

HOW TO WRITE A GRANT PROPOSAL NARRATIVE

This document is provided to aid prospective grantees who may have never written a previous grant request proposal. This is only an example, and you should modify it to fit your specific grant initiative, but the format here is a good guideline for making sure your proposal includes all the information necessary to evaluate it in the grant process.

Title: Title of your grant initiative

Applicant: Applicant Grantee and contact information

Request: Grant Request: \$0.00 (Direct) + \$0.00 (Indirect) = \$0.00 (total requested State Dollars)

Grant Match: \$0.00 (partner org or grantee org) + \$0.00 (partner org) + \$0.00 (partner org.) + \$0.00 (partner org) = \$0.00 (% of the total initiative cost that is matched by partner orgs.)

Project Total: \$0.00 (total cost of the grant initiative state + partner orgs)

Timeframe: Est. Start Date – Est. Completion Date

Location: region, counties, state or country of the location of the grant initiative activities

Summary: *(what funds you are seeking and what you are doing and for what purpose, who, what, when, where, how overview etc.)*

An example phrase: Grantee and partners are working to restore and enhance prairies and woodlands in (location) to improve habitat diversity.

An example phrase: Grantee and partners seek \$0.00 in state funding to restore 000 acres of high diversity native prairie and enhance an additional 0000 acres of existing prairie and woodland in (location)

An example phrase describing the grant initiative activities: Habitat restoration activities include removing existing undesirable and invasive woody vegetation from overgrown field edges adjacent to existing native prairie and restoring these areas to high diversity native prairie. Likewise, areas currently in agricultural production will be restored back to high diversity native prairie.

An example phrase describing other grant initiative activities: Habitat enhancement activities will be focused on removing exotic invasive species in existing oak-hickory woodlands to provide additional RPBB overwintering habitat and increased floral resources

An example phrase describing additional grant initiative activities: Additionally, existing prairie and woodland areas will have prescribed fire implemented to increase floral resources and provide improved nesting, summer foraging, overwintering, and post-emergence habitat.

Scope: (a measureable amount covered by the grant initiative that indicates scope of the grant initiative, # of acres, species, etc. to give the reader an idea of how large the grant initiative is)

An example scope phrase: This partnership seeks to restore 000 acres of high diversity native prairie and enhance and additional 000 acres of existing native prairie and woodland over the course of the grant period.

Deliverables: (this is the grantee commitment of the estimated results of receiving the state funding)

Example list of deliverables: Based on experience with habitat restoration and enhancement in the work area, we expect to deliver the following over the life of this contract:

- 000 acres of prairie restoration
- 000 acres of prairie and woodland enhancement
- 0 landowner/partner workshops and/or site tours
- Post restoration species surveys

Biological Importance: (this is the reason why your grant initiative should be funded)

An example phrase of relating it to state plans or goals: This grant will achieve multiple goals of the State Wildlife Action Plan (SWAP). For the Farmland and Prairie campaign, this grant will help meet objectives 1b) “establish an additional 1 million acres of grassland, emphasizing upland. Establish and maintain treeless grasslands larger than 0.5 miles wide and ecological connectivity among grasslands and other habitat patches” and 2) “restore and manage high-quality examples of all prairie communities within all natural divisions within which they occur.” Additionally, for the Forest and Woodland campaign, this grant will help meet objectives 1a1) “prescribed fire should be applied, where appropriate, to maintain or restore open woodland habitats (e.g., savanna, barren), promote oak regeneration, stimulate the germination and production of native ground-layer plants and control invasive species,” 1d) “continued removal and control (fire, chemical, mechanical, and biological) of invasive exotic plants, especially within high quality natural areas,” and 1f) “foster collaboration among the Illinois Endangered Species Protection Board, Illinois Department of Natural Resources, U.S. Fish & Wildlife Service, U.S. Forest Service, and other agencies, universities, non-governmental organizations and institutions on recovery plans and actions for rare and declining species.” These projects will take place in the (*location as it relates to the state goals or plans*) Conservation Opportunity Area (COA).

An example phrase relating the grant request to the species affected by the grant initiative:

Species identified in the SWAP that will benefit from this grant include the southern plains bumble bee (*Bombus fraternus*), regal fritillary (*Speyeria idalia*), Henslow’s sparrow (*Ammodramus henslowii*), Leconte’s sparrow (*Ammodramus leconteii*), and wood thrush (*Hylocichla mustelina*). Additionally, the federally threatened prairie bush-clover (*Lespedeza leptostachya*) will benefit from this project as a population of this species is adjacent to where proposed activities at (*location*) will take place. Further, the activities proposed in this grant that benefit the species align closely with those suggested in the draft Illinois Monarch Project to benefit summer breeding and migrating monarch butterflies.

Methodology/Project Cost: *(this is where you are specific on describing how you are performing the grant initiative activities, who, what, when, where, how. This is where you get specific about the grant initiative activities you mentioned in the summary section.)*

An example methodology paragraph: Restoration activities include removing undesirable and invasive woody vegetation from field edges and restoring these areas back to high diversity native prairie. Initial removal will take place in the winter (January/February) of 2019 using an experienced natural areas contractor, members from the (partner orgs), and members from the (partner orgs). Larger diameter woody species will be manually felled, bucked, and burned on site after stacking with heavy equipment. Smaller diameter woody species will be mechanically removed using a forestry machine that mulches the material down to ground level. These areas will then be treated with herbicide during the 2019 growing season to eliminate any existing seed bank and prepare an appropriate seed bed. Locally harvested seed collected by (grantee) staff and volunteers, consisting of at least 40 species with a minimum of 5 species in bloom at all times from April to October, will then be broadcast seeded in the spring of 2020/2021. First-year growing season maintenance will include spot spraying of invasive species and mowing to exhaust any remaining seed bank and treat undesirable vegetation during establishment. Follow-up maintenance will be done by grantee natural areas staff and volunteers and the (partner orgs). Previous projects by the (grantee) and projects performed by the (partner orgs) have averaged \$1,750/acre when contractors are hired to do mechanical treatments at similar stem densities and diameters to those at the proposed sites.

Another example methodology paragraph: In addition to restoring the overgrown field edges, the (location) will have 40 acres currently in agricultural production restored to native prairie. The last year for production is the 2018 growing season and the area is planted in soybeans. Soybean production provides optimal site preparation and bare ground conditions that will allow for seeding in the spring of 2019 using locally harvested seed collected from (grantee) forest preserves. First-year growing season maintenance will include spot spraying of invasive species and mowing to exhaust any remaining seed bank and treat undesirable vegetation during establishment.

Another example methodology paragraph: Enhancement activities include managing non-native invasive species in existing oak-hickory woodlands. Non-native invasive woody species, primarily bush honeysuckle and buckthorn, will be mechanically removed using an experience natural resources contractor and treated with herbicide. The contractor will utilize a forestry machine that mulches the material down to ground level. These areas will then be treated with herbicide after cutting to prevent resprouts. Follow-up treatments to be conducted will include spot spraying of re-sprouts and new seedlings. Subsequent and follow-up treatments will be done by (grantee) natural areas staff and volunteers.

Quality of Habitat Provided: *(Describe the expected results of activities, this is where you describe the expected outcome after grant initiative activities have been performed. This part should also describe how these results relate to the reason why your grant initiative should be funded.)*

Match and Partners: *(this is where you are specifically describing the partner organizations and how they are contributing, cash, material, equipment, work personnel, volunteer hours, etc. to your grant initiative. Be sure to include any previous grant initiative experiences these partners have contributed to or performed on their own to give the reader a sense of how valuable they are to the grant activities.)*

Plan for Public Access: *(this is where you describe what people can access the locations where the grant initiative activities are taking place)*

An example phrase describing the level of public access: Each of the sites proposed under this grant are public lands owned and managed by the (grantee) and are fully accessible.

Map of Project Areas: *(this is where you include the maps and or photos of the location affected by the activities of the proposed grant initiative)*