

TITLE OF PROJECT:

LEAD ENTITY OF PROJECT:

ENTITY AFFILIATION (check one):

- ☐ Tribal
 ☐ State
 ☐ NGO
 ☐ Other
☐ Federal
 ☐ County
 ☐ Business

WATERSHED/WATERBODY:

COUNTY/STATE:

PROJECT TYPE (check all that apply):

- ☐ Engineering Assessment
 ☐ Scientific Assessment or Research
☐ Design
 ☐ Education, Outreach, and/or Communication
☐ Construction
 ☐ Easements
☐ Implementation
 ☐ Farmer/Landowner-led Committee Support
☐ Monitoring
 ☐ Fish Habitat Partnership Operational Support

PERIOD OF PERFORMANCE (completed between 2026-2028): **Start:** *month/year* **End:** *month/year*

PROJECT FUNDING DETAILS:

FUNDING REQUEST FROM FISHERS & FARMERS PARTNERSHIP	\$
PROJECT MATCH IN-KIND	\$
PROJECT MATCH CASH	\$
TOTAL PROJECT COST (including match)	\$

1:1 non-federal match required, 3:1 non-federal match preferred, funding must not be matched to another federal grant

Will you accept partial project funding? ☒ Yes ☐ No

KEY PROJECT INFORMATION:

	Project Lead/Officer	Project Partner/Co-Officer
Name		
Affiliation		
Email		
Phone		
Address		

Congressional District(s)	
Latitude & Longitude	
Section/Township/Range	
State/Federal Fish Biologist	<i>Agency, name, email, and phone for the person responsible for fish management within the project area</i>

MAP OF PROJECT AREA

Please replace the example map with a map of the proposed project area showing the scope and location.



DOCUMENTS AND PHOTOGRAPHS OF PROJECT AREA

Provide a link to a shared folder that includes documents and photos related to the project. Include appropriate planning documents, permits, work plans, construction designs, maps, and other related documents in PDF format. Also include at least five photographs of the proposed project area. Each photo should be in JPG or PNG format and be titled with a short, descriptive caption, with credit to the photographer (name and organization).

SHARED FOLDER LINK: *Google, Microsoft, Other*

SECTION 1 | PROJECT ALIGNMENT

HOW DOES THIS PROJECT ALIGN WITH THE GOALS AND OBJECTIVES OF THE FISHERS & FARMERS

PARTNERSHIP? Goals/objectives identified on [page 16-21 of the Strategic Plan](#). (check all that apply) **Projects are not required to overlap with priorities to be eligible for funding.*

ADDRESS FFP PRIORITY AREAS OR WATERSHEDS:

- | | | |
|--|--|--|
| ☐ Bad Axe Watershed, WI | ☐ Boone River Watershed, IA | ☐ Meramec Watershed, MO |
| ☐ Cannon River, MN | ☐ Kickapoo River, WI | ☐ Rock Creek, IA |
| ☐ Galena Watershed, IL | ☐ Peno Creek, MO | ☐ Seven Mile Creek, MN |

ADDRESS FFP PRIORITY NATIVE FISH/MUSSEL SPECIES OR GROUP/GUILD:

- | | | |
|---|--|---|
| ☐ American Brook Lamprey | ☐ Channel Catfish | ☐ Smallmouth Bass |
| ☐ Black Redhorse | ☐ Higgins' Eye Mussel | ☐ Southern Redbelly Dace |
| ☐ Blacknose Dace | ☐ Hornyhead Chub | ☐ Spectaclecase Mussel |
| ☐ Blackside Darter | ☐ Pink Mucket Mussel | ☐ Topeka Shiner |
| ☐ Brook/Brown Trout | ☐ Scaleshell Mussel | |

ENGAGEMENT WITH FARMERS AND RANCHERS

- ☐ Build awareness of the partnership
- ☐ Identify farmer/landowner needs and provide technical assistance.
- ☐ Increase landowner engagement through farmer-led committees that drive conservation.
- ☐ Promote best management practices across the landscape with the help of farmers/landowners.

SUPPORT FISH HABITAT CONSERVATION PROJECTS

- ☐ Increase native fish/mussel populations.
- ☐ Collaborate with partners to strategically place conservation on the ground.
- ☐ Improve floodplain habitat and enhance flow regimes.
- ☐ Reduce sedimentation, phosphorus, and nitrogen runoff to stream habitats.

LONG-TERM BASIN SCALE STRATEGIES

- ☐ Gain knowledge of basin's aquatic communities
- ☐ Gain knowledge of basin's agricultural dynamics
- ☐ Monitor effectiveness of conservation projects and share stories through outreach.

STRENGTHEN THE PARTNERSHIP FOR LONG-TERM ACTION

- ☐ Provide support for partnership's science and communication initiatives.
- ☐ Provide capacity or financial support for partnership activities.

Provide an explanation of how your project supports FFP goals and objectives (<500 words).

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PROVIDE METRICS FOR HOW THIS PROJECT ALIGNS WITH THE GOALS, PROJECT PERFORMANCE, AND OUTCOMES OF THE [NATIONAL FISH HABITAT PARTNERSHIP](#) (area = acres, length = miles, time = years, leave blank if not applicable)

CONSERVE WATERS/HABITATS WHERE ALL PROCESSES/FUNCTIONS OPERATE WITHIN EXPECTED RANGE OR VARIATION:

area acquired or leased		Area/length of habitat protected		Area of habitat monitored	
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CONSERVE HYDROLOGIC CONDITIONS FOR FISH:

# of designs developed		Increase/decrease in flow (± annual cfs)		Timeframe flow changes	
# of barriers removed or upgraded		# of hydrologic flow assessments conducted		Area/length of habitat created or connected	

CONSERVE HABITATS/FEATURES THAT SUPPORT VIABLE/SUSTAINABLE SPECIES/POPS. IN IMPACTED OR AT-RISK SYSTEMS:

# of physical habitat designs developed		# and length of habitat installations		Area or length of habitat restored	
Area of terrestrial vegetation planted		Area of aquatic vegetation planted		# of invasive species controlled	
Area or length of habitat treated for invasives		# of barriers installed to prevent invasive species			

RECONNECT FRAGMENTED FISH HABITATS

# of designs developed		Area or length of habitat enhances		Area or length of habitat reconnected	
# of barriers removed or upgraded		# of structures modified or installed			

CONSERVE HYDROLOGIC CONDITIONS FOR FISH:

Area restored for water quality		Area or length of habitat treated for water quality or pollution	
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SUPPORT THE STRUCTURE AND FUNCTION OF FISH HABITAT PARTNERSHIPS

# of organizations or partners		# of monitoring frameworks developed		# of plans developed or modified	
# of outreach or education events		# of data tools developed		Monitoring period (years)	

ENHANCE RECREATIONAL/COMMERCIAL/SUBSISTENCE/RADITIONAL FISHING OPPORTUNITIES

# of people reached in education or outreach events		# of tribal communities engaged		# of rural, underserved communities engaged	
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# of opportunities for fishing or harvest		# of fish species or populations to benefit		# of public access points	
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Provide an explanation of the metrics you provided above (<500 words).

PROJECT ALIGNMENT WITH OTHER LOCAL, STATE, OR FEDERAL PLANS

(conservation plans, watershed plans, climate action plans, state wildlife action plans, joint ventures, FWS priority species or trust resources, state species of the greatest conservation need, other)

Plan	
Agency/Group	
Link to Plan/Website	

Plan	
Agency/Group	
Link to Plan/Website	

Plan	
Agency/Group	
Link to Plan/Website	

Plan	
Agency/Group	
Link to Plan/Website	

SECTION 2 | PROJECT NARRATIVE

STATEMENT OF NEED/PURPOSE

Explain why the project is necessary and how it fulfills the purposes of the relevant program. A need statement will identify the conservation issue, problem, or opportunity to be addressed. It will provide evidence such as results from surveys, research, or other data to demonstrate that the need is real and not perceived, and it will identify the negative result of taking no action. Purpose describes the desired future state that addresses the need in whole or part. (<1000 words)

OBJECTIVES

State the desired outcome of the proposed project in terms that are specific and quantified. They are meant to be realistic targets or benchmarks that, if achieved, will resolve the project need. Objectives are written in an active tense and use action verbs such as construct, survey, train, research, establish, repair, conduct, provide, acquire (<500 words).

BIOLOGICAL OR ECOLOGICAL BENEFITS

Describe biological or ecological benefits of project (<250 words).

METHODS/APPROACH

Describe methods used to achieve the objectives. Approach describes the specific conservation actions or efforts necessary to accomplish project objectives. Approach answers the question of “how” the objectives will be accomplished by describing the actual work that will be done. Approach will demonstrate that the organization will use sound design, appropriate procedures, and accepted fish and wildlife conservation, management, or research principles. Any deliverables resulting from the funding should be noted in this section (<250 words).

MONITORING & EVALUATION PLAN

Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (e.g., methods, sample size, survey tools). Reference project timetable (i.e., process indicators) and budget (i.e., input indicators). Identify products/services to be delivered and how/to whom (i.e., output indicators). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include available questionnaires, surveys, curricula, exams/tests, or other assessment tools to be used for project evaluation. Describe resources and organizational structure available for gathering, analyzing, and reporting monitoring and evaluation data. Explain how project participants and beneficiaries will participate in monitoring and evaluation activities. Specify how findings or results will be fed back into decision-making and project activities throughout the project period (<250 words).

OUTREACH & EDUCATION PLAN, RESULTS DISSEMINATION

Describe planned outreach or educational component(s) and partners(s) involved. How will you bring more attention to fish and their habitat than has been done in the past? Summarize how results will be disseminated, including publicly available reports, datasets, or other products (<250 words).

CURRENT LAND OWNERSHIP/USE

What is the current land ownership (tribal, federal, state, county, city, private) and land use in the project area and watershed? Note: more attention will be given to privately owned – farmed land. Is the project in an area of special conservation designation (<250 words)?

LANDOWNER-LED COMMITTEE INVOLVEMENT

Describe involvement of the landowner and/or landowner-led committee if applicable (<250 words).

CLIMATE CHANGE CONSIDERATIONS

Please note any information on how the project will function with climate change considerations (<250 words).

PUBLIC ACCESS/INTEREST

How does the project provide public access through an easement to land or water for fish and wildlife dependent recreation? (check all that apply)

- ☐ New or increased public access.
- ☐ Intermittent or occasional public access
- ☐ Maintain current public access.
- ☐ Does not provide public access.
- ☐ Unknown
- ☐ Not applicable
- ☐ Includes riparian land protection/restoration efforts in/adjacent to the project area.

Describe public interest in this resource. Why is this a good place to invest conservation dollars (<250 words)?

RECREATIONAL OR TRIBAL FISHING OPPORTUNITIES

How will this project increase fish populations in a manner that leads to recreational opportunities for tribal fishing? Tribal fishing includes treaty-reserved and tribal harvest, as well as traditional tribe use of fish species (check one).

- ☐ Provides direct benefits to recreational or tribal fishing.
- ☐ Provides indirect benefits to recreational or tribal fishing.
- ☐ Maintains current recreational or tribal fishing benefits.
- ☐ Does not clearly provide benefits to recreational or tribal fishing.
- ☐ Unknown
- ☐ Not applicable

Provide a brief description of fishing opportunities (<250 words).

INFORMATION TO SUPPORT ENVIRONMENTAL COMPLIANCE REVIEW

FWS has the responsibility for making the final determination regarding compliance with Federal laws including the: National Environmental Policy Act ([NEPA](#)), Endangered Species Act ([ESA](#)) and National Historic Preservation Act ([NHPA](#)). They will be contacting you if a grant is awarded to see if you need assistance working on them or any other permits. Please indicate if permits have been received or any concerns relating to compliance (<100 words).

PROJECT PROTECTION AND LIFE EXPECTANCY

Describe the measures that will be put in place to support project longevity and the expected life expectancy of the project (<250 words).

TIMETABLE/MILESTONES

In a bullet format, describe significant milestones expected with completion dates for monitoring, outreach, anticipated measurable outcomes/metrics (<250 words).

EXPERTISE OF PROJECT LEAD

Expertise as it relates to the organization or individual's ability to complete the project (<500 words).

PARTNERSHIP COLLABORATIVE AGREEMENT

Describe how FFP can function as a proactive partner in this project to ensure a direct role in the project's success and leverage expertise and networks to drive meaningful outcomes (<250 words).

SECTION 3 | BUDGET JUSTIFICATION & NARRATIVE

Provide sufficient information to show the project is cost effective. Describe any item that requires FWS approval. Make sure the budget is identical to SF424 & SF424A/C.

A) PERSONNEL/ADMINISTRATIVE (SF-424A Object Class Category 6a) *The cost of salaries & wages, not including fringe benefits, paid to recipient employees working on this agreement. Indicate Key Personnel with an asterisk (*). Provide details in the narrative box.*

Name & Title/Position	Salary or Wage	Months or Hours	Matching Funds (if applicable)	FFP Funds
<i>James Smith, Executive Director*</i>	<i>\$20000</i>	<i>12 months</i>	<i>\$5000</i>	<i>\$15000</i>
<i>Nancy Ruiz, Watershed Coordinator*</i>	<i>\$30/hour</i>	<i>200 hours</i>	<i>\$2000</i>	<i>\$6000</i>
TOTAL PERSONNEL/ADMINISTRATIVE COSTS			\$7000	\$21000
Narrative (<200 words):				

B) FRINGE BENEFITS (SF-424A Object Class Category 6b) The cost of fringe benefits, such as health insurance, vacation, FICA, paid to recipient employees working on this agreement. List employees or positions below, and their fringe benefit rates as percentages of their salaries. Provide details on fringe benefits in the narrative box.

Name & Title/Position	Salary or Wage Base	Fringe Rate %	FFP Funds
<i>James Smith, Executive Director</i>	<i>\$20000</i>	<i>15%</i>	<i>\$3000</i>
<i>Nancy Ruiz, Watershed Coordinator</i>	<i>\$6000</i>	<i>10%</i>	<i>\$600</i>
TOTAL FRINGE BENEFIT COSTS			\$3600
Narrative (<200 words):			

C) TRAVEL (SF-424A Object Class Category 6c) The cost of lodging, meals, mileage and other expenses while travelling for agreement activities (current Federal rates) Give details and the purpose of the expenses in the narrative box.

Proposed Lodging & Per Diem	# of people	Cost/ person/day	Matching Funds (if applicable)	FFP Funds
<i>Hotel stay for 3 days</i>	<i>2</i>	<i>\$125</i>	<i>\$0</i>	<i>\$750</i>
<i>3 meals /day for 3 days</i>	<i>2</i>	<i>\$75</i>	<i>\$250</i>	<i>\$450</i>
Proposed Mileage	# of miles	Cost/mile	Matching Funds (if applicable)	FFP Funds
<i>To/From: 3 trips from offices to project location</i>	<i>85</i>	<i>\$.67</i>	<i>\$0</i>	<i>\$60</i>
Other Proposed Travel Expenses			Matching Funds (if applicable)	FFP Funds
<i>Airfare from xx to xx and rental car for 4 days</i>			<i>\$1200</i>	<i>\$1200</i>
TOTAL TRAVEL COSTS			\$1450	\$2460

Narrative (<200 words):

D) SUPPLIES & EQUIPMENT (SF-424A Object Class Category 6d) Cost of materials, supplies, and equipment used directly on this project, such as safety glasses, work gloves, or office supplies. Explain details and purpose in the Narrative box.

Item	Quantity	Cost/unit	Matching Funds (if applicable)	FFP Funds
Safety supplies for volunteer groups	1	\$200	\$0	\$200
Water sampling supply kit	2	\$250	\$500	\$500
TOTAL SUPPLIES & EQUIPMENT COSTS			\$500	\$700
Narrative (<200 words):				

E) CONTRACTUAL/CONSTRUCTION/ENGINEERING (SF-424A Object Class Category 6e) The cost of construction, contracted services, and/or sub-recipient agreements. Provide names and explain the purpose in the narrative box.

Contractor Name & Type	Cost	Matching Funds (if applicable)	FFP Funds
Ace Backhoe Service, excavator	\$2500	\$2500	\$2500
XYZ Consulting, communications firm	\$5500	\$0	\$5500
TOTAL CONTRACTUAL/CONSTRUCTION/ENGINEERING COSTS		\$2500	\$8000
Narrative (<200 words):			

F) OTHER/MISCELLANEOUS (SF-424A Object Class Category 6f) Costs that do not fit any other Object Class Category, such as duplicating and printing, postage, and freight, rented equipment, o. Explain the details and purpose in the Narrative box below.

Item	Cost	Matching Funds (if applicable)	FFP Funds
Print material for outreach	\$400	\$400	\$400
TOTAL OTHER/MISCELLANEOUS COSTS		\$400	\$400

Narrative (<200 words):

G) INDIRECT COSTS (SF-424A Object Class Category 6j).

Fiscal agent rate used on this grant	Matching Funds	FFP funds
<i>Provide % or link to NICRA in place</i>	<i>\$11850</i>	<i>\$36160</i>
Narrative (<200 words):		

H) MATCH CONTRIBUTIONS List specific partners, contributors, and contributions; including in-kind service cash value.

Contributing Organization	Organization Type (tribal/fed/state/county /NGO/business)	Need Addressed (design, equipment, materials, etc.)	Contribution Source
<i>Missouri Department of Conservation</i>	<i>State</i>	<i>Provided print materials for field days</i>	<i>Operating budget</i>
In-Kind Contribution			\$
Cash Contribution			\$
Total Contribution			\$

Contributing Organization	Organization Type (tribal/fed/state/county /NGO/business)	Need Addressed (design, equipment, materials, etc.)	Contribution Source
In-Kind Contribution			\$
Cash Contribution			\$
Total Contribution			\$

Contributing Organization	Organization Type (tribal/fed/state/county /NGO/business)	Need Addressed (design, equipment, materials, etc.)	Contribution Source
In-Kind Contribution			\$
Cash Contribution			\$
Total Contribution			\$

Contributing Organization	Organization Type (tribal/fed/state/county /NGO/business)	Need Addressed (design, equipment, materials, etc.)	Contribution Source

In-Kind Contribution	\$
Cash Contribution	\$
Total Contribution	\$

TOTAL MATCH CONTRIBUTIONS *The total of all partner contributions above.*

TOTAL IN-KIND CONTRIBUTIONS	\$
TOTAL CASH CONTRIBUTIONS	\$
TOTAL MATCH CONTRIBUTIONS	\$

I) TOTAL PROJECT COSTS

	Matching funds	FFP funds
TOTAL DIRECT COSTS (sum of A through F)	\$	\$
TOTAL INDIRECT COSTS (sum of G)	\$	\$
TOTAL MATCH CONTRIBUTIONS (sum of H)	\$	\$
TOTAL PROJECT COSTS (sum of A through G - H)	\$	\$

By signing below, I certify, to the best of my knowledge, the costs detailed above are correct and complete and for the purposes set forth in the application for Federal Assistance.

Signature & Date

Printed Name & Title of Person Completing Budget



Note regarding federal funds: NFHP funds are federal funds, administered through the U.S. Fish and Wildlife Service (USFWS). All organizations that receive NFHP funding are required to complete all requirements for federal grants, including registration on the federal System for Award Management (SAM.gov), Automated Standard Application for Payments (ASAP), Grants Solutions grant management system, and provide interim and annual reports to the USFWS and FFP. NFHP funds are processed through a grant agreement completed through the USFWS Regional Offices or local Fish and Wildlife Conservation Office (FWCO). Grants are paid on a reimbursable basis. All federal funding requires environmental compliance documents (Federal Assistance Biological Assistance/ Endangered Species Act Evaluation Form, National Environmental Policy Act Exclusion and National Historic Preservation Act Form) to be approved prior to execution of a grant agreement. More detailed information from the USFWS about federal grant processes is available at fws.gov.