

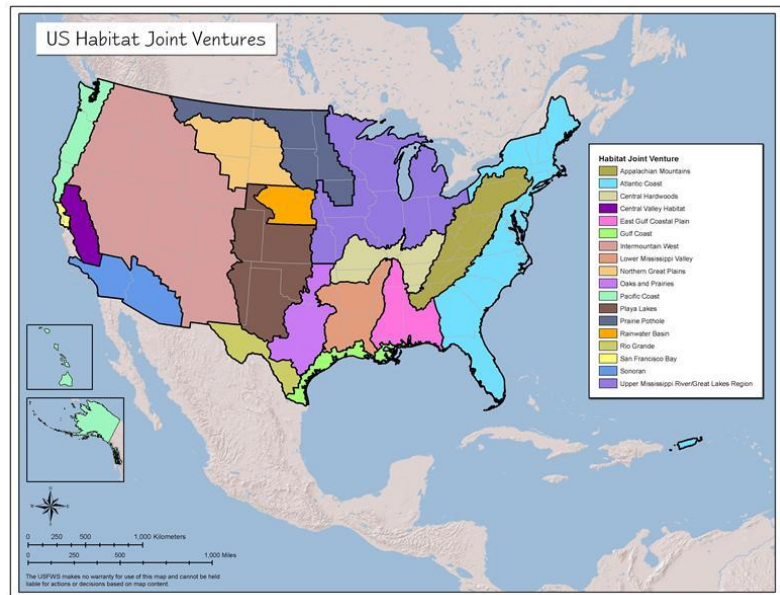


## Small NAWCA Grant Proposal Checklist

Updated November 7, 2023

Given the limited people and organizations conducting habitat work in the PLJV region, and the small size of many of the wetlands, small NAWCA projects may be the most appropriate for the PLJV area. Developing a small North American Wetlands Conservation Act (NAWCA) grant proposal is not as complicated as a standard NAWCA, but still takes organization and planning.

Begin the small NAWCA application process by reviewing the small grants proposal instructions on the [Small NAWCA website](#). Below is a checklist of



the items applicants need to have, or have available, for submitting a small NAWCA proposal.

- ✓ Several partners contributing to the proposed project
- ✓ 1:1 non-federal match to NAWCA request ratio
- ✓ Partner contribution statements from those providing matching funds  
*NOTE: These statements are critical to the proposal, so make sure to have them no later than two weeks prior to submitting the proposal.*
- ✓ Completed Project Officer's pages
- ✓ Completed Proposal Summary page
- ✓ Completed Financial Plan table  
*NOTE: This is best done first, ensuring that budget figures within the proposal match what is in the summary and elsewhere throughout the proposal.*
- ✓ Two-page Work Plan and Timetable with section titles matching those in the proposal instructions
- ✓ Five-page answer to the eight evaluation questions
- ✓ Tract Table with tract numbers corresponding to those in the Financial Plan table
- ✓ Map(s) of both the project area and each project tract  
*NOTE: PLJV may be able to help if necessary*
- ✓ Project polygons in GIS formats
- ✓ DUNS number
- ✓ Standard Form 424 and 424D

Partner discussions about proposals should start from five to three months prior to when you would like to submit your proposal. Communication between potential applicants and PLJV staff is helpful for both parties. A call to the PLJV staff will help flesh out an idea, determine eligibility, and whether the project would be a strong candidate for the program. PLJV staff has experience in writing and submitting NAWCA proposals, and can help with proposal development in a variety of ways. In addition, Joint Ventures rank Small NAWCA proposals during the national review process, and PLJV needs to be aware of all proposals coming in from its region (see map above).

We recommend that you start your proposal writing process at least two months before you would like to submit. The PLJV suggests that applicants send two drafts of the proposal to staff throughout proposal development, with enough lead time between drafts to incorporate changes before submitting the proposal. We encourage sending a first draft at least 1½ months prior to the deadline, and the final draft approximately three weeks before submitting the proposal. Applicants should also ensure that all project partners know when each piece of information for the proposal will be needed.

The Small NAWCA proposal deadline is generally mid-to-late fall. Ensure that you know the deadline, found on the [Small NAWCA website](#) before beginning proposal preparation. However, we suggest contacting us the minute you think you'll be submitting a proposal and we can send detailed information on timelines and hints and suggestions for developing a proposal. There can be several moving parts to the proposal development process; some may require preparation well before the deadline.

Portions of the grant application must be submitted through [grantsolutions.gov](#). If you have not previously worked with grants.gov or grantsolutions.gov, please access the site at least three weeks before you would like to submit to receive a username and password. The application process may take a long time and you don't want to be caught with a complete proposal and no way to file it.

PLJV has a good track record with NAWCA proposals and we look forward to developing more Small NAWCA proposals with Joint Venture partners.

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