**Tribal Nature-Based Solutions**

**Standard Grant Process**

**Planning Project Proposal (Step 2)**

**Application Form**

THIS FORM IS THE PLANNING PROJECT PROPOSAL (STEP 2) APPLICATION FORM. Download OR print this form and fill it out as completely possible. For additional information, view the Complete Grant Guidelines document and the Summary Resources at <https://resources.ca.gov/Initiatives/Tribalaffairs/Tribal-Nature-Based-Solutions-Program>.

**HOW TO SUBMIT**

Applicants invited to the next phase (Step 2) will be asked to submit a Project Proposal by email or mail to the California Natural Resources Agency. Email submissions are preferred and due dates can be found on the Program website at <https://resources.ca.gov/Initiatives/Tribalaffairs/Tribal-Nature-Based-Solutions-Program>.

Email applications to: tribalaffairs@resources.ca.gov

Mail application to:

California Natural Resources Agency

Attn: Tribal Nature-Based Solutions

715 P Street, 20th Floor

Sacramento, CA 95814

Applicants with competitive eligible projects will be invited to compete in the next step of the evaluation process, a virtual or on-site field visit or project presentation. The most competitive projects receiving a field visit/project presentation will be invited to submit additional supporting documentation for further evaluation. Incomplete or noncompliant proposals may be eliminated from the competitive process.

For questions already answered in the Preliminary Project Proposal stage, Applicants may use the same answers provided or may provide more refined or edited answers to provide further clarity. If using the same answer as provided before, still include fully written answer for all questions in the Step 2 application form.

All Project Proposal submittals will include the following:

**PROJECT PROPOSAL INFORMATION FORM**

Please fill out the following as completely as possible. If not applicable, please put n/a:

**Project Information**

1. Project Title:
2. Project Description (1,000 characters or less):
3. Total Project Cost:
4. Funding Amount Requested:
5. Project Start Date:
6. Project End Date:

**Applicant (Legal Owner of the Project)**

1. Applicant Name:
2. Applicant Federal ID Number (FEIN):
3. Applicant California tax identification number, if applicable:
4. Attach evidence of the applicant’s active status as a legal entity
* Federally recognized tribes
	+ Evidence of inclusion in the annually published federal register from the Secretary of the Interior pursuant to 25 Code of Federal Regulations, Part 83, Section 104 of the Federally Recognized Indian Tribe List Act of 1994.
* For corporations qualified under Section 501(c)(3) of the Internal Revenue Service Code (taxed exempt charities and non-profits)
	+ An IRS 501(c)(3) determination letter or a printout from the IRS tax-exempt organization search tool on the official IRS website is sufficient. See https://apps.irs.gov/app/eos/
* For all other corporations
	+ A printout from the Secretary of State business search web page showing the corporation is Active is sufficient. See https://bizfileonline.sos.ca.gov/search/business

**Applicant Point of Contact**

1. Full Name:
2. Title:
3. Address:
4. City:
5. State:
6. Zip:
7. Phone Number:
8. Secondary Phone Number:
9. Email:

**Project Location**

1. County:
2. Latitude:
3. Longitude:

**SUBMITTAL CHECKLIST for STEP 2 Proposals:**

|  |  |
| --- | --- |
| **The following is entered included in the Project Proposal Application:** |  |
| * Project Proposal Form
 |  |
| * Project Summary
 |  |
| * Project Questions
 |  |
| * Ancestral Lands and Boundary Map
 |  |
| **The following will be attached to the Project Proposal Application:**  |  |
| * Project Proposal Form Signature Page
 |  |
| * Cost Estimate (see Appendix D)
 |  |
| * Supporting Documents
 |  |
| * Location Map
 |  |
| * Signed letter or resolution from the chairperson of the tribe(s) that are actively supported by the application (See Appendix F.1)
 |  |
| * Site Plan (**Implementation and Ancestral land return projects only**)
 |  |
| * Photographs (**Implementation and Ancestral land return projects only**)
 |  |

1. **Project Summary**

Describe the discrete project including expected project deliverables. Answers are limited to 4,000 characters.

* 1. Select only one project type:
		+ Planning
		+ Implementation
		+ Ancestral Land Return with a Planning project
		+ Ancestral Land Return with an Implementation project
	2. Describe the goals and objectives of the project, what tribe and/or surrounding communities will it serve, how it is a multi-benefit nature-based solutions project, and how the project will be evaluated, including metrics that can be used to evaluate the progress and success of the grant.
	3. Provide a brief description of current site conditions, baseline conditions, and expected benefits of the project.
1. **PLANNING Preliminary Project Questions**

All applicants must answer the Requirements and Project Need questions. In addition, applicants should answer **the Planning Project Funding Priorities section** and the Organizational Capacity section.

If a question does not apply to the project, indicate “Not Applicable” with a brief explanation. Do not leave blank fields. Answers are limited to 4,000 characters.

* 1. Project Applicant’s Information
		1. Name and contact information that can be made publicly available.
		2. List key partners and collaborating entities.
	2. Project Type (**CHOOSE ONE**)
		+ Planning project
		+ Implementation project
		+ Ancestral land return and Planning projects
		+ Ancestral land return and Implementation projects
	3. Provide a detailed description of the California Native American tribe(s) that will be served by the project. Include official name of the tribe(s), tribal demographics, and description of the tribe(s)’ ancestral land boundaries and where the project location is related to those boundaries.
	4. Explain how the project is “multi-benefit” by describing the two or more benefits that address climate change, improve public health, increase equity, and protect biodiversity. Please indicate which strategy (*Natural and Working Lands Climate Smart Strategy, Pathways to 30x30 Strategy,* and/or *Ocean Protection Council’s Tribal Engagement Strategy*) the applicant is relying on and include the page numbers of the specific strategies.
	5. Explain how the project is a “nature-based solution” by describing how the project works with or enhances nature to address societal challenges. What approach is the applicant using, including protecting nature, sustainably managing nature, and/or restoring nature? What is the societal challenge that the project is addressing?
	6. Does the project advance coastal and ocean multi-benefit nature-based solutions? If yes, please indicate which action included in the Ocean Protection Council *Tribal Engagement Strategy* the applicant is relying on and include the page numbers of the specific strategies.
	7. Explain the tribal consultations and public engagement the applicant has completed in the development of the project. How has the applicant addressed any concerns or requests for collaboration?
	8. Explain how the applicant is an eligible applicant for this program. Eligible applicants include California Native American tribes and tribally led entities located in California. Non-tribal entities may support California Native American tribes and tribally led entities in applying for the program. Applications can be submitted on behalf of an inter-tribal consortium, tribal conservation district, or partnerships. Applications submitted by non-tribal entities or inter-tribal consortium, tribal conservation district, or partnerships must describe how the project will serve the supporting tribe(s) and community.

# Signed Letter or Resolution

# Attach a signed letter or resolution from the chairperson of the tribe(s) that are actively supported by the application. This letter or resolution must describe how the project will serve the supporting tribe(s), the relationship between the applicant and tribe(s), and best point of contact on behalf of the tribe(s) name, email, and phone number. (See Appendix F.1).

**Planning Project Funding Priorities**

1. How will the planning project and associated activities support the tribe(s)’ future multi-benefit nature-based solutions priorities?
2. Describe the assessments, including, but not limited to, environmental (CEQA/NEPA), hazard, and biological assessments, that have been conducted to date. If an assessment has not occurred, describe what is planned to develop a baseline of conditions.
3. If the applicant will be applying for a State or Federal grant program after completing planning, please specify the grant, provide a website link to information on the grant, and provide the timeframe when the application will be submitted. How will the planning activities paid for by this grant assist the applicant in accessing other grants?
4. Describe what type of planning activities will be completed.
5. How will the project measure success and document outcomes?

**Organizational Capacity**

1. Describe the applicant’s experience in completing similar projects. If the applicant doesn’t have experience in completing similar projects, please identify the resources or partnerships that will be relied upon and what technical assistance may support the applicant’s efforts.
2. Describe the applicant’s fiscal capacity to carry out the proposed project.
3. Describe the make-up of the decision-making body of the applicant. This could be a description of the members of the tribal council, board of directors, or other decision-making body.
4. Describe the applicant’s mission, community served, and include a link to the applicant’s website. This could include a summary of a tribal constitution or an entity’s mission statement.
5. Describe the qualifications of the top five (5) project team members that will be implementing the project if awarded.

**End of Project Questions**

**Required Documentation for Step 2 Project Proposal**

The following documents must be included as part of the Project Proposal:

**For All Projects -**

1. **Proposal Form Signature Page** – The signature page of the completed Project Proposal Form should be signed by the same Authorized Representative to be identified in the resolution or certification letter (see Appendix F or Appendix G) and included in the Project Proposal. The signature can be a wet signature or signed electronically.
2. **Cost Estimate** – Provide a cost estimate reflecting all costs associated with the project. Identify costs to be funded by the grant and costs covered by other funding sources. The cost of project elements funded by the Program should not be split between the grant and other funding sources (see Appendix D for a sample format).
3. **Supporting Documentation** - Up to eight pages of documentation that helps illustrate and support the proposed projects, such as, but not limited to, draft workplans, grant solicitation notices, letters from jurisdictional entities, community meeting notes, photographs, or other relevant documentation.
4. **Location and Ancestral Land Maps** - Directional map, with enough detail to allow a person unfamiliar with the area to locate the project site. Please indicate the boundaries of the tribe’s ancestral lands associated with the project site.
5. **Attach a signed letter or resolution from the chairperson of the tribe(s) that are actively supported by the application** - This letter or resolution must describe how the project will serve the supporting tribe(s), the relationship between the applicant and tribe(s), and best point of contact on behalf of the tribe(s) name, email, and phone number.

**End of Required Documentation for Step 2 Project Proposal**