NACD Technical Assistance Grants
Application Template as of June 1, 2023

Note: Please note that this template is provided for informational purposes only. The application must be submitted online. A link to the submission portal can be found here: https://nacd.formstack.com/forms/tagrant_2023

Section 1 – Executive Summary
Section 2 – Project Funding
Section 3 – Environmental Outcomes
Section 4 – Social Outcomes
Section 5 – Project Staffing

Part 1: Executive Summary

NACD Region

Name of Lead Organization

Must be an eligible entity.

Type of Organization

Address

Primary Point of Contact

Name, Title, Email, and Phone

Project abstract
No more than 500 characters - if the project is funded, this is what will be shared on the TA Grant map.

Past TA Grants

1. Did your organization have a previous Technical Assistance grant?

2. Are all of the previous TA grants closed?

3. To date, how much of your last NACD grant has been spent?

4. When do you expect to finish spending the remaining funds?
Part 2: Project Funding

The funds available are in three different programs and depending on what work your organization hopes to address will determine which funds (or mix of funds) your organization should request. Discussing your organization’s proposed project with your State/Territory Conservation Leadership and local NRCS staff should determine your organization’s request. Each of the funds have distinct uses and deliverables. Here is an explanation of what should fall under each account:

**EQIP** - is time spent focused on moving from applying for an EQIP contract to certifying the practice is completed.

**CSP** – is for CSP work similar to EQIP, but also includes time spent explaining CSP either to an individual or as part of a field day as a presentation.

**COTA** – is time spent on planning and technical assistance. It can include from preliminary meetings with producers to figure out what might be done to help them, to long-range written conservation plans either for an individual operation up to a watershed or state-wide landscape.

Refer to the RFP for what funding is available.

*Note: For all requests and match amounts, please round to the nearest dollar. Your organization’s request should reflect what’s needed for one year’s funding.*

1. Requested EQIP Funds
2. Requested CSP Funds
3. Requested COTA Funds
4. Total Request
   *The TA Budget Worksheet can be downloaded here: [TA Budget Worksheet](#) or, contact your organization’s NACD Region Representative or Chloe Hundelt at [conservationprograms@nacdnet.org](mailto:conservationprograms@nacdnet.org) to be emailed a copy. If you aren’t familiar with what can count as match, particularly in-kind match, you might review Financial Reporting first.*
5. Total Match proposed

6. Funding explanatory notes
   *Explain the source(s) of match and what is cash match or in-kind credit. These grants do not allow for indirect costs unless your organization has a valid NICRA. Grantees that wish to recoup indirect costs will need to submit their NICRA at the time of award.*
Part 3: Environmental Outcomes

1. **Summary of Environmental Outcomes**
   
   Briefly describe the anticipated project and anticipated environmental results in no more than 1,500 characters.

2. **Technical metrics**
   
   a. Expected number of contracts obligated (EQIP and/or CSP)
   b. Expected number of practices implemented (EQIP and/or CSP)
   c. Expected number of plans assisted (EQIP, CSP, and/or COTA)
   d. Expected number of presentations and/or workshops (CSP)
   e. Expected number of acres with improved management (EQIP, CSP, and/or COTA)
   f. Expected number of acres with practices implemented (EQIP and/or CSP)

Part 4: Social Outcomes

1. **Statement on Equity and Environmental Justice**.
   
   Describe your organization’s statement and philosophy on equity and environmental justice. This should include:
   
   - **Definition** (How do you broadly explain equity and environmental justice to your community?)
   - **Organization’s stance and core beliefs on equity and environmental justice** (What are the core principles that drive your work in this space?)
   - **How equity and environmental justice underly your organizational mission and vision** (What is your organizational commitment, how does this relate to your mission, and how is it embodied in your day-to-day work?)

   Maximum of 1,250 characters.

2. **Local Priorities/Needs and Targeted Outreach**
   
   Discuss local conservation priorities and how the project will fulfill the community’s needs. This narrative should address the scope of the project, potential risks and mitigation plans, and environmental and social benefits. It should also address why and what type of technical assistance is needed in the target community and how the identified need fits within the context of the district’s long-range or strategic plan.

   The section shall also describe how targeted outreach will advance local priorities, as well as equity, inclusion, justice, and access to technical assistance and conservation programs. The narrative should include a clear, concise approach to building partnerships, conducting effective outreach and education to reach new and historically underserved producers, and enrolling them in NRCS programs.
3. **Does your organization certify that it will complete and implement an inclusive board succession plan OR a diversity, equity, and inclusion (DEI) plan?**  
   For more information, see section 2.8 of the RFA

4. **Does your organization certify that it will perform semi-annual board/staff demographic surveys?**  
   For more information, see section 2.8 of the RFA

5. **Social metrics**
   - Expected number of clients reached (CSP and/or COTA)
   - Expected number of new producers reached (have not participated in Farm Bill program in last 10 years)
   - Expected number of historically underserved producers reached
   - Expected number of farmer-to-farmer education events/presentations and
   - Expected number of participants at education events/presentations
   - Expected number of new coalitions or partnerships

**Part 5: Project Staffing**

1. **Number of districts/tribal districts where the funds will be used**

2. **Name the district(s)/tribal district(s) where the staff will be working**

3. **Are you a state/territory organization with a large project?**  
   (And this project covers your entire region)

**Project Supported Staff**

Please include any staff who will be paid with Project Funds (NACD Grant or Local/State/Regional Match.) Staff refers to anyone working on your organization’s Technical Assistance Project, that includes contractors and regular staff who have been tasked to spend a set portion of their time achieving the accomplishments the project is proposing, as well as anyone your organization is paying as an employee with the TA grant funds. Do not include board members.

Choose the best fit from the job categories available. Many staff might fit in more than one category, please choose the 'best' fit. There is an "Other" if none of them are close.

**General Staff Categories:**
Technical Specialist - Requires specialized training beyond the other general categories. Examples include Agronomist, Conservation Outreach, Cultural Resource, Engineer, Forester, Watershed Coordinator, Biologist and Grazing Specialist.

Resource Technician - Including Conservation Technician and Urban Technician - Most grant funded staff fall into this category.

Resource Conservationist/Planner

Program Management Specialist - Including Program Coordinators

Organization Management - Manager, Administrator, Executive Director, Financial Manager, Equipment Manager or similar

Other - when your organization has a staff member that doesn't fit into one of the categories above.

4. Please list the staff and/or contractors that will be working on the deliverables.

5. Staff Metrics

   a. Number of Technical Specialists
   b. Number of Resource Technicians
   c. Number of Resource Conservationists/Planners
   d. Number of Program Management Specialists
   e. Number of Organization Management Specialists
   f. Number of Other Staff
   g. Total number of staff to be funded
   h. How many of these positions are for staff only employed for this project?
   i. Predicted number of staff hours to be worked

   Include time funding with both grant and match funds