 

Sonoran Joint Venture Awards Program

REQUEST FOR PROPOSALS

The SJV is a cooperative, regional partnership that works to conserve the unique birds and habitats of the southwestern United States and northwestern Mexico for the benefit of birds, other wildlife, and people. The SJV is dedicated to achieving this vision through collaborative public-private partnerships that work to protect the habitats that birds, and people, rely on for survival. We also support community-level efforts to safeguard natural spaces and reconnect people with the outdoors. The Sonoran Joint Venture (SJV) Awards Program provides funds through a competitive program to support the conservation of birds and their habitats within the SJV region.

The total amount of funding available for the SJV Awards Program varies depending on Congressional appropriations and available funds but tends to be $30,000-$50,000 annually. Individual SJV Awards Program grants range from $5,000-$15,000. The SJV anticipates funding four to six awards in 2023, with an anticipated start date of August 1, 2023. Applicants who received prior awards for a project may apply for additional funding under a new application if their current grant is in good standing. Proposals that are not selected for Awards Program funding, but which meet all requirements will be maintained on file if an appropriate funding opportunity arises.

# General Project Considerations

To be considered for Awards Program funding, proposals must (required):

* Clearly address one or more 2023 Awards Program Funding Priorities (see below)
* Have budget requests of $15,000 or less
* Focus on work conducted in or having a direct impact on birds and habitats of the [SJV region](https://sonoranjv.org/about/where-we-work/)
* Where relevant, include the submission of all resulting data to the [Borderlands Avian Data Center](https://borderlandsbirds.org) (monitoring data) or eBird/aVerAves (observational data)
* Include a plan that describes how you will share the results of this project
* Not support lobbying activities
* Come from an applicant in good standing
* Come from an organization with 501(c)3 non-profit status (United States) or Asociación Civil (A.C.) with donataria autorizada status from SAT-SHCP (Mexico)
* Follow the required proposal format

## Proposals should (recommended, but not required):

* Be habitat-oriented or address a monitoring priority
* Support priority bird species as identified in the [SJV Bird Conservation Plan](http://sonoranjv.org/plans/conservation-plan/)
* Have matching funds and/or in-kind contributions
* Minimize overhead and administrative costs (15% or less of total project cost preferred)
* Have transnational cooperation and involvement
* Be part of a larger-scale conservation effort
* Demonstrate a high likelihood of success
* Involve partnerships; nontraditional partners are especially encouraged

# 2023 SJV Awards Program Funding Priorities

While a project can address a range of issues, proposals for work that address one or more of the below priorities will score better.

* Work with land stewards to improve land use practices and conservation actions
* Habitat restoration and protection efforts for aridlands, grasslands, riparian habitat, forests, coastal wetlands, and islands in support of priority bird species as defined by the SJV Bird Conservation Plan
* Bird monitoring to measure effectiveness of habitat restoration activities
* Projects that address issues of social and environmental justice and contribute to building equity and inclusion, including Indigenous-led projects that support Indigenous food and language sovereignty
* Social science, human dimensions, or strategic communications to support any of the above priorities

# Timetable

* **March 15** – Request for Proposals made available
* **May 15** – Proposals must be received by the International Community Foundation no later than midnight, Pacific Daylight time
* **June 30** – SJV Staff and Awards Review Subcommittee complete review and ranking process and provide recommendations to SJV Management Board
* **July 15** – Applicants are notified of the outcome of their proposal

# PROJECT NARRATIVE

Your proposal must include the following sections. Be thorough, but concise. The entire narrative, excluding budget table, maps, and literature cited, should be no more than five pages long.

* **Cover Sheet (use the provided form):** Complete all fields. Briefly summarize the project. Include the geographic location and an overview of the project need. A short summary of goal(s), objectives, specific activities, and anticipated outputs and outcomes may be included.
* **Project Title:** Be descriptive but concise (15 words maximum)
* **Statement of Need:** Briefly describe the significance and value of your proposed work. Summarize previous or on-going efforts that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you previously received SJV funding for this or a related project, be clear what new work this additional funding will support and how it adds on to previous work.
* **Project Goals and Objectives:** State the long-term, overarching goals and objectives of the program/project. Objectives should be SMART (specific, measurable, achievable, relevant, and time-bound). For multi-year or ongoing projects, present your long-term goals by year/phase and clearly indicate which phase this proposal will fund.
* **Project Activities, Methods, and Timetable:** List proposed activities and describe how they relate to project objectives. Describe the method(s) for each activity, and if methods are coordinated with other similar efforts. Provide a timetable indicating approximately when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets, or flow charts within the body of the project narrative (do not include as separate attachments). The timetable does not need to propose specific dates but instead can group activities by month or quarter over the entire proposed project period.
* **Community Contribution and Involvement:** As applicable, identify other organizations/partners participating in the project and describe their roles. Identify the population/geographic community served and how they will benefit from the proposed work. How will you reach your audience? Explain how the project contributes to and/or affects the community. Describe approaches for inclusion of Indigenous and local community groups, as well as other systemically excluded groups.
* **Environmental Compliance Review Requirements**: For projects conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of the Endangered Species Act. For projects outside the U.S. on any property on the UNESCO World Heritage List or the in-country equivalent of the U.S. National Register of Historic Places, the narrative should provide enough detail so that the reviewers are able to determine project compliance with Section 106 of the National Historic Preservation Act. If there are no concerns about any of this legislation, state, “No projected compliance issues.”
* **Key Personnel:** Outline the key staff and volunteers’ qualifications and experience as it relates to the project. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Include details about education, experience, and other skills that make them qualified to carry out the proposed work. To prevent unnecessary transmission of Personally Identifiable Information, do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion, or physical characteristics on the description of key personnel qualifications. If applicable, describe methods for inclusion of systemically excluded groups.
* **Project Sustainability:** If applicable, describe how project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and anticipated future funding needs and sources.
* **Project Monitoring and Evaluation**: How will you monitor and evaluate outcomes of your project? Building on your project goals and objectives, identify desired outcomes, indicators of success, and deliverables. Identify the products and services to be delivered and how/to whom they will be delivered. How will you evaluate project success? If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Include a table that shows at a minimum how objectives are connected to outcomes and deliverables, and what you will use as an indicator of success. If you have developed results chains, include these.

Table . Sample monitoring and evaluation table

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Desired Outcomes** | **Indicator** | **Deliverables** |
| 1. Protect Chihuahuan Desert grasslands | Key grasslands receive legal protection from development | * # of ha under protection
* # of signed agreements with
 | * 5000 ha of Chihuahuan Desert grassland protected
* 2 formal agreements signed with landowners
 |
| 2. Build capacity for bird monitoring in Chihuahuan Desert grasslands | Minimum of 20 residents of local communities participate in training program; group of community monitors formed | * # of participants who complete training
* # of training program “grads” who go on to work w/ community monitoring team
 | * Formalized training curriculum for bird monitors
* Three bird monitoring workshops
* Formation of formal team of community bird monitors
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* **Literature Cited:** As needed
* **Map of Project Area:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.
* **Letters of support:** If your project relies on participation and support from key collaborators, include official letters of support that describe details about their contributions and their commitment to participating in the work.
* **Due diligence documents (below)**

Table . Due diligence documents

|  |
| --- |
| 1. **Organizational Documents**
	1. **IRS 501 (c) 3 Determination Letter**
	2. **By-Laws**
 |
| 1. **Financial statements**
	1. **Statement of Financial Position**
	2. **Income Statement/Statement of Earnings**
	3. **Balance Sheet**
	4. **Current Operating Budget**
	5. **Cash Flow Statement *(optional, if available)***
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| 1. **List of Board of Directors and Staff and their affiliations**
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| 1. **Annual Report *(if available)***
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| 1. **Wire transfer account information form**
	1. **ACH Form for USA bank accounts**
	2. **ICF template for international bank accounts**
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# Budget

Include a budget table that demonstrates how the requested funds will be spent. In the budget category description include brief details explaining the total amount requested (e.g. Project Coordinator salary @$2500/month x 6 months .25 FTE). The table should include both the amount requested from the Sonoran Joint Venture as well as any in-kind or matching contributions. Note whether matching and partner funds are already secured or are still pending. If still pending, when will you find out if you have been successful? How will you implement the project if you do not receive the funds? Projects with indirect costs of 15% or less are preferred. The following is a sample, simplified budget format; your categories may be more detailed and there may be more of them.

Table . Example of a budget table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Budget Categories: | *Description* | SJV Request | Applicant Contribution | Partner A Contribution (monetary) | Partner B Contribution (in-kind) | Total |
| Salaries |  |  |  |  |  |  |
| Materials |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Printing |  |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |  |
| Indirect costs |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |

# How To Submit Your Proposal

* Put all proposal components into a single PDF or Word document (cover sheet, project narrative, budget, and, if relevant, letters of support)
* Separately, please place all due diligence documents into a single PDF or Word document.
* Email both documents to the International Community Foundation – **Julie Campos (****julie@icfdn.org****).**
* **Make the subject line of your email**: Attn: SJV Awards Program – [YOUR ORGANIZATION’S NAME] (i.e., “Attn: SJV Awards Program – Society for Bird Conservation”)

# Application Review Information

The following table describes the criteria by which the Review Committee will rank proposals. To rank higher in the evaluation process, proposals should clearly address as many of the items below as possible.

|  |  |
| --- | --- |
| **How does the proposal address the following elements and program priorities?** | **Maximum Points** |
| Q1. Does the project address one or more of the 2023 Funding Priorities? Does it have clearly defined S.M.A.R.T. objectives (specific, measurable, achievable, relevant, time-bound? | 10 |
| Q2. Does the project benefit priority bird species as identified by the SJV Bird Conservation Plan? | 10 |
| Q3. Does the project benefit a focus area identified by the SJV Bird Conservation Plan, or does the project location have another regional, national, or international conservation designation (i.e., WHSRN, Ramsar, etc.)? | 5 |
| Q4. Does the project use appropriate protocols and methodology, and are they clearly explained and logical for the project goals? Where relevant, are protocols and methodology coordinated with other programs, especially for bird monitoring? | 5 |
| Q5. Is there a clear data management plan, including archiving and dissemination via AKN, eBird, or similar? Does the proposal include a dissemination plan for sharing results and applying them to conservation efforts? If applicable, is there a plan for project sustainability? | 3 |
| Q6. Does the proposal represent a partnership among public, private, and/or other organizations with appropriate local investment? Does it represent a new and/or unique partnership for the SJV? | 4 |
| Q7. Does the project involve one or more Indigenous or local community groups? Does this project address issues of social and environmental justice and contribute to building equity and inclusion? | 5 |
| Q8. Does the project include more than one nation? (May be transnational in geographic scope or involve transnational collaboration for a project in the U.S., Mexico, or on Tribal/Indigenous lands). | 3 |
| Q9. Does the project provide good benefits to priority birds and/or habitats for the cost? | 3 |
| Q10. Are all budget items and charges reasonable for the work described? Are salaries equitable? Does the budget document partner contributions and leveraged funds and/or in-kind funds? | 5 |
| Q11. Is the proposed work feasible and are the applicants capable and qualified to undertake the work? Is the proposal well-written? | 3 |
| Q12. Does the applicant/organization regularly participate in the SJV Science Working Group and/or Management Board? | 9 |
| **TOTAL** | **65** |