Submitting Organization:

Contact Name:

Contact Email:

Project Title:

Amount Requested:

DUNS Number:
enter 9 digit DUNS number

Contact Phone:

Contact Address:

Start Date:

End Date:

DIRECTIONS: *This is a fillable form with character limitations within each section. Complete this form as directed. Use care to include the requested information in the appropriate section. Information included in the wrong section may not be used in reviewing and scoring the proposal. The Deliverable Table template referred to in Section VII is available at https://www.nrcs.usda.gov/wps/portal/nrcs/ia/people/partners/request+for +proposals+(rfp)/.) The completed deliverable template should be added to this proposal as page nine of the proposal.*

I. Project Summary: *(First page of grant application. 1/2 page maximum.)* A good summary will provide a frame of reference for the reviewer as they begin the review process. It should be clear, concise, and interesting. The summary should be one to three paragraphs long. The summary should include one or two sentences about each of the following: the applicant organization, the need motivating the request as defined in Section I.B. the project start and end dates, the measurable outcomes and mythology, other organizations that will be involved, and the project total cost, funds already obtained and the amount requested in this proposal.

II. Introduction: *(One (1) page narrative maximum.)* This section should introduce your organization to the reviewer and lend credibility to your organization's ability to successfully manage a federal agreement. The response should be succinct, and offer a good balance between quantitative and qualitative information.

III. Needs Assessment: *(One (1)-page maximum.)* Your Needs Assessment should demonstrate the tie-in to the organizational mission and goals, describe the issue, and the history of, and need for, the proposed innovation, provide statistical and authoritarian evidence that supports the need identified in the proposal, supports a high probability for success, and makes a compelling case for the project funding based demonstrated client needs.

IV. Program Objectives: *(One (1)-page maximum.)* This section of the proposal should demonstrate project outcomes, not project activities. Each objective must be specific, measurable, achievable, realistic, and contain a timeline for completion. An example objective would be: *At the end of the 3-day workshop, 70% of participants will demonstrate at least a 30% increase or better in pre/post-test exams.*

V. Evaluation: *(One half (1/2)-page maximum.)* This section should clarify your objectives, define the ease with which they can be measured, and clearly state the criteria for <u>how success will be measured using quantifiable methods.</u> Your evaluation should determine whether the delivered program was consistent with the initial plan and identify which program activities individually contributed to the effectiveness of the program.

VI. Budget Information: *(One (1)-page maximum narrative.)* Discuss how the budget specifically supports the proposed activities. Explain and justify all requested budget items/costs. Detail how the totals on the SF-424A were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. "Equipment", "Supplies" and "Other" expenses and equipment <u>must be itemized.</u> See Instructions for Completing Budget Narrative located in the Related Documents tab of the Notice of Funding Opportunity announcement on https://www.grants.gov.

VII. Methods: *(Deliverables Table plus two (2)-page narrative maximum. Please use the Deliverable Table template available at https://www.nrcs.usda.gov/wps/portal/nrcs/ia/people/partners/request+for+proposals+(rfp)/.)* to list project tasks, deliverables, time-frames, and costs. **The completed deliverable template should be added to this proposal as page nine of the proposal.** Use the narrative space below to discuss methods, activities and procedures that will be taken to complete the objectives identified in the previous section. Include a list of key project personnel, their relevant education/experience, and their anticipated contributions to the project.

Replace this page with a completed Deliverables template. The template is found at https://www.nrcs.usda.gov/wps/portal/nrcs/ia/people/ partners/request+for+proposals+(rfp)/. Please be sure that the inserted completed template is rotated to be readable from the same direction as the other proposal pages.