U.S. Fish and Wildlife Service
Division of International Conservation

ASIAN ELEPHANT CONSERVATION FUND

Catalog of Federal Domestic Assistance (CFDA) Number: 15.621

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The Asian Elephant Conservation Fund is soliciting project proposals for the conservation of the Asian elephant (*Elephas maximus*) throughout its range. In 1997, with recent awareness of the increasing threat to the welfare of the Asian elephant, already an endangered species, the Asian Elephant Conservation Act was signed into law. The Act provides for the conservation of Asian elephants by supporting conservation programs in countries within the range of Asian elephants, and the projects of persons with demonstrated expertise in the conservation of Asian elephants.

The Asian Elephant Conservation Fund supports projects that promote conservation through:

- Applied research on elephant populations and their habitat, including surveys and monitoring;
- Development and execution of elephant conservation management plans;
- Compliance with applicable treaties and laws that prohibit or regulate the taking or trade of elephants or regulate the use and management of elephant habitat;
- Conservation education and community outreach;
- Enhanced protection of at-risk elephant populations;
- Efforts to decrease human-elephant conflict;
- Habitat conservation and management;
- Protected area/reserve management in important elephant range;
- Strengthening local capacity to implement conservation programs;
- Transfrontier elephant conservation; and
- Wildlife inspection, law enforcement, and forensics skills.

Proposed project work should occur within the range of the Asian elephant, or, if work is to be conducted outside of the range, the proposal should show a clear relevance to Asian elephant conservation. Applied research projects should address specific management needs and actions.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting less than $50,000.00 USD. Higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this Fund is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This Fund uses grant agreements as the primary assistance instrument.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Any government agency responsible for Asian elephant conservation and protection, and any other organization or individual with demonstrated experience in Asian elephant conservation may submit proposals to this Fund.

Applicants must have a valid DUNS number to receiving funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. Applicants without a DUNS number should go to http://fedgov.dnb.com/webform. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number". Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun

and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: This program has two annual deadlines. The first deadline is **November 1** each year. The second deadline is **April 1** each year.

RANGE OF APPROVAL/DISAPPROVAL TIME: Decisions on funding of project proposals are normally made no later than 180 days after the receipt of the project proposals.

APPLICATION FORMAT AND CONTENT: You must submit your proposal in English. Your proposal should include these elements:

A. Application Cover Page

Complete the Application Cover Page located on the Internet at http://www.fws.gov/forms/3-2338.pdf according to the instructions included on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries and expected products.

C. Project Narrative

1. **Statement of Need:** Describe why this project is necessary and include supporting information. Summarize previous or on going efforts (of your organization, and other international, national, regional and/or local organizations or individuals) relevant to the proposed work.

2. **Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).

3. **Project Activities, Methods and Timetable:** State the proposed project activities and describe how they relate to the objectives. Provide a detailed description of the method(s) for each activity. Provide a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the proposal narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period. Go to http://www.fws.gov/international/dicprograms/sample%20timetable.pdf to view a sample project timetable.

4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated with and involved local resource managers and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results.

5. **Anticipated Benefits and Outputs:** Describe all expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail how products will be distributed to the host country government, resource managers, researchers and other interested parties.

6. **Project Monitoring and Evaluation:** Describe how you (or others) will monitor project progress and measure the project's effects. Include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.

7. **Sustainability:** Explain which project activities will continue beyond the year described in your proposal, and how these activities will be funded in the future.

8. **Description of Organization(s) Undertaking the Project**: Provide a brief description of the applicant organization and all cooperating organizations and agencies. State which activities each group or individual is responsible for. Provide brief (**1-2 pages**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.

9. **Project Budget Table**
   Things to consider when developing your Budget Table:
   - ***Federally Funded Equipment***: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget table! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

   - ***Indirect Costs:*** We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.

   - ***Program Income:*** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to, income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Under this Program, income earned during the project period of performance of an approved Award shall be retained by the Recipient and used in one *or more* of the following ways:
     1. added to the funds requested from the FWS for the project and those committed by the Recipient/other partners and used to conduct additional activities that will further the project objectives; OR
     2. used to finance the non-Federal share of the project.

     If your project will generate program income provide: (1) a description of how the income will be generated, (2) an estimate of how much income will be made during the period of performance, and (3) a description of how the funds will be used. If the income is to be used

to conduct additional activities, you must include a Program Income column in your budget table and include all cost categories/items and associated amounts that the program income will cover.

INSTRUCTIONS:
Begin your project budget table on a new page. The budget table should include a column for all cost categories/items for the project, one column to show the cost calculation, a column for the total costs, one column for the requested USFWS funding, one or more columns for applicant and partner contributions, and (if applicable) a column for any program income that will be used to conduct project activities, as demonstrated here:

Category/ Budget Item	**Cost Calculation**	**TOTAL COST**	**USFWS**	**"Applicant"**	**"Partner X"**	**"Partner Y"**	**Program Income** ***(if applicable)***
Totals							

Present all amounts in U.S. dollars.
Go to http://www.fws.gov/international/dicprograms/Sample%20Budget.pdf to view a sample project budget table.

10. **Budget Justifications:** Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For example, a $3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x $15/night = $3,300*. Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority. Cost calculations should be included in the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

11. **Governmental Endorsement:** Non-governmental applicants should include a recent letter of support from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

12. **Map:** Provide a map showing the location of your project site at the regional or national level.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- ☐ Signed Grant Application Cover Page (must be signed by Authorized Representative)
- ☐ Project Summary (1 page)
- ☐ Project Narrative
- ☐ Timetable
- ☐ Budget Table
- ☐ Budget Justification
- ☐ Curricula vitae (1-2 pages) for key personnel
- ☐ Letter of Governmental Endorsement
- ☐ Map

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- ☐ A complete, signed SF 424-Application for Federal Assistance
  http://www.fws.gov/international/DICprograms/sf%20424.pdf

- ☐ A complete Standard Form 424b-Assurances http://www.fws.gov/international/DICprograms/sf%20424b.pdf
- ☐ Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- ☐ A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: You may submit your proposal by mail, by e-mail or via the Internet through Grants.gov. Please select **ONE** of the submission options.

How to submit a proposal by mail:
Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal to:

Attn: Asian Elephant Conservation Fund Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA
Tel: 703-358-1754

How to submit a proposal by e-mail:
Format all of your documents to print on Letter (8 ½" x 11") paper. Format all pages to display and print page numbers. We prefer to receive the entire proposal as ONE file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at MSCF_AsianElephant@fws.gov.

How to submit a proposal through the Internet using Grants.gov:
Applicants are not required to submit proposals through Grants.gov. If you choose to submit your proposal Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to http://www.grants.gov/ForApplicants. Once your organization is registered go to http://www.grants.gov/search/basic.do. Enter the CFDA Number located on the top of page 1 of this document in the field under **Search by CFDA Number** to view this program's Grants.gov announcement. Follow the instructions found under the How to Apply section of the Grants.gov announcement.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified

projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project will:

- Make a significant contribution to the protection, maintenance and/or enhancement of important populations of the target species and/or their habitats;
- Act as a catalyst for activities in a previously neglected area with potential significant conservation value;
- Address an emerging issue with potential significant conservation value;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;
- Complement activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource;
- Conduct activities that do not duplicate other on going activities;
- Address a conservation need identified by a specialist group, or by a regional, national or global strategy;
- Conduct activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Implement an important element of a larger scale/scope project that would provide synergetic value;
- Apply the best scientific and technical information available in support of project activities;
- Provide training essential to the development of local capacity to implement conservation activities;
- Provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- Include the participation of local people in the project activities, or otherwise contribute to local empowerment;
- Promote networking, partnerships and/or coalitions;
- Develop a demonstration activity that can be replicated for widespread use;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal. The Division of International Conservation occasionally receives and funds proposals outside of the announced submission deadlines that are of such a critical nature (examples include projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others) that they warrant immediate consideration.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Administrative and National Policy Requirements: Go to http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf to review the Division of International Conservation's *Assistance Award Guidelines* document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and

- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's *Assistance Award Guidelines* document at http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf for additional reporting information.

VII. AGENCY CONTACT

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