Greenpoint Community Environmental Fund Tip Sheet
(This tip sheet refers sequentially to each section and field in Easygrants required for this program.)

STARTING AN APPLICATION:

- When you are ready to begin the application process, go to www.nfwf.org/EasyGrants.
    - New users to the system will be prompted to register before starting their application.
    - Existing users – if you are already registered in the EasyGrants (EZG) online system you only need to enter your email and password to log in.
    - Log in with your email address and password and select the **Apply for Funding** button.
    - You will then see two available funding opportunities, please see below for guidance on choosing the correct application.
        - Greenpoint Community Environmental Fund: Large/Legacy Grants
        - Greenpoint Community Environmental Fund: Small Grants

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When Starting an Application take Note!

- **Pop-ups:** EZG uses pop-up windows to display some files. Please make sure your web browser allows for pop-ups. The internet browser pop-up blocker must be disabled prior to beginning the application process.
- **Cookies:** EZG uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies.
- **PDF:** EZG uses PDFs extensively. Make sure you are able to use Adobe Reader.
- **SAVING AND SUBMITTING:** Once an application has been initiated, it may be saved and then modified and submitted at a later time, up to the application deadline of Wednesday, December 18, 2013 by 5pm Eastern Daylight Time. Please note DO NOT hit the "Submit" button until you are actually ready to submit. Once you hit submit the application is formally submitted and you may no longer make changes.

PROJECT INFORMATION

- **Grant Amount Being Requested from National Fish and Wildlife Foundation (NFWF):** For Small Grants requests must be between $5,000 and $25,000. For Large and Legacy Grants requests must be above $25,000.

- **Matching Contributions Proposed:** All applicants are *encouraged* to provide match. For **Small Grants** applicants are *encouraged* to provide a matching contribution of cash or in-kind support. For **Large Grants** applicants are *encouraged* to provide a 1:1 match that can be any combination of cash or in-kind support (i.e., GCEF grant funds should make up a maximum of one-half of the total project costs). For **Legacy Grants** applicants are *encouraged* to provide a 2:1 match that can be any combination of cash or in-kind support (i.e., GCEF grant funds should make up a maximum of one-third of the total project costs).

- **Projected Grant Start Date:** Projects generally should begin within six months of the award announcement.

- **Projected Grant End Date:** Projects should be completed within one to three years of the start date, although variances may be allowed under exceptional circumstances.

- **Project Title/Name:** Please don't call your project "Greenpoint Environmental Project Proposal". Give it a short, descriptive name that will distinguish it from other proposals and indicates project purpose (for example: "Energy Audits at Three Greenpoint Elementary Schools" or "Community Cleanup Day in Greenpoint"). (60 character limit)

- **Project Description:** Use the first sentence to describe what your project will achieve and the second sentence to describe what is unique or special about your project (for example: "This project will create five wildlife habitat demonstration sites covering .1 acres at two elementary school with the aim of providing habitat for native birds and emphasizing connections with Greenpoint.") . (200 character limit)

Project Abstract: Provide a more detailed description of your project, including major activities, outcomes and partners. (1500 character limit) (for example:

The project will use two manned interactive exhibits on the floor of the aquarium floor titled: *Water Quality Station* and *Flotable Debris Station* to present information and provide educational experiences to 125,000 visitors. This project "Keeping the Coast Healthy" uses community-based social marketing campaign to encourage adoption of activities that protect water quality. The focus of the exhibits will be on different activities which may be changed or adopted by individuals including: reuse and recycling; car washing and lawn care. Each exhibit will provide an activity that a visitor can engage in while at the station. Throughout the day at both exhibits, visitors will be asked to pledge to adopt a new behavior.   Using an ipad, a picture will be taken of families who have written their pledge on a portable chalk board. With family's permission, images will then be loaded into a slide show that will show on a monitor as a permanent part of the exhibit. Staff also will also conduct follow-up surveys with visitors to evaluate the impact of the project and commitment to the pledge. Each station will be manned by two educators who will interact with the public on key messages, organize the activities at each station, obtain pledges, take photos, and obtain information for evaluation purposes. Twenty volunteers and interns will prepare materials for the floatables debris station. The project aims to encourage activity changes in 75,000 citizens.

- **Keyword(s):** You are encouraged to use the "Help" feature in Easygrants to identify Keywords. Most GCEF applicants' Keywords may include: Education & Awareness, Pollution, Wetlands, and Land/Water Protection. We suggest you select "Other"in Keywords; and then add into the blank box marked "Other Sub-keywords" Education & Awareness, Pollution, Wetlands, and/or Land/Water Protection.

- **Sub-keyword(s):** Do not complete this section of the EZG online application.

PROJECT LOCATION

- **Project Location Country:** All projects must occur within "North America – United States".

- **Project Location State/Province:** All projects must take place within the11222 zip code, so your location will be New York.

- **Project Location U.S. Congressional District(s):** All projects must be located in the 12th Congressional district of New York

- **Project Location Description:** All projects must take place within the11222 zip code, so your location will read Greenpoint, Brooklyn, NY. (200 character limit)

UPLOADS

Small Grant Full Proposal Narrative or Large and Legacy Grant Pre-Proposal Narrative: The most important upload is your proposal narrative. The full proposal and pre-proposal narrative template may be downloaded from EZG at any time and completed at your leisure. It must be uploaded back into your EZG online application before it is submitted. The narrative may not exceed five pages.

- In addition to the narrative, for Small Grant Proposals, several other files should be uploaded. Following is guidance regarding all required and optional uploads. This information is not required for Large/Legacy Grant Pre-Proposals; however, they will be required in March when applicants are invited to submit Large/Legacy Grant full proposals:

Upload	Required or Optional	Notes
Small Grant Full Proposal and Large/Legacy Grant Pre-Proposal Narrative	Required	Template provided. Observe page limit.
IRS Non-Profit Determination Letter*	Required for Small Grants	
A-133 Audit*	Required for Small Grants	Must be from most recent year. If you organization has not expended over $500,000 in Federal funds in the last year, upload a statement stating that an A-133 Audit is not required.
GAAP audited financial statements*	Required for Small Grants	Must be from most recent year. If your organization does not have GAAP audited financial statements, you may upload a balance sheet and profit/loss statement.
IRS Form 990*	Required for Small Grants	Must be from most recent year
Statement of Litigation*	Required for Small Grants	Template provided. Please see Frequently Asked Questions below for more information.
State Certificate of	Required for Small	Please see Frequently Asked Questions below for more information.

Good Standing or Certificate of Existence	Grants	
Certificate(s) of Insurance	Required for Small Grants	Please see Frequently Asked Questions below for more information.
Project Map	Optional for Small Grants	Upload a map showing the project location(s) and boundary. On the map, show the project with respect to cross streets in Greenpoint or major landmarks (e.g., Newtown Creek). A Google map is sufficient.
Letters of Support	Required for small grants	Letters should be from significant partners, especially those providing matching contributions, where a community-based partnership exists to implement and sustain a project, or to show a project has significant community support. You may upload a maximum of 5 letters. **Letters will not be accepted after the close of the application period.** Preparing the letters: 1) Address letters of support: General Administrator, Greenpoint Community Environmental Fund, National Fish and Wildlife Foundation, 1133 15th Street, Suite 1100, Washington, DC 20005; 2) Salutation in letter is: "To whom it may concern:"; 3) **Do not send hard copies of letters to the NFWF address. ALL letters must be uploaded as a pdf into your EZG online application.** We suggest you put letters in a single file rather than uploading multiple individual letters.
Landowner Permission Letter	Optional, as appropriate	Letters documenting permission to work on private or public land not owned or managed by the applicant. **Letters will not be accepted after the close of the application period.** Preparing the letters: 1) Address landowner permission letters: General Administrator, Greenpoint Community Environmental Fund, National Fish and Wildlife Foundation, 1133 15th Street, Suite 1100, Washington, DC 20005; 2) Salutation in letter is: "To whom it may concern:" ; 3) **Do not send hard copies of letter to the NFWF address. ALL letters must be uploaded as a PDF into your EZG online application.**
Photos	Optional for Small Grants	Photos illustrating site conditions, problems you are attempting to solve, examples of pre-existing project work etc. can be very helpful to understanding the purpose and significance of a proposed project. For example: proposing installation of a green roof to reduce stormwater runoff -- consider providing a photo showing the building where green roof will be installed and its location relative to a waterway or storm sewer; conducting a community cleanup consider – providing a photo of garbage in the proposed area and the results of a prior cleanup etc. Please compress photos to minimize file size. No more than 3 photos.
Other documents	Required for Small Grants	Spatial Data- template provided. This document requests you provide geographic coordinates (latitude and longitude) in decimal degrees for your project(s) location(s) (i.e., sample of requested format 38.8896, -77.0353). If the project is community-wide pick a central latitude and longitude within the 11222 zip code to illustrate project coverage. Geographic coordinates are available from several sources, including the Geographic Names Information Service (http://geonames.usgs.gov/).

*If your organization has recently applied to NFWF for a grant and this information already is on file in Easygrants and is current, you will not be asked for these uploads and these categories will not appear to you in Easygrants.

BUDGET – For Small Grant Proposals Only, not required for Large/Legacy Pre-Proposals

This section provides budget detail for the "Grant Amount Being Requested from NFWF", and the total of the budget line items must be equal to the "Grant Amount Being Requested from NFWF". It should not include matching funds. Please note that no part of the budget (neither NFWF funds nor match) may include: advocacy/lobbying; fundraising; litigation; terrorist activities; nor activities in violation of the Foreign Corrupt Practices Act. *Do not zero-fill any sections.*

MATCHING CONTRIBUTIONS

List each source of matching contributions separately in the space provided. Matching contributions may include both cash and in-kind contributions. Please note the restrictions on use of matching funds above. Regarding indirect: if your organization has a Federally-negotiated indirect rate, which, when applied to this project would exceed the NFWF cap of 15%, any difference may count as a matching contribution (i.e., "foregone indirect"). NOTE: The total of all line items entered in this section must equal EXACTLY the total "Matching Contributions Proposed" in the PROJECT INFORMATION.

PERMITS and APPROVALS– For Small Grant Proposals Only, not required for Large/Legacy Pre-Proposals

If permits and/or approvals are required for this project, please list the permits in the description section, and provide their status. Include extra information in the description section as necessary (e.g., pre-permit meeting held on Jan. 1, 2013, etc.).

REVIEW AND SUBMIT

When you are ready to submit, each section of your proposal should be indicated "Complete" with a green check mark in the "Status" column. If any section is indicated "Incomplete" with a red "X", you will not be able to submit and must go back and check your work in each section that is "Incomplete".

To view and save your proposal you may click on the "View PDF" button. This function creates a composite file with all of the fields and uploads, which you may then save as a stand-alone document. Please note that the "Applicant-identified Reviewer Information" section will appear empty in your submission because it is not required for this program.

FREQUENTLY ASKED QUESTIONS

1. How do I get back into the online system when I'm locked out?
If you enter an incorrect password or user ID multiple times you may be locked out of the system. If so, you may send an email notification to info@nfwf.org requesting that your account be unlocked.

2. I forgot my password. How do I get this information sent to me?
Please send an email notification to info@nfwf.org explaining the problem and providing the email address you use for login into EZG online system.

3. I have finished my proposal and it is not showing up as completed.
Remember to hit the "submit" button when you have completed the application.

4. How will I know NFWF has received my completed application?
You will receive a notification of receipt of application from info@nfwf.org.

5. I do not understand what "units" means in the budget, it does not work for the salary category?
Reviewers want to know how many hours will be contributed over the course of the project period. Use hours as your "unit" for salary.

6. I completed the budget page and it is not saving. Why not?
- Check the section of the EZG online application "Grant Amount Being Requested from NFWF" to see if it matches the budget total. If the two amounts do not match the budget page will not save.
- Check to see if you have completed sections of the budget, where you have no costs. For example, if your budget is $30,000 with all costs for consultants, but you filled in "Salaries and Benefits" section with information like Unit "$0" Cost Per Unit "$0" or Total "$0"-- that is sections of the budget where you have no actual costs -- the budget will not save.

7. The system is not requesting or accepting financial documents from us what is the problem?
If the standard required financial documents are not requested by the online system, it means that the National Fish and Wildlife Foundation (NFWF) already has the documents on file. We may need to request more recent documents at a later date but for now they are not required for this application.

8. How do I complete the Statement of Litigation in the "Uploads" section of the EZG online application?
You are provided a template Statement of Litigation. Insert into the template a description of any litigation (including bankruptcies) involving your organization or litigation with any federal, state, or local government agency as a party. This includes anticipated litigation, pending litigation, or litigation completed within the past twelve months.
- If your organization is not involved in any litigation, please state... "The NAME OF ORGANIZATION is not involved in any litigation involving the organization or litigation involving federal, state, or local government agency as parties."
- If you are a state or local government agency…please state: "The NAME OF ORGANIZATION is a [insert state or local agency] hence we are not required to complete the statement of litigation."

9. What is a Certificate of Good Standing or Certificate of Existence and how do I obtain one?
A Certificate of Good Standing or Certificate of Existence is a state-issued document used to demonstrate that a corporation or limited liability company (LLC) exists and is authorized to do business in the state and has complied with all state-required formalities. To obtain a Certificate of Good Standing or Certificate of Existence from the State of New York please see the following website: http://www.dos.ny.gov/corps/faq_certificates_under_seal.page.asp

10. What is Certificate of Insurance?
A Certificate of Insurance is a document issued by an insurance company or broker that is used to verify the existence of insurance coverage.

HOW TO GET HELP

One-on-one technical assistance is available to help develop a proposal or about how to use the Easygrants online application system.
- For questions about developing the content of the proposal and the budget, send an email to either: gcefund@northbrooklyn.org or lynn.dwyer@nfwf.org
- For questions about using the Easygrants online system, send an email to: john.wright@nfwf.org or info@nfwf.org

In your email, please indicate your question or the type of assistance you need.

For general questions please email or call:
- Lynn Dwyer, National Fish and Wildlife Foundation, 631-637-3488, lynn.dwyer@nfwf.org
- Laura Treciokas and Filip Stabrowski, North Brooklyn Development Corporation, 718-389-9044, x15, gcefund@northbrooklyn.org
- Courtney Kwiatkowski, National Fish and Wildlife Foundation, 202-857-0166, courtney.kwiatkowski@nfwf.org