

NEW! FY2019 Herd Development Grant Application Guidelines

This year, ITBC is changing the Herd Development Grant application process. These changes are meant to simplify and streamline the application process. Please call the office for further assistance if necessary.

PLEASE READ THE ENTIRE GUIDELINES TO ENSURE THE ELIGIBILITY OF YOUR PROPOSAL FOR THIS FUNDING OPPORTUNITY!

I. Eligibility

In order to be eligible for the FY2019 Herd Development Grant, member Tribes must pay their membership dues for the current year prior to grant application.

Herd Development Grant funds must be used for a buffalo herd which is owned by the Member Tribe.

II. Scope

Funds from the Herd Development Grant must be used for a one-year or multi-year project that accomplishes one or more of the following:

1. Establishes a new Tribally-managed buffalo herd;
 2. Enhances the long-term sustainability of the Tribal Buffalo Program;
 3. Enhances the infrastructure and/or rangeland of the Tribal Buffalo Program; and/or
 4. Enhances the spiritual and cultural beliefs and practices of the Tribe;
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III. Award Structure

Proposals are *no longer* competitively scored, but are checked for the presence or absence of information which is requested in these application guidelines (see **Section IV. Proposal Requirements**, below). Proposals that include all necessary information and accomplish one or more of the Scopes of Work above, will be deemed eligible for funding.

ITBC divides applications into three equal categories based on the Tribe's buffalo herd size. Tier sizes will vary each year depending on the number of applications received. *(For example, if 30 proposals are submitted, then the top 10 largest buffalo herd sizes will be placed into Tier 1, middle 10 placed into Tier II, and smallest 10 placed into Tier III).* Proposals will be placed into the following 3 categories:

- Tier I (largest buffalo herds): 35% of total award amount
- Tier II (middle-sized buffalo herds): 32.5% of total award amount
- Tier III: (smallest buffalo herds): 30% of total award amount

This is intended as a more equitable distribution of funds between herds of different sizes. Each Tribe within each Tier will receive the same amount of funding, unless the amount requested falls below the amount designated to each proposal in its respective tier.

There is no maximum cap for funding requests for the FY2019 Herd Development Grant.

IV. Proposal Requirements

Each eligible proposal must include the following information.

- A. **Tribal Council Resolution:** A Tribal Council Resolution, or document with similar authority signed by a person authorized to act on behalf of the Tribe must be included with the proposal by the due date and indicate the Tribal knowledge and support of the proposal.
- B. **Proposal Narrative:** The proposal narrative must include:
 - i. The number of buffalo the Tribe currently manages;
 - ii. Information about the buffalo pasture and infrastructure for managing the herd;
 - iii. Contact information for the herd manager and project staff;
 - iv. A brief description of the work to be performed;
 - v. An explanation of how the work performed in this project accomplishes one or more of the Scopes of Work, outlined above in **Section II. Scope**; and
 - vi. The total budget and budget narrative requested for the ITBC Herd Development Grant;

Proposals that contain all of the above information, and fulfill one of the Scopes of Work described in [Section II: Scope], will be deemed eligible for funding.

V. Deadline and Submission Guidelines

All submission documents must be received by the ITBC office, via email, fax, OR ground mail, by the close of business (**5pm MST**) on **January 17, 2020**. Documents required are:

- (A) Tribal Council Resolution
- (B) Proposal Narrative

Submissions will be accepted via email, fax, OR ground mail. If mailing a physical copy, submissions must be on standard sized (8.5"x11") paper and securely stapled and/or bound. If submitting electronically, it is the responsibility of the Tribe to verify that electronic submissions were received by ITBC.

Electronic submissions must be emailed to: krista@itbcbuffalonation.org.

Faxed submissions must be sent to **(605) 394-7742**.

Ground Mail submissions must be mailed to:

InterTribal Buffalo Council, 520 Kansas City St, Suite 300, Rapid City, SD 57701.

VI. Reporting Requirements

An annual report MUST be submitted by **January 31, 2021**. If the grant obligations have not been met or there needs to be modification of the grant following the award, Tribes are to submit a brief description of how the money will be spent to the Executive Director 30 days prior to the end of the grant (August 30, 2020). This modification however, will still need to reflect the original objectives and scope of work of the grant and a new budget modification must be submitted if the money will be spent differently than stated in the grant.

Note: A form will be available and sent with grant paperwork to award recipients in order to assist the completion of reporting requirements by the required deadline.

Reporting Requirements: (2 pages maximum, excluding final expenditures)

1. Brief paragraph on the background of the project.
2. State objectives of the grant: in 3-4 sentences state how the objectives were met.
3. Scope of work: state in 1-2 paragraphs how the objectives that were met enhanced the overall buffalo project.
4. Budget: state how the money was used to meet the objectives of the grant.
5. Submit a final budget of how the money was expended.
6. Problems, concerns, or questions: state in 1 or 2 paragraphs any problems encountered during the grant; modifications made (if any); concerns of the buffalo project and how future grants might be used; and questions to forward to the staff and ITBC Board of Directors to enhance the overall grant opportunity.

VII. Award Notification and Appeals

The ITBC office will notify all Tribes regarding their eligibility and funding.

Appeals to funding decisions will be considered only if the applicant can demonstrate that the rules outlined in these guidelines were improperly applied to the scoring of their proposal. Appeals must be submitted to the ITBC office within 30 days of the date that the award letter was sent. The ITBC Executive Director will have final say on all appeal decisions.