



**NATIONAL PARK SERVICE
SHARED BERINGIAN HERITAGE PROGRAM**

**2013 CALL FOR
PROPOSALS**

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INTRODUCTION TO 2013 CALL FOR PROPOSALS

The National Park Service is seeking applications for projects conducted under the Shared Beringian Heritage Program (SBHP) for 2013. 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. Scientific research proposals are expected to contain sufficient detail for technical review by subject matter specialists.

Aspects of the application have changed from previous years to standardize our forms and assist those less experienced with proposal writing. Please use the forms provided, and try not to deviate from the format used in this application. Use the examples provided to guide you in developing your project workplan and budget.

The SBHP is also offering optional pre-submission events to further assist you in developing your proposal. This application cycle, those wishing to speak with project staff will be able to schedule a one-on-one hour-long consultation in the month of June. Please call ahead to schedule this time. In addition, the SBHP is offering a pre-submission requirement check by program staff. Starting July 16, you can submit your proposal and it will be reviewed for completeness. This review will focus on REQUIREMENTS ONLY. The content and goals of the proposals will not be reviewed or commented on during the pre-submission phase.

The application deadline is August 1, 2012. Applications may be submitted directly to the SBHP (Elizabeth.shea@nps.gov) or through www.grants.gov. Selection results will be announced in late October 2012.

II. TIMELINE & IMPORTANT DATES:

<p>April 11: Announce and advertise the “Request for Proposals” for the SBHP project year 2012. During this time SBHP staff will answer questions and assist interested parties in developing proposals.</p>
<p>June 1: Schedule 1-hour consult with SBHP staff on proposal ideas</p>
<p>July 16: Start of “pre-proposal submission” process. Proposals must be submitted by this date in order to be reviewed.</p>
<p>August 1: Project proposal deadline. All proposals must be submitted, in the correct format and meeting all the criteria, in order to be considered for funding.</p>
<p>August 12-September 16: Projects are distributed to appropriate experts for in-house technical review. Reviewers will remark on problems and strengths of each proposal and attach comments for the Beringia Panel.</p>
<p>Last week of September: Projects will be presented to Beringia Panel members for review. (Minimum two-week review period)</p>
<p>October 1-14 (to be decided by Panel): The Beringia Panel will meet in Anchorage to evaluate and prioritize projects. The Panel will provide recommendations to SBHP Manager by mid-October.</p>
<p>October 16-December 15: SBHP staff will work with appropriate parties and principal investigators to develop a cooperative agreement and other required paperwork in accordance with NPS regulations.</p>
<p>April 1, 2013: Estimated date that projects will receive allocated funds.</p>

III. GOALS AND OBJECTIVES:

The Shared Beringian Heritage Program of the National Park Service is an international program that unites American and Russian natives, scientists, land managers, conservationists and other interested parties in promoting the protection, understanding and enjoyment of the common heritage and shared natural and cultural resources of the Beringia region of northwestern Alaska and eastern Chukotka.

The purpose of the SBHP is to:

- **Foster a climate of mutual understanding and cooperation between the United States and Russia. Assist and educate the indigenous people of the central Beringian region in environmental protection, conservation of flora and fauna, and historic preservation and interpretation;**
- **Provide for the continued opportunity for subsistence use of resources within central Beringia, and recognition of unique and traditional activities by indigenous people of the region;**
- **Promote the study, interpretation, and enjoyment of historic and archaeological sites and resources of great international significance;**
- **Support efforts to increase understanding and knowledge of shared cultural traditions between indigenous people on both sides of the Bering Strait.**

Consequently, proposals must show a relationship to one or more of the goals of the Beringia program and should meaningfully include an international Russian component to the project. This component might consist of including a Russian specialist to collaborate on research, fostering cultural exchanges between the two nations, conducting some of or the entire project on the Russian side of Beringia or by exchanging information between the two nations. Projects should be of interest and relevant to the inhabitants of the Beringia region both in the United States and in the Russian Republic.

A nationwide announcement is conducted yearly requesting proposals. Projects are subsequently selected through a 3-step competitive process. The selection process includes: internal review by technical experts from federal agencies; ranking by a Federal Advisory Committee Act compliant panel of NPS representatives and external stakeholders; and final selection by the Beringia Program Manager.

The NPS uses "Cooperative Agreements," which differ from grants. The agreement has to include "substantial involvement" from the NPS. Substantial involvement from the NPS is necessary to provide expertise, technical assistance, ensure coordination with Russian governmental institutions with which we have relations, to review and approve each stage of the projects, and to engage other Beringia partners. Projects supported through the program need to be of mutual benefit with substantial involvement from both parties. These partnerships further the NPS program goals of fostering collaboration across research and cultural studies in the region; leading to increased understanding and appreciation of the region; and furthering the goals of international cooperation.

PARTNERSHIPS

To further the goals of the Beringia program, the National Park Service enters into agreements with state, Native, educational and non-profit organizations to pursue the activities of the program. Individuals applying must show affiliation with an above-mentioned organization and the organization submitting the proposal must have substantial involvement in the project. Funding is available only to American organizations. Russian organizations or projects must have an American partner to be considered for funding.

In order to promote partnerships, proposals should show the ability to attract co-funding for the project. This co-funding may include appropriate levels of in-kind services provided by the requesting organization, other outside funding sources or a combination of these two types of co-funding. Funding requests to other organizations should be identified in your proposal.

IV. APPLICATION REQUIREMENTS:

- Use the spaces provided in this application, and note the word limit in each section.
- Applications may be submitted directly to the SBHP: (Elizabeth_shea@nps.gov) or on grants.gov by the **deadline of August 1, 2012**.
- Applications must be in Word format (unless other arrangements are agreed upon prior to submission). Please contact the SBHP if submitting in this format is an obstacle.
- A project will be accepted for a period of one, two or three years. If the request is for two or three years, the budget must be detailed for the first year and estimated for the subsequent year(s).
- The ideal range of requested Beringia funds for a project is \$20-40,000. No projects will be considered that request more than \$50,000 annually from NPS. Organizations that have smaller projects in the \$5-20,000 range are encouraged to apply
- Include in the budget all co-funding information and the value of in-kind services. Use the Excel spreadsheet provided as your budget document. A sample budget is included for reference.
- Follow the instructions as you develop your workplan. Use the format provided, be specific, and include project deliverables in the workplan/timeline. A sample workplan is included for reference.
- Please use the checklist at the end of this packet to guide you in developing and submitting your proposal

V. CRITERIA FOR CONSIDERATION:

In order for a project to be considered for funding, it must meet the following criteria:

- Meet all application deadlines and be submitted in the correct format and contain all the information requested
- Have a Russian component or partner
- Meet one of the goals/objectives listed on page 5
- Have specific deliverables or results
- Duration of 1 to 3 years and funding up to \$50,000 per year

VI. WRITING THE PROPOSAL:

Please send to: Elizabeth_shea@nps.gov. Applications can also be submitted through www.grants.gov. Detailed instructions for application are provided on the website. **Deadline for all submissions is August 1, 2011 by close of business.** In addition, paper copies can be mailed to:

**Elizabeth Shea
NPS - Beringia Program
240 West 5th Avenue
Anchorage, AK 99501-2327**

Please make arrangements if you need to send faxed applications. We will acknowledge receipt of proposals by email, but it is crucial that applicants ensure that we have received their proposals by contacting us before the deadline of August 1, 2012.

Below we have included a **sample workplan** and a **sample budget** to guide you as you develop your own. These may help you better define the elements of your proposal. We have also included a checklist covering all of the elements of the proposal process. This checklist should be used before your final submission.

The following are the sections of a proposal that need to be included in an application (use checklist):

1. Cover page with Summary/Abstract
2. Contact Information Page
3. Introduction
4. Goals/Objectives of the project
5. Partnership
6. Scope of work/Methodology
7. Deliverables
8. Work Plan
9. Budget
10. Appendices

VII. SAMPLE WORKPLAN

(Actual workplan should include much more detail)

YEAR 1: AUG 1, 2010 – JULY 31, 2011		
Logistics and planning with participating communities		Fall/Winter
Conduct interviews		Spring-summer
Yr 1 status report		September 2011
YEAR 2: AUG 1, 2011 – JULY 31, 2012		
Draft educational poster		Winter 2011
Conduct interviews		On-going
Yr 2 status report		September 2012
YEAR 3: AUG 1, 2012 – JULY 31, 2013		
Conduct interviews		On-going
Anadyr workshop (including approval of poster)		Fall 2012 or Spring 2013
Educational poster distributed to interested communities, classrooms and individuals (an English and Russian versions)		March 2013
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 2013
Some copyright free digital photos		March 2013
Final Report: the information collected will be written and provided to communities (and the NPS). The report will document the Local Expert consultation and mapping sessions, the focus groups and the workshop.		March 2013
Presentations in each participating AK community		Through fall 2013
Popular articles & other communication (radio)		Through fall 2013
Presentation at conference: AFN, Beringia Days or other approved		Fall 2013

SAMPLE BUDGET:

NPS/SBHP Funding	2012	2013	2014
Travel			
Nome-Providenya-Nome Charter Flight (4 travelers, \$1500 per person) (travelers unknown at this point)	6000	6000	6000
Per diem/lodging (4 travelers, 8 days, \$156.25 per day)	5000	5000	5000
Beringia Days 2013 in Providenya (charter airfare, perdiem and lodging 4 travelers from Nome—John Smith, Jane Smith, Dan Smith, Dave Smith)	0	12,000	0
Services/Contractual:			
Translation Services (Average 5 days per year, \$400 per day)	2000	2000	2000
Payments/stipends to Chukotka organizations* (NMC, AAT, GGM)	30,000	30,000	30,000
Supplies			
Paper/ink/printing (printers, scanners, ink cartridges, paper, office supplies— publication in last year)	1000	1000	2500
Equipment			
Video camera \$1,500 Video tapes \$50 Gas and oil \$800 Field supply \$700	4000	3000	2000
TOTALS			
TOTAL DIRECT COSTS	44,500	44,500	44,500
OVERHEAD (12.5%)	2500	2500	2500
NPS TOTAL	47000	47000	47000

VIII. REVIEW PROCESS AND NOTIFICATIONS:

Proposals that are received by August 1, 2011 will be photo copied in black and white and distributed to the Beringia Panel and in-house experts for technical review.

The technical review will evaluate the merits of the proposal as evidenced by clear objectives, tasks and activities, with a realistic schedule of beginning and ending dates, and an approach that includes appropriate expertise; how the work fits the goals of the Beringia program; what international components are included in the project; the level of co-funding or in-kind contribution in the budget; whether the project budget evidences efficient, cost-effective use of funds to accomplish the stated work; and the significance of the products to be delivered by the project. Also important is whether any of the participants in the project have on-going or overdue projects with the National Park Service in Alaska.

The Beringia Panel consists of five members, one each from the Bering Straits (Nome), NANA (Kotzebue) and Arctic Slope (Barrow) Regional Corporation; and two members from the National Park Service (one representing the Western Arctic Parklands and one representing resource management in the Anchorage office.) The Panel reviews all proposals and evaluates the information from the technical review, then makes recommendations on how the proposals should be prioritized for funding. The Panel's recommendations are given to the Beringia Program Manager, who is responsible for the final decision on project funding. The Panel is charged with assembling a balanced program of research and community projects that maintain the interdisciplinary approach to studies in the Beringia region.

Once the projects are accepted by NPS in late October 2012, we will work in conjunction with the cooperator to convert the application in to a draft agreement that both parties agree upon. A draft package will then be sent to our contracting office for preparation of the appropriate funding agreement. Projects will not receive final approval, and cannot be funded, until the NPS contracting office has prepared this agreement. Our goal will be to have all contractual documents written and submitted to our contracting office by December 15, 2012.

We have attempted to streamline and standardize the format of the proposals being submitted. This allows for a more consistent evaluation and ranking during the technical review and in the recommendations given to the Beringia Panel. The proposal categories and text will be used in the agreement documents where appropriate, which will speed up the funding process. We expect funds to be dispersed by April 1, 2013. Throughout the course of the project, work progress will be monitored by the invoicing activity and the scheduled delivery of the products.

IX. CHECKLIST:

REQUIRED DOCUMENTS AT FINAL SUBMISSION

- Cover Page
- Contact Information Sheet
- Application
- Workplan
- Budget
- Attachments/Appendices

APPLICATION REQUIREMENTS

- Cover Sheet
- Summary/Abstract
- Introduction/Background
- Partnership/Russian component
- Goals/Objectives
- Meets all criteria?
- Written list of deliverables
- Workplan & Timeline (in format provided)
- Budget (in format provided)
- Letters of support or other appendices

BUDGET REQUIREMENTS (see example budget)

- In format provided
- Names provided where possible
- Travel details (traveler, route, per diem)
- Supply/equipment details (list when possible)
- Sub-contractor names/details (name/organization, title)

WORKPLAN/TIMELINE REQUIREMENTS (SEE SAMPLE)

- In format provided
- Outline all specific actions, activities, & methodology (including travel)
- List all deliverables in your workplan & provide dates for delivery
- Include annual progress reports and a final report in your list of deliverables. (If your project is funded, the SBHP will provide templates for all reporting requirements)

SUBMISSION PROCESS

- Consult with Shared Beringian Heritage Program staff (if needed)
- Pre-submission two weeks before due date (July 16, 2102) for pre-check of requirements (optional)
- Follow check list and make sure all needed components of application, workplan, and budget are included
- Follow checklist and make sure all needed documents are in Word format (pdf accepted for some appendices)
- Send completed application packets to Elizabeth Shea (Elizabeth_shea@nps.gov) by August 1st, 2012.