

## Shared Beringian Heritage Program

National Park Service  
Alaska Regional Office



# 2015 Request for Proposals

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- Writing the Proposal
- Sample workplan and budget
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- Final Application Checklist

**Proposals due September 14, 2015**

**For more information contact Katerina Wessels at:**

907-644 3602 or [katerina\\_wessels@nps.gov](mailto:katerina_wessels@nps.gov)

or

**Janis Kozlowski at:**

907-644-3503 or [janis\\_kozlowski@nps.gov](mailto:janis_kozlowski@nps.gov)

Or visit the website at [www.nps.gov/akso/beringia](http://www.nps.gov/akso/beringia)



## The National Park Services' Shared Beringian Heritage Program (SBHP) announces the 2015 Request for Proposals

The Shared Beringian Heritage Program holds an annual Request for Proposals to fund cooperative efforts that link people, organizations, institutions, and local governments across the Bering Strait. Projects funded under this program may be either scientific research projects or local, community-based educational, cultural, or conservation projects that fulfill some or all of the goals of the Beringia program.

A fundamental goal of the Beringia Program is that funded projects support linkages between people in the Beringia Region. Therefore, this process and these opportunities are designed to be accessible to all parties, regardless of location, experience, technological capabilities, and knowledge of the proposal process.

It is vital to the Program's mission that everyone who has a project idea and wants to seriously pursue it be given every chance at developing the idea. Those applicants who need clarification or advice on any part of this application, or have questions about any step in the proposal process please call the Program Specialist Katerina (Katya) Wessels at 907-644-3602.

### Basic criteria:

- A duration of 1 to 3 years and funding not to exceed the total of \$150,000 for 3 years
- Cooperator must be a non-profit organization, which includes non-governmental organizations, academic institutions, tribal governments, and representative indigenous groups from the region
- Project has to meet one or more of the goals of the Beringia Program
- Proposal has to include a "meaningful" Russian component
- Submitted applications must be received electronically by midnight on the 14<sup>th</sup> of September and if mailed in, must be postmarked by the 9<sup>th</sup> of September.

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**DON'T FORGET.....The due date for proposals is **September 14, 2015!****

### Beringia Program Mission and Goals:



The Shared Beringian Heritage Program recognizes and celebrates the natural resources and cultural heritage shared by Russia and the United States on both sides of the Bering Strait. The program works to improve local, national, and international understanding of these resources and sustain the cultural vitality of Native peoples in the region. The program's goals are to:

- Foster a climate of mutual understanding and cooperation among the United States, Russia, and the indigenous people of Beringia in environmental protection, historic preservation, and interpretation.
- Support subsistence opportunities within Beringia and recognize the unique and traditional activities by indigenous people of the region.
- Promote the study, interpretation, and enjoyment of the natural and cultural resources of international significance.
- Support cultural exchange between the indigenous people on both sides of the Bering Strait.

In pursuit of these goals, the Program funds projects that link people across the Bering Strait in Alaska and Chukotka. Since 1991 the Beringia Program has funded more than 140 projects, with 12-20 active projects every year. Recent projects have included work on marine mammals, sea ice patterns, reindeer herding, archaeology, and documentation of local traditions, language preservation, climate change, and cultural youth exchanges.

## **Russian Component:**

Proposals must show a relationship to Beringia program goals as well as include a Russian component. Projects should be of interest and relevant to residents in in both Alaska and Chukotka.

For new applicants or those unfamiliar with Russia or Chukotka, it can be difficult to find a collaborator or cooperator on the other side. The Beringia Program has many contacts in both Alaska and Chukotka, and we can assist you in finding a suitable contact. Some examples of “meaningful” engagement are:

- Including a Russian specialist or finding a partner in order to collaborate on a research project; compiling and translating scientific results and findings which could be beneficial to Russians or vice-versa;
- Foster cultural, scientific, educational, or familial exchanges between the two nations and more specifically the two regions (Alaska and Chukotka);



- Conducting some of or substantial parts of the project on the Russian side; having a multi-part project with phase two happening on the other side.

## **Liability Insurance Requirement:**

Keep in mind that if your project proposal is selected for funding your organization will be **REQUIRED** to (1) obtain liability insurance or (2) demonstrate present financial resources in an amount determined sufficient by the Government to cover claims brought by third parties for death, bodily injury, property damage, or other loss resulting from one or more identified activities carried out in connection with this financial assistance agreement. The federal government shall be named as an additional insured under the recipient's insurance policy.

Public and employee liability insurance is required to be purchased at your organization's expense from a responsible company or companies with a minimum limitation of one million dollars (\$1,000,000) per person for anyone claim, and an aggregate limitation of Three Million Dollars (\$3,000,000) for any number of claims arising from any one incident. The policies shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk. Prior to beginning of work your organization shall provide the NPS with confirmation of such insurance coverage.



<b>REQUEST FOR PROPOSALS – TIMELINE AND DUE DATES</b>	
<b>May 18, 2015:</b>	<b>Announce, distribute, and post the Shared Beringian Heritage Program’s 2015 “Request for Proposals”</b>
<b>September 14, 2015:</b>	<b>PROPOSALS DUE:</b> All proposals submitted by email or through the website, also can be submitted by mail, <b>postmarked by September 9, 2015</b>
<b>September 15- October 9, 2015:</b>	<b>Technical review:</b> Projects are distributed to appropriate experts. Reviewers will remark on strengths and weaknesses of each proposal
<b>October 13 – 16, 2015:</b>	<b>Comments compiled</b> from reviewers for each project and submitted to Panel members for review
<b>October 19 – November 20, 2015</b>	<b>Beringia Panel Review:</b> Panel members will individually review projects and provide comments in preparation for an Annual meeting in Anchorage; Beringia Panel recommends projects for funding to Program Manager
<b>Estimated: November 30, 2015</b>	<b>Program Manager decision on projects - successful applicants announced</b>
<b>November 2015 – February 2016</b>	<b>Develop Agreements:</b> Work together with cooperator to develop cooperative agreements, workplans, schedules, and deliverable, and complete required by the Government financial forms in accordance with NPS regulations.
<b>April – May, 2016:</b>	<b>Estimated time period that projects will receive funding.</b>



## Writing the Proposal:

**The following guidelines will assist in making sure the necessary sections are included and that the application forms and formats are complete:**

- The recommended format for submission is Microsoft Word (MS word) in 12 pt. Times New Roman font, double-spaced. However, submissions that are not in this format will still be accepted.
- Along with the budget and the workplan, the application itself should include the following sections:
  1. Introduction
  2. Goals
  3. Scope of work/Methodology
  4. Deliverables
  5. Appendices (optional)
- Use the blank templates that are provided for the workplan and budget. You are welcome to add extra rows to the templates (right click, insert new rows). However, it is strongly encouraged that you use only the categories included on the documents.
- Once the application has been developed, fill out the “Applicant Contact Information” sheet with project summary (not more than one paragraph.)
- Should you have any trouble opening or printing an application or a copy of required forms, please contact Program Specialist Katerina Wessels at 907-644-3602.

**Save your application, and then email the entire documents to Project Specialist Katerina Wessels at [katerina\\_wessels@nps.gov](mailto:katerina_wessels@nps.gov) by midnight of **September 14, 2015****

**If you are mailing the application, it must be postmarked by **September 9, 2015**. Mail to: Beringia Program, 240 W. 5<sup>th</sup> Avenue, Anchorage, AK 99501**

### Introduction:

In the introduction relate relevant background information to your project, provide a brief historical context and origin of the “idea,” and provide information about your organization. Describe the “need” or gap in knowledge that your project is designed to address and how it will benefit the public. Please also explain the Russian component to your project in detail. (If you have question regarding this aspect, please contact the Program for assistance.)

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## **Project Goals:**

Provide here a general idea of what the project will accomplish. What results are expected at the end of the project? What and who will benefit from the expected results? How can the results be used now or in the future to benefit the residents of Beringia?

## **Scope of Work and Methodology:**

Describe how you will achieve the objectives of your project. Try to answer the following questions:

- What work will be completed?
- Who will do the work?
- How will you/they do the work?
- Where will the project take place?
- When will it start/finish?

For scientific research proposals, describe the overall geographic and scientific scope of the project. Include information on procedures, collections, and analysis of samples or materials. Describe any assistance or expertise that the National Park Service may be able to provide you with. If you are a researcher and plan to conduct your project within the bounds of one of the Alaskan National Parks, please keep in mind that in order to conduct your research you will need to obtain special park research permits. Please contact a park staff to find out about their permit requirements and include the deadlines for permit applications into your project proposal.



## Deliverables:

As part of your project plan, please include the following deliverables:

- **At least 15 copyright-free high quality high resolution (300 dpi minimum) digital images (.tif is the preferred format) portraying some of the activities of the project.** Often we have requests for articles and photos, and we provide news releases to regional publications. If there are children under the age of 18 in the pictures, we ask that you get a signed consent form from the parents.
- **An annual progress report (in years one and two) and a final report (at the finish of the project) are required.** These are due at the end of the project year. The progress reports are ways for the Beringia staff to assist if you encounter any obstacles. The Final Report is a wrap-up of the project with descriptions of all phases.
- **Presentation at the bi-annual Beringia Days International Conference or other venue of relevance.** Beringia Days alternates between Alaska and Chukotka, so please plan accordingly and include funding in your budget to attend if your project corresponds to a conference year. Tentatively, Beringia Days will be held in Alaska in 2016 and in Chukotka in 2018. If not able to present, then presentation at other conferences/events is an acceptable alternative.
- **How can the results of your project best be communicated to people (inside and outside Beringia?)** “Giving back” to the communities where research/field work/or exchanges are conducted is an important part of the Program’s core values. We encourage engagement with local community members, passing along educational materials; scheduling presentations in Beringian communities or at relevant venues; or targeting groups of people with direct mailings.
- **Other examples of acceptable deliverables:** professional scientific final reports, journal articles, books, video documentaries, material translated into the region’s Native languages, or English, and finally community activities such as cultural celebrations and summer field schools.



## Workplan:

Use the sample workplan as an example and fill out this table accordingly. List project activities, major deadlines, deliverables, travel plans and when they are expected to take place. Add and delete rows as needed.

Things to include:

- Names provided where possible
- Description of deliverable (report, interview, data, etc...)
- Specific due dates for certain deliverables
- Major project milestones
- Travel plans (route, travelers, destination, method of travel)

## Budget:

See the sample budget. List expenses associated with this project and identify those that will be covered by Beringia funding. If there is in-kind or other sources of funding, those should be included in the columns specified. Some institutions require certain categories, which we can accommodate. If this is a multiple-year project, outline the expenses for each year of the project.

Things to include:

- Names provided where possible
- Travel details (traveler, route, per diem)
- Supply/equipment details (list when possible)
- Sub-contractor names - duties
- Overhead expenses (water, sewer, lights, rent, etc..)
- Indirect expenses (IF REQUIRED BY APPLICANT ORGANIZATION) *Must then include a copy of the negotiated indirect agreement with the federal government*

## Appendices--OPTIONAL

Other related information that is relevant to your proposal can be attached as an appendix:

- Examples might include: Letters of support from other involved organizations or individuals, letters confirming relationships and past collaborations.
- The appendices are OPTIONAL, and it is understood that establishing and negotiating a relationship or agreement with a partner is not feasible (nor advised) at the proposal stage.



## 2015 Request for Proposals

- Letters of support are appreciated, but not required, and not having them will not count against you when reviewing project proposal



## SAMPLE WORKPLAN

<b>YEAR 1: AUG 1, 2016 – AUGUST 1, 2017 DUE DATES</b>	
Logistics and planning with participating communities	October 15, 2016
Organize and prep interviewers	By December 2016
Conduct interviews	May 5, 2017
<b>Yr 1 status report</b>	August 30, 2017
<b>YEAR 2: AUG 1, 2017 – AUG 1, 2018</b>	
Draft educational poster	Winter 2017
Presentation at Beringia Days 2015	September 2017
<b>Year 2 Status report</b>	August 30, 2018
<b>YEAR 3: AUG 1, 2018 – AUG 1, 2019</b>	
Conduct interviews	On-going
Anadyr workshop (including approval of poster)	Fall 2018 or Spring 2019
Educational poster distributed to interested communities, classrooms and individuals (an English and Russian versions)	March 1, 2019
Transcripts of each digitally recorded session with Local experts will be produced and all of the digital recordings, transcripts, photos, maps, video and any other media will be archived	March 30, 2019
At least 15 copyright free digital photos	May 1, 2019
Popular articles & other communication (radio)	Through fall 2019
<b>Final Report: Compile information, products, activity report – submit to NPS</b>	August 1, 2019



## SAMPLE BUDGET

NPS/SBHP Funding	2016	2017	2018	IN-KIND/OTHER FUNDS
<b>Personnel</b>				
Lisa Smith – Coordinator, 40\$ per hour, working 40 hours under projects	6000	6000	6000	3000
<b>Travel</b>				
Beringia Days 2016 in Kotzebue (charter airfare, per diem and lodging 4 travelers from Nome—John Smith, Jane Smith, Dan Smith, Dave Smith) ( <b>SHOW BREAKDOWN OF EXPENSES</b> )	0	12,000	0	6000
<b>Equipment</b>				
Video cameras, film, computers, printers (keep in mind that you need to provide justification for the use of the equipment purchased with government funds)	6000	6000	6000	
<b>Supplies</b>				
Paper/ink/printing (printers, scanners, ink cartridges, paper, office supplies—publication in last year)	1000	1000	1000	
<b>Contractual</b>				
Translation Services (Average 5 days per year, \$400/ day)	2000	2000	2000	4000
<b>Other</b>				
OVERHEAD <b>** (SEE BELOW)</b>	2500	2500	2500	
<b>TOTALS</b>				
TOTAL DIRECT COSTS	17,500	29,500	17,500	
TOTAL INDIRECT COSTS <b>** (SEE BELOW)</b>	NONE	NONE	NONE	
<b>NPS TOTAL</b>	<b>17,500</b>	<b>29,500</b>	<b>17,500</b>	

**\*\*** If you charge **INDIRECT COSTS** to this project, your organization must have a negotiated agreement with the federal government and **MUST** provide proof by submitting the signed Indirect Cost Negotiation Agreement. **OVERHEAD** refers to an ongoing expences of operating, it is also known as an "operating expense". Examples include rent, gas, electricity, and sewer. The term *overhead* is usually used when grouping expenses that are necessary to the continued functioning of the organization.



## Shared Beringian Heritage Program

### 2015 Request for Proposals Applicant Contact Information

**Project Title:**

**Applicant Organization (Cooperator):**

**Main Contact Person:**

Name:

Position:

Company:

Address:

Email:

Phone:

<b>Funding per year:</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
	\$	\$	\$

**Project Summary (ONE PARAGRAPH)**



## Workplan

<b>YEAR 1</b>	
<b>DATES:</b>	
<b>YEAR 2</b>	
<b>DATES:</b>	
<b>YEAR 3</b>	
<b>DATES:</b>	



### Budget

NPS/SBHP FUNDING	YEAR 1	YEAR 2	YEAR 3	IN-KIND/OTHER
<b>Personnel/Salaries</b>				
<b>Travel</b>				
<b>Equipment</b>				
<b>Supplies (itemized list and costs)</b>				
<b>Services/Contractual</b>				
<b>Other</b>				
<b>TOTAL DIRECT COSTS</b>				
<b>INDIRECT COSTS</b>				
<b>NPS TOTAL</b>				



### REQUIRED DOCUMENTS AT FINAL SUBMISSION

- Applicant Contact Information
- Application
- Work plan
- Budget
- Attachments/Appendices (optional)

### IN THE APPLICATION

- Introduction/Background
- Goals/Objectives
- Scope of Work
- Written list of deliverables
- Work plan
- Budget
- Letters of support or other appendices (optional)

### SUBMISSION PROCESS

- Follow check list and make sure all needed components of application, workplan, and budget are included
- E-mail completed application packets to Katerina Wessels (katerina\_wessels@nps.gov) and if mailing, please send to National Park Service, Shared Beringian Heritage Program, 240 W. 5<sup>th</sup> Avenue, Anchorage, AK 99501