	Non TPWD funds contributed	Total
Houston ISD Volunteers to administer birding program (5 vols x 20 hours @ \$19/hr)			1900	1900
Nikon Monarch 5 binoculars (Quant 10)	\$2699.50		0	2699.5
Purchase of class set of notebooks & field guides + equipment storage trunks			\$500	500
University of Houston employee time dedicated to Project				
Education Director (100 hours @ \$9/hr)			\$900	900
Summer Camp Director (100 hrs @ \$7/hr)	\$350		\$350	\$700
Total	3049.50		\$3650	\$6699.50

Supplemental Materials

A copy of the Budget spreadsheet (available online with the RFP) in Excel format should be included with your submission.

The following materials are not required, and do not count toward page total. If they are included, they must be submitted within the same PDF as your 2 page proposal:

- Literature cited
- Map of study area and project area
- List publications or reports that may result from this work

Compliance

State and Federal Regulations

If selected for the CLP award, the recipient may be asked to provide additional environmental, cultural, and social clearances, permits, or assurances pursuant to several state and federal regulations (Endangered Species Act, National Historic Preservation Act, various civil rights acts, State Scientific Research Permit, collection permit(s), etc.). Information you can provide in this proposal regarding appropriate **permits and/or clearances** already

obtained **for this project** will expedite review, contracting, and your work. *This is not a selection criterion but you will be responsible for provision prior to starting any billable work.*

Landowner Permission

Monetary awards are managed through *state contracts* with grantees and/or subgrantees. Any work to be performed on private lands in Texas using these funds requires that, as a matter of state statute (TPW 12.103) and TPWD policy, grantees secure **written permission from the private landowner(s)** for the purposes of access to the land and use of data collected on that land.

Clearly indicate in your proposal whether or not your project will involve private landowner cooperation. If project includes reporting results from specifically identified private lands, written permission from applicable private landowners **will be required before the contract is approved by TPWD**. Provide as an attachment, if applicable, Form PWD 0153a Landowner Permission, **signed and dated by the landowner(s)**. Form(s) will not be counted toward the proposal page total.

<End application description>

FAQ:

Can CLP funds be used for habitat restoration on private land?

Yes, but generally, these requests will score poorly with the review committee. To be competitive, habitat work on private land should be part of a larger project that includes an education access component, such as nature photography, school groups, landowner workshops, or landowner demonstration sites.

Can individuals apply for CLP grants?

Yes, but individuals are strongly encouraged to recruit organizational partners to demonstrate accountability and commitment to reaching the project goals. Paperwork requirements can be time consuming and difficult. If individuals apply, remember that this is a reimbursement program. Individuals must already have the funds to complete the work, and then will be reimbursed by TPWD.

Can we charge indirect costs to the grant? If so, is there a cap?

Yes, if you can supply the federal paperwork demonstrating that you have this authority. Most organizations may charge up to 10% indirect costs, calculated as a percentage of Total Direct Costs. If your organization is authorized to charge more than 10%, you may charge up to 15%. Many such applicants prefer to waive indirect costs as part of their contribution.

Do projects have to be related to the species depicted on the Conservation License Plates?

No.

What paperwork is required if I use CLP money to pay for salaries?

If you have been awarded money to pay for personnel, you must be able to include proof in your invoices that those employees were paid, such as a cancelled check or a payroll printout. You must also include signed timesheets or payroll certification that demonstrates when those employees worked (including dates, and # of hours).