

NWCG Project Funding Request Instructions (FY 2016)

The Project Funding Request form is locked. You can only enter data in shaded cells. Please be sure you are in the right cell before you enter data. ** Remember to “Enable Editing” ** If you need additional space to explain your proposal, please attach a word document.

Specific Form Instructions:

A. Project Name and Type:

1. Project Name: First check the drop down list to see if your project name is found. The list contains all the projects that have been funded since 2009. *If you do not find the project name proceed to #2.*
2. Project Name: not in drop down list, type in a Brief and Concise Project Name: If you do not find your Project Name in the drop down list in #1, please enter a brief and concise Project Name here.
3. Project Type: Select from Training or General Project.

A. Requestor information.

1. NWCG Entity – Select from the drop down list: NWCG EB, BAU, PMU, Training Branch, Committee, or Subgroup
2. Committee Name – Select from the drop down list
3. Subgroup Name – Select from the drop down list
4. Committee Priority – Filled out by Committee, not a subgroup. Only one number goes in this field, use the drop down box to select the appropriate number. The committee prioritizes committee projects and all the projects in the subgroups under them.
Priority ranking: 1 = highest priority, larger numbers mean decreasing priority. For example if the committee has 8 total projects they are submitting, "1" is their highest priority and "8" is the lowest.
5. Subgroup Priority – To be filled out by the subgroup submitting the project. This field lists the project priority in relationship to all the projects in the subgroup. Committees use this ranking to develop Committee priorities.
6. Total Committee Projects - Filled out by Committee, not a subgroup. Use the drop down box to select the total number of projects your committee is submitting. The committee projects include all the projects in the subgroups under them.
7. Total Subgroup Projects – To be filled out by the subgroup submitting the project. Use the drop down box to select the total number of projects your subgroup is submitting. Do not combine subgroups; this field is specific to one subgroup.
8. Expenditure Lead – Name of the person who will be responsible for EXPENDING the funds for this project, along with their contact information – phone and email. This person must work for one of the five federal agencies: BIA, BLM, FS, FWS, or NPS.
9. Agency expending funds - Check the appropriate agency that will be obligating the funds based on your project needs (contract, agreement, etc.). Due funds being federal, the agency must be one or more of the following: BIA, BLM, FS, FWS, or NPS.

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B. Project Description: *The form is locked. If you need additional space submit a separate word document with your budget proposal.*

1. Describe the Project - Be very specific, and concise in describing the project. Funding requests for new projects or existing project O&M must support the development or maintenance of standards, products/guidelines, qualifications, and training. See *NWCG Budget Guidance FY 2016* page 3 and 4 for additional information on how the project will be evaluated.

2. Describe the business need - Why is this project needed by the wildland fire community? What is the benefit? What problem or issue is resolved?

3. If this project is not funded what is the level of consequence to the wildland fire community?

H - The project is critical to achieving the mission of NWCG - Developing, maintaining, and communicating interagency standards, guidelines, qualifications, or training.

M - The consequence of not doing this project is moderate, and could impact developing, maintaining, and communicating interagency standards, guidelines, qualifications, or training.

L - The consequence of not doing this project is low, and is not likely to affect the developing, maintaining, and communicating interagency standards, guidelines, qualifications and training.

Explain your selection. Be very specific and concise.

C. Cost Estimates – round costs to nearest \$500

1. Contracts/Agreements – If you will be using a contract or agreement, please select the type and the vendor. Determine the appropriate financial instrument is for expending the funds, specifically, a contract or agreement. Prior to submitting a budget request, the expenditure lead needs to work with their local contracting and/or grants & agreements personnel to determine which is the most appropriate to use.

Example: Contract – Corporate University Enterprise, Inc.

Or: Agreement - University of Montana

2. Other – List other known or expected costs not identified above.

Do not list salary costs.

If you are requesting funds for a revision of a NWCG product, please talk to your Branch Coordinator prior to filling this section out.