REQUEST FOR PROPOSALS
THE NATIONAL PARK FOUNDATION
SERVICE CORPS FUNDING OPPORTUNITY

Grant Application Open: **Friday January 12 – Thursday February 29, 2024**
Grant Applications Due: **Thursday February 29, 2024, by 11:59 PM Eastern Time**

*Please read the entire Request for Proposal prior to reaching out with questions.

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A. Executive Summary
The National Park Foundation (NPF) is pleased to announce that it is accepting proposals from all suitable Service Corps organizations, National Park Service (NPS) units, NPS Programs, and officially related areas administered by the NPS for our Fiscal Year 2024 Service Corps Grant Program. This includes NPS administered national trails and wild and scenic rivers.

The Service Corps Request for Proposals (RFP) is to help NPS meet their goals of completing critical projects while cultivating and inspiring a diverse cadre of future leaders dedicated to protecting and preserving national parks. NPF accomplishes these goals by partnering with NPS and other outdoor, youth-serving organizations to engage young adults and youth to serve in service corps. Service corpsmembers develop a deep connection to national parks through a variety of projects including but not limited to:

- Building and maintaining trails, facilities, and campgrounds
- Building and facilities maintenance and energy efficiency initiatives
- Native planting and controlling invasive species
- Restoring and improving wildlife habitat
- Restoring streams, riparian areas, and coastlines
- Wildland fire mitigation, community protection, and fuels reduction
- Historic preservation and cultural preservation through traditional trades and modern innovations
- Disaster preparedness and response

- Enhancing recreational and accessibility opportunities
- Support management of natural and cultural resources such as developing and implementing resource stewardship plans, developing educational and informational materials for park visitors
- Climate and weather pattern monitoring
- Climate change mitigation, resiliency, and restoration

Service corps projects instill a strong work ethic and a sense of stewardship of national park lands in participants from various backgrounds. Often service corps are young people's first experience in a park, so they can gain valuable on-the-ground skills that can be leveraged for careers in their local communities, with NPS, or other state and federal agencies.

Service corps offer participants an opportunity to work for several weeks to a year within a national park site in professionally supervised teams or under the mentorship of NPS experts to address mission critical issues of the NPS. Each year, NPS staff determine their top-priority projects and work with NPF and service corps partner organizations to complete these projects. **Funding is available for both crew-based and individual placement program models.**

Eligibility
This RFP is open to all suitable service corps organizations; units and programs of the National Park Service including Rivers and Trails units, and affiliated units officially administered by the NPS. Service corps organizations working with Indigenous youth or led by people of color are encouraged to apply. **For-Profit organizations are not eligible.**

Youth serving organizations must be suitable to be eligible for NPF funding. A suitable service corps emphasizes the safety of the participant, fiscal management, and overall program quality. The suitability of service corps or organizations serving in this capacity will be determined by NPF and NPS using the following baseline criteria: **Youth serving organizations must meet one of the three criteria listed below to be considered eligible for funding under this RFP:**

- Applying organization currently has an existing NPS Master Cooperative Agreement in good standing.
- Applying organization is an accredited corps in good standing through the Corps Center of Excellence at the Corps Network.
- Organization has other existing agreements, certifications, or accreditations mutually agreed upon by the NPF and NPS. If this applies, please reach out to Ron Hassel, rhassel@nationalparks.org to explore this option further.

Organizations that do not meet the baseline requirements can request a suitability review through the official service corps suitability process developed by NPF and NPS officials. This process will require that the organization provide additional narrative and documentation in addition to their standard proposal. Successful organizations will be considered suitable from full execution of the Grant Agreement. Major changes as determined by NPF may require organizations to be reviewed for future funding. Please notify NPF immediately of any major changes to your organization's leadership staff, board, financial health, and program. Organizations interested in

participating in the NPF/NPS suitability process are encouraged to contact NPF before applying to this RFP. Through the NPF suitability process, applicants will be vetted first come first serve. NPF reserves the right to limit the number of organizations per year that can participate in this process. If your organization was unable to be reviewed for this cycle, it will be prioritized for the next grant cycle.

Optional Informational Call:
An optional informational call to discuss this RFP and the proposal process is scheduled for **Tuesday, January 23, 2024, at 2:00pm Eastern Time. A link to the video call and a final confirmed date and time will be posted at** https://www.nationalparks.org/grant-applications

All parties interested in submitting a proposal are welcome to attend the call, but participation is not required to submit a proposal. **A recording of the video will be made available for those who cannot attend the live session.** If you cannot participate via computer, please email Rebecca Weinberg rweinberg@nationalparks.org to request a call-in phone number.

Deadline:
Applications are due no later than **Thursday February 29th by 11:59 PM Eastern Time.** Due to the extremely tight scheduling of application reviews conducted by NPF and NPS staff this deadline will only be extended in extraordinary circumstances at the discretion of NPF. If you know you will be unable to make the deadline, we encourage you to reach out as soon as possible.

Award Amount:
National Park Sites and/or partners can submit grants for up to **$150,000**. NPF anticipates awarding a minimum of **$4,000,000** total in the RFP with a minimum of **$1,000,000** of this funding specifically designated for Indian Youth Service Corps projects. **Please round your request to the nearest dollar.**

Anticipated Period of Performance: **June 1, 2024, through May 31, 2025.**

Agreements:
Per NPS Policy, successful Service Corps Grantees will be required to fully execute two agreements, an NPF Grant Agreement and an NPS General Agreement prior to:
- Grants Funds being transferred from NPF to Grantee
- Corpsmembers or Individual Placements beginning any work in the park.

NPF Grant Agreement:
Applicants who apply for multiple parks: Please anticipate and plan for additional administration time to fully execute the NPF Grant Agreement. Grant Agreements will require a superintendent or other authorized employee signature for all participating NPS sites. Unless otherwise specified, the official grant period of performance will be one year from the date of the last signature received. Request for extensions may be granted at NPF's discretion.

NPS General Agreements:
The General Agreement will be between NPS and the Service Corps organization. Regardless of the NPF Grant amount, all NPS General Agreements must be signed by superintendents from each participating NPS Park Site and the NPS Regional Director. Please anticipate longer execution times for projects that include multiple parks. Once fully executed the period of performance for the general agreement will be three years from the date of the last signature received.

Multiple Locations/Regions:
In the interest of efficiency, NPF will not award grant proposals that engage parks located in more than one NPS Region. If you have a project with multiple parks in more than one region, please submit more than one grant proposal for each region. Each grant application will be reviewed and scored independent of the other.

Notification:
Unless otherwise noted, applicants will be notified of award selections by **April 2024.**

Selection Process:
All applications will be reviewed and scored by a selection committee comprised of representatives from the National Park Foundation and the National Park Service. Grantee selections will be based on the applicant's ability to illustrate that they can meet and exceed program requirements and outcomes based on the priorities listed below. NPF and NPS reserve the right to choose projects based on both the Foundation and NPS's priorities.

Questions:
For overall grant proposal questions, please contact Ron Hassel (he/him), Senior Program Manager of Connecting Audiences at rhassel@nationalparks.org

For grant administration questions, please contact Rebecca Weinberg, (she/her), Program Coordinator of Connecting Audiences at rweinberg@nationalparks.org.

B. Program Priorities
The National Park Foundation supports programs that serve audiences of all ages. This continuum of engagement ensures that programs support youth having access to educational and recreational opportunities starting at the earliest ages while also serving adults and family members through engaging, inclusive, and joyful memories in our national parks. The service corps program is a critical element in this continuum in engaging young adults (aged 16-30) and military veterans (up to 35 years old) as the next generation of national park stewards.

This is a critical time for the National Park Service as it seeks to balance increased visitation, greater demands on the resources the agency must protect and preserve, and continued impact from climate change effects. Visitors' enjoyment of America's more than 420 national park sites is threatened by aging park infrastructure due to increased pressure on park resources. The backlog of pressing repair and maintenance projects throughout the National Park System is now

estimated at a staggering $22 billion—far exceeding annual federal appropriations. However, with passage of the Great American Outdoors Act, the Bi Partisan Infrastructure Act, and the Inflation Reduction Act there is significant federal funding to address this gap. Now is the time to leverage federal funding for the National Park System to make lasting and impactful changes in infrastructure, climate resiliency, and accessibility while also creating an equitable and inclusive future workforce.

Program Criteria

While NPF understands and respects that service corps models take many different forms, 2024 funding will be prioritized for projects that exemplify a strong commitment to the key areas below.

1. **Project Work**: All service corps project submissions should include a high-priority area of work for the selected park site. Ideally work will vary to include several different project types such as trail construction and maintenance, habitat restoration, fuels mitigation, invasive species removal, historic structure preservation, public structure construction, climate mitigation and more. Description should clearly outline the work, its importance, and the outcomes. Please clearly indicate estimated measurable results such as anticipated miles of trails and rivers improved, acres improved, facilities upgraded.

2. **Priority work types:** The following are high priority work projects for the NPF and NPS. Please clearly indicate in your proposal that you are addressing one or more of these priority areas.

    a. **Indian Youth Service Corps (IYSC):** The Department of Interior (DOI), NPS, and NPF are committed to expanding the Indian Youth Service Corps by directing funds that work to strengthen community relationships and recruiting efforts to engage young adults from tribal communities and collaboration with tribal leaders and elders in the co-stewardship of NPS park sites. The projects will promote Indian self-determination and economic development on NPS managed lands where tribes have ancestral connections. All projects should be designed and managed collaboratively with local tribes. IYSC activities can include research projects, oral histories, habitat surveys, climate mitigation, trail restoration, invasive species removal, wildland fire fuels reduction, watershed restoration, recreational expansion, and the development of educational, informational or communication materials for the public.

    b. **Reducing Climate Change Impact:** NPF and NPS are placing a priority on service corps work that mitigates the impacts of climate change or assists parks in updating facilities for future climate resiliency. Mitigation examples include addressing habitat degradation, removing invasive species, trail maintenance and rehab from increased rainwater runoff, fire mitigation and fuels management. Facilities upgrades could include projects such as weatherization of historic buildings, waste and water recycling, solar panel installation, and charging station construction. Proposals should include how the work

addresses climate impacts and any training and educational efforts to help crew members understand the connection between their service and making parks more resilient to climate change.

c. **Deferred Maintenance, Infrastructure, and Historic Preservation** – NPF and NPS are prioritizing corps working with NPS facilities to address deferred maintenance and historic preservation needs at park sites. Proposals should include how work addresses these critical needs as well as any training and certifications provided to corpsmembers that will assist them in securing trades positions in both the public and private sector.

d. **Accessibility** – NPF, NPS and DOI are fully supportive of funding projects that increase accessibility for the public at park sites. Examples of these projects include accessible assessments, ADA trails, ramps, boardwalks, docks, facilities. Providing opportunities for American Sign Language Crews, and youth with disabilities to complete accessibility and resource projects is also supported.

3. **Diversity, Equity, Inclusion, and Accessibility**: Projects should include efforts to ensure diverse and inclusive representation in participants and promote respectful, inclusive, safe, and engaged workplaces. NPF, NPS, and program funders support an inclusive and participatory culture which values and incorporates diversity in thought and experience. Service corps project applications should include recruitment and hiring methods that will be used to promote the participation of individuals from diverse social and economic backgrounds. Topics such as onboarding, housing, pay, recognition, communication, DEIA, work life balance, and training opportunities should be considered when developing projects. Projects should aim to align with NPS' goal of building a culture of inclusion and belonging while creating a beneficial experience for corps members. NPF supports equitable access to all parks and respects that diversity and inclusion may take various forms in different communities. Service corps project applications should highlight the diverse and inclusive audiences the project will connect with during the recruitment and implementation process.

4. **Corps member Compensation**: To successfully recruit the broadest diversity of backgrounds and young adults, projects must provide a competitive, livable wage. Programs are encouraged to pay corpsmembers and individual placements an equivalent of at least $15/hour or more if the minimum wage of that state is higher. If additional benefits are provided such as housing, daily commuting, travel and/or meals, these costs can be considered and added to the compensation package to meet this requirement.

5. **Career Advancement for Corpsmembers:** NPF will award grants which focus on providing opportunities to transition young people from service corps participant to full-time employees, either within the federal government or in conservation-adjacent private sector industries. NPF will consider proposals for both crew projects and for

individual placement opportunities. Individual placements can include opportunities for individuals, pairs, or small teams of corps members working on a specific project, trade, or skill to support a need at a park.

    a. **Public Land Corps Hiring Eligibility (PLC):** In Fiscal Year 2024 projects are required to use NPS Financial Assistance Agreements for corpsmembers to be eligible for NPS PLC Hiring Authority. NPS General Agreements or 3rd party agreements cannot utilize PLC Authority and are not eligible for PLC. If projects meet all PLC legal requirements for Eligible Service Corps, projects and participants, the hours may be eligible to count toward the PLC hour requirement. The final NPS PLC hours will need to be completed under a separate NPS Task Agreement. Please contact Ben Baldwin, ben_baldwin@nps.gov if you have additional questions.

6. **Leadership Development**: In addition to providing critical services to the park, service corps projects should include components that develop leadership skills and promote career and professional development among corpsmembers and individual placements. Throughout their service, corpsmembers should develop competencies across a broad range of activities which will prepare them with valuable skills and experience for careers in their desired field. Job skills can include technical certifications and 21st century skills like leadership, collaboration, creativity, flexibility, and more. Tangible skills such as financial acumen and navigating USA jobs, resume development, training on direct hiring authorities is also encouraged.

7. **Transformational Programming, Capacity Building, and Innovation:** NPF is placing a priority on funding innovative projects that enhance and sustain existing programs or create new programs with a strong potential for scaling and replication. To precipitate this approach NPF will allow grantees the ability to utilize up to 25% of total project costs (up to a maximum of $37,500) for community development, recruiting in new communities. With the intent to eliminate barriers to participation, these funds can also be utilized for housing, transportation, mental health training, gear, and other wrap around services for corpsmembers. **Any requests for these funds must include an accompanying service corps project at an NPS site, funded through either this grant or through NPS Financial Assistance to be considered.** These funds may be used to meet federal PLC match requirements for a related approved NPS project. Approved projects include Youth Partnership Program (YPP) and Maintenance Action Team (MAT Youth); please contact NPS Youth Partnership Program Fund Manager, Ben Baldwin ben_baldwin@nps.gov for questions concerning PLC match project eligibility.

    Please provide details about how you plan to use the funds in both the Narrative and the Budget Sections of your proposal.

8. **Maximizing Collective Impact**
    NPF is prioritizing projects in which corps can leverage this funding opportunity for maximum collective impact. Please share any opportunities to leverage funds from other

sources, volunteers, in-kind donations, outreach, expertise, research, and partnerships. Please include this information in both your project narrative and budget.

NPF supports the development of partnerships with community organizations representing under-resourced communities and tribes. If applicable, please identify any new or existing partner organizations who will participate in the project and describe their project role in your narrative.

C. Grant Requirements

1. **High Priority Park Projects:** Service corps work should focus on high priority park projects related to NPF Service Corps Program criteria above.

2. **Grant Requests:** Grant requests should not exceed **$150,000** for total project costs including any capacity building efforts. Although an organization or park can submit as many applications as they want, we request that applications be submitted strategically, with the full understanding that any of them may be selected. Funding has become increasingly competitive so please consider this when submitting multiple applications for a single park site or corps program.

3. **NPS Superintendent(s) Letter of Support** - All proposals should have a letter of support from the NPS Superintendent showing alignment with park priorities and commitment from the NPS site. This letter must be submitted with the grant application for the application to be considered complete. We highly encourage applicants to contact the park superintendent as soon as possible in the application process to ensure the letter is received in time for submission. The letter should convey the park's awareness and support of the corps project.

4. **PMIS Statements:** The national park site partner will be required to develop a PMIS statement for funded projects. The park will work with Youth Program to develop a statement that meets programmatic and project tracking requirements. Be advised that there are restrictions regarding NPF and NPS funding sources and the PMIS number allows for NPF and NPS to ensure requirements are met.

5. **Project Budget:** Please provide an overall budget for the project, including delineated additional revenue secured if NPF funds will not fully cover the full budget. The description should clearly identify NPF funded activities. For these activities, at a minimum, budget categories should include labor, travel and transportation, supplies, and indirect costs. Housing, training, and equipment can be included if applicable. If you have an approved DOI Indirect Cost Rate (ICR) please use it. If you do not have an approved DOI ICR, please limit your indirect to 10% of the overall grant request. Corps member compensation needs to clearly illustrate an equivalent wage of $15/hr. Capacity and Wrap Around Service Funds should be clearly accounted for in the budget section. If you are applying for funds specifically to match an existing NPS PLC project, please clearly account for any NPF Funds or additional funds you are using as match or leverage. Please attach a budget using an

Excel or Word document in the attachments section of your proposal.

6. **Grant Agreements and General Agreements:** In addition to the NPF Required Grant Agreement, grantees will be required to enter into a General Agreement with NPS. More details will be provided with award letters after the review process is complete. Any questions regarding the NPS General Agreement process should be directed to:

   Ben Baldwin, NPS Youth Programs at ben_baldwin@nps.gov
   Karissa DeCarlo, Partnerships Program Coordinator at karissa_decarlo@nps.gov

7. **Project Reporting:** Successful applicants will be required to report successes and challenges using the standard NPF annual reporting template in FLUXX. **Project Reports will be due no later than Oct 31, 2024.** If your project is not completed by the due date, please provide a comprehensive progress report. At a minimum Final Project Reports and Progress Reports should address your project goals in your proposal and include:

   • Number of participants, demographics
   • Service hours completed
   • Type of work accomplished including names and locations of project
   • Number of weeks of work completed
   • Specific project accomplishments (miles of trail/acres improved)
   • Trainings and certifications provided
   • Inspiring participant stories and quotes, agency partner feedback and quotes
   • Number of volunteers engaged, volunteer hours, communities engaged etc.
   • High resolution photos
   • Links to any media created (videos, news articles, blogs, social media posts and more.

8. **Project Content Collection and Media:** Throughout the grant period selected national parks and service corps organizations will need to collect and share project content (videos, photos, participant biographies, impact stories, etc.) and work with NPF and partners to collaboratively amplify service corps story through social media, media inquiries. If an in-person visit is requested, NPF will work with service corps and parks whenever possible to ensure adequate lead time for scheduling, expectation setting, and goal setting.

9. **Requirements for Subrecipients of Federal Funding**: All NPF funded projects through this RFP will have a federal funding component unless otherwise indicated. Grantees should ensure they can meet the requirements listed for accepting federal funds prior to submitting their proposal. See the link below for additional details. Terms and Conditions for Subrecipients for Federal Grants

D. Estimated Program Timeline

- January 12, 2024: RFP open to parks and service corps partner organizations
- January 23, 2024: Optional Information Call with NPF Staff
- February 29, 2024: RFP submission closes at 11:59 PM Eastern Time
- April 2024: Applicants notified of final award decisions
- June 2024 – May 2025: Program implementation
- October 31, 2024: Final reports and Progress reports due to NPF

E. Program Evaluation

Evaluation and assessment are critical components of all NPF programs. NPF is committed to working with grantees to ensure strong partnerships that allow for authentic and streamlined reporting from grantees. As part of this continued expansion into the evaluation of service corps programs, NPF will continue collaborating with service corps partners to develop methods for engaging service corps alumni to understand the full extent of this program, including future career choice and overall national park affinity.

F. Proposal Instructions:

1. **Read the RFP and Apply**
   Please read this RFP carefully and then use the online application process to submit. For the application questions, please be as specific as possible. Including detailed responses that outline what the service corps members will be doing, what dates (month(s) and exact dates, if known), number of participants, number of weeks, park name and region (specific trails or areas of the park if known), target participant demographics, etc. This will help NPF and NPS fully understand the scope of the proposed project. Please also be sure to include the full budget needed to support the project, the percentage/amount of total budget that requested NPF funding will be covering, and any in-kind match components.

3. **Online Application**
   NPF uses the grants management system, Fluxx. All new users are required to create an account, which can be used to apply for future grants and complete final reports for NPF. Fluxx registration is a two-step process, as new accounts must be approved before grantees gain access to the portal. Please submit Fluxx registration requests as soon as possible to ensure ample time to finalize and submit grant proposals.

   a. If you have previously created an account in Fluxx, please sign in using your existing username and password.

   b. For existing users, please ensure all organizational and user information is correct in the portal. Once you login, you will notice the navigation menu on the left side, click on "Organization" and "People" to review your relevant details, and update as needed.

c. To register for an account in Fluxx, please go to https://nationalparks.fluxx.io/ and click on "Create an Account Now" to fill out the form.
- **Reminder**: Please register for Fluxx at least **two days in advance** of the RFP deadline to avoid technical delays and ensure timely submission of all grant proposals.
- Once registration has been approved, grantees will receive an email link to set up an account password. Please check your junk/spam folder for an incoming email from Do-not-reply.grants07-us-east-1@fluxx.io.

d. To apply, please log into the grantee portal, navigate to the left-hand menu, and click on "Apply for Funding." On this webpage, select "Service Corps Application" to get started.
- **Important Reminder**: Fluxx **does not automatically save**. Click on the "Save" button frequently to ensure that no information is lost. You may save applications to continue working on it later. We recommend you complete your application in Word first to ensure you do not lose any information.

e. In the "Primary Contact" field, please list the staff member who will be responsible for submitting the final report.
- The report will automatically be assigned to this person and will be available in their Fluxx portal.
- If you need to change the Primary Contact at any time, please contact Rebecca Weinberg (rweinberg@nationalparks.org).

e. For assistance using Fluxx, please contact applications@nationalparks.org.

4. Complete and submit your finished application
Press "Submit" on the last page of the online system. You will receive an automatic email confirming that your application has been submitted. If you do NOT receive an automatic email, your application has NOT been submitted. Please note, the Fluxx system **does not** autosave so please be sure to save any changes that are made before exiting the application.

G. Example Online Service Corp Application and Scoring Summary

WORD VERSION OF SERVICE CORPS APPLICATION

NATIONAL PARK FOUNDATION'S
SERVICE CORPS FUNDING OPPORTUNITY

National Park Service Information

NPS Park Site Name:

NPS Region:

Superintendent First Name:
Superintendent Last Name:
Superintendent Email:
NPS Project Lead First Name:
NPS Project Lead Last Name:
NPS Project Lead Email:
NPS Project Lead Phone:

Would you like to add an additional NPS Site? (Y, N)

*Note, the system only allows the ability for NPF capture data for 5 NPS sites total. If you have more than 5 NPS sites, please include additional park and superintendent information in your proposal narrative.

NPS Superintendent Letter of Support: Required

All applications must have written NPS Superintendent approval before submitting. By providing the information below, you are certifying that the NPS site's superintendent approves this application.

    a. **NPS Unit Authority's Name**
    b. **Title of NPS Authority (Superintendent, Site Manager)**
    c. **Support Letter unavailable:** If a support letter is unavailable at the time of submission, please attach a word/pdf document providing information of outreach completed to date, including anticipated date of receipt of letter of support**.** Grants without a superintendent certification letter from each participating park risk not being evaluated by the NPF/NPS Review Committee.

Service Corps Organization Information

Service Corps Organization:
CEO/Executive Director Full Name:
CEO/Executive Director Email:

Service Corps Organization Project Lead:

First Name:
Last Name:
Title:
Phone:
Email:
Mailing Address: (Street, City, State, Zip)

APPLICATION STATEMENTS:
Read and answer each question below.

2. **Project Title:** Project title should be concise and capture the essence of the project.

3. **PMIS Number (if available):** Please include the PMIS number below. If a PMIS number is not available, the park partner will need to work with the NPS Youth Program to develop a PMIS statement.

4. **Project Description: (Maximum 25 points)**
    Please provide a clear description of the work. This should concisely explain the project, including purpose of the project, outcomes and NPS park priority and strategic goals. The description should show overall alignment with program criteria. Specifically address the follow:
    a. **Priority Work Areas:** Describe how this project addresses one or more of the priority work types identified in the program criteria.
    b. **Program Models:** Metrics such as number of crews, crew leaders, corpsmembers, individual placements, and any staff supported by the grant

    Project Timeline: Identify major milestones. Please estimate specific dates for key project components, the most important would be start and end dates, training dates, and number of weeks of work anticipated. You may attach your schedule as a Word or Excel document to the online application.

5. **Scope of Work for NPS General Agreement: (Maximum 5 points)**
    Please provide the scope of work that you would like NPS to use in developing your NPS General Agreement if you receive an award. At a minimum, please copy and update the following statement as applicable into your response:

SITE NAME will host NUMBER of WEEKS of the CREW or INDIVIDUAL PLACEMENT (detail NUMBER of participants and NUMBER of crew leaders) which will work on the DESCRIBE GENERAL PROJECT WORK (continued trail maintenance/restoration/development of access/development of programming/habitat improvement/fostering climate change resilience etc.) and LOCATION(S) (name of trail(s)/name of building were assigned etc.) as well as perform other trails and/or restoration priority projects as they become evident AS CONDITIONS ALLOW FOR DETAILED SITE EVALUATION (or similar qualifier).
Future changes to project hours and schedule may occur with written approval from the park superintendent in writing, such as via email.

6. **Diversity, Equity, Inclusion, and Accessibility**: (**Maximum 15 points**)
   Explain how this project will ensure diverse and inclusive representation in participants and promote respectful, inclusive, safe, and engaged workplaces. Please include topics related to onboarding, housing, communication, work-life balance, etc. Specifically address:
   a. **Recruitment and hiring:** Describe planned approaches to recruitment and hiring to provide opportunities for a diverse population.
   b. **Target Population:** Describe your core target audience and their importance to the project. Please include how many youths and/or veterans will participate as a direct result of funding from this grant.

7. **Benefit to Corpsmembers: (Maximum 10 points)**
   Identify how this project provides direct benefit to the corpsmembers. Include overall experience and specific examples. Specifically address:
   a. **Corpsmembers Compensation**: Describe the compensation to the corpsmembers. Be clear if this is direct compensation or equivalent value to the corpsmembers. Description should specifically address the hourly amount and can include other elements such as educational awards, housing, daily community, travel, gear, or professional development. Please articulate these costs in the budget section and your narrative.
   b. **Career Advancement**: Describe how this project supports the career development of corpsmembers to help them transition their corps experience into future employment opportunities. Examples include training and certifications provided, career services assistance provided, networking opportunities, job fairs etc.
   c. **Leadership Development**: Describe project components that develop leadership skills and professional development among corpsmembers.

   Participant Outcomes Assessment: Describe pre and post surveys, or other assessment measures, with participants to determine the efficacy of your leadership development and overall corps experience.

8. **Measurable Results (Maximum 10 points)**
The project must identify the benefit to youth and/or local community and the benefit to the NPS. Projected measurables should include specific desired outcomes, such as number of youth hired, trained, certified and/or engaged, estimated service hours, miles of trails improved, acres protected, visitors engaged, impact of education, advancement of DEI, etc.

9. **Transformational Programming and Innovation: (Maximum 10 points)**
Describe how this project is innovative or transformational. Include potential opportunities for additional pilots, scaling, and replication. Description should include project related innovative components that increase capacity, enhance existing programs, develop new programs, strengthen corpsmembers experience, and/or build future potential. These components can be up to 25% of total project costs or a (maximum $37,500) and should be clearly detailed in the budget section.

    PLC Match: Identify if funding from this grant is intended to be used to meet the federal PLC Match requirement on related NPS projects. Include NPS project name, PMIS number and fund source (if known).

10. **Maximizing Collective Impact (Maximum 5 points)**
    a. **Identify "leveraging" Opportunities:** Describe opportunities to integrate with existing resources and leverage funds, volunteers, in-kind donations, outreach, expertise, research, partnerships. NPF will review to ensure any funding restrictions are met before accepting a leverage opportunity.

    b. **Other Project Partner(s):** Identify any other new or existing partner organizations participating in the project and describe their project role.

11. **Additional Information:**
Provide any additional relevant information that was not covered in the other application statements.

12. **Budget (Maximum 20 points)**
    a. **Amount Requested:** Please identify the total amount requested from NPF. Maximum request is **$150,000. Please round your proposal budget to the nearest dollar.**
    b. **Project Budget:** Please provide an overall budget for the project, including delineated additional revenue secured if NPF funds will not fully cover the full budget. The description should clearly identify NPF funded activities. For these activities, at a minimum, budget categories should include:
        ▪ Labor
        ▪ Travel and Transportation
        ▪ Supplies
        ▪ Indirect Costs

Equipment, Housing, Training can be added if applicable

If you have an approved DOI Indirect Cost Rate (ICR) please use it. If you do not have an DOI Approved ICR, please limit your indirect to 10% of the overall grant request. Corps member compensation needs to clearly illustrate an equivalent wage of $15/hr. Please clearly account for capacity and wrap around service funds in the budget. Please clearly account for any additional funds you are using as match or leverage. Budget should clearly align with your goals in your project narrative.

To submit your budget, please attach an Excel, Word, or PDF document in the attachments section.

13. Payments Made To:

From the full requested amount, please identify the entity and the amount that the grant payment should be made to. Requested funding can be split between the national park site and the service corps partner organization, or all funding can go to one entity. When detailing this information, please include the legal name of the fiscal agent that will be receiving the funds.

APPENDIX A

GRANTEE CHEAT SHEET: LOGGING INTO FLUXX

These instructions will guide you through how to access the National Park Foundation's Fluxx Grantmaker system. Note: You must first register with NPF. If you have not yet registered, click **Create an account now** at https://nationalparks.fluxx.io/.

Logging In/ Resetting your Password:

Logging In

1. For optimum functionality, please use Chrome as your browser. To install Chrome, please download here:
https://www.google.com/chrome/

2. Please go to: https://nationalparks.fluxx.io/ and enter your user ID and password.
   - Under **Login Now**, type **User ID** (your email address)
   - Type **Password** (this field is case sensitive)
   - Click Sign in .

3. When accessing the site for the first time, click "Reset or create password" link on the left side of the login page, then follow the steps in the next box below.

The next time you log in, you will follow the steps outlined in #2 above.

Welcome to the National Park Foundation Grants Portal

Reset or Create Password

1. Type in your email address. Your email address is your user ID.

2. Click Submit

3. You will receive an email from the the Foundation with a link to reset your password. If you do not receive it after a few minutes, please check your junk/ spam folder.

For security reasons, NPF requires strong passwords. Requirements will be included in the email you receive.

APPENDIX B

GRANTEE CHEAT SHEET: GETTING AROUND (GENERAL NAVIGATION)

These instructions will guide you through how to navigate the main components of Fluxx (NPF's Grant Application System).

YOUR GRANTEE PORTAL

This "cheat sheet" covers basic terminology and navigation once you have logged into the system. Once you log in, you will arrive at the Grantee Portal. The grantee portal is where you will submit applications, upload supporting documents and check the status of applications and grant.

LANDING PAGE

When you first log into the National Park Foundation's grantee portal you will be presented with the landing page (see below) with two main sections, the "left bar" and the general information section. The general information also contains download links for additional resources you can use.

LEFT TOOLBAR ACCESS

Use the left bar to access information regarding your grant applications.

1. Information – Click on the Grantee Portal link any time to get back to this main page.

Click on Apply for Funding to access NPF's grant applications. There are two main applications: General and Accept and Administer. If you are withdrawing funds from an Accept & Administer account, please use the Accept & Administer application. For all other applicants, you should have received an email from your NPF program contact with instructions for which application to submit. If you did not receive this email, please contact mailto:applications@nationalparks.org.

2. Organizations - The Organizations folder contains information about your organization profile. Go here to view and update/request updates to your organizational information.

3. People – This section lists information about all contacts you've linked to your organization. Go here to update contact information.

4. Requests – All grant application requests can be found here, whether still in draft or in review:

• Pending Requests - these are your draft applications being developed. They will remain here until you formally submit them to the NPF. These applications have not yet been submitted to NPF.

• Requests to Edit – During review, if NPF staff have questions or require additional information, they will send the application back to you for edits and you will find them here. You will also receive an email notification if your application has been sent back to you for edits.

• Submitted Requests - All requests that are being considered for funding are located here.

5. Grants – Active and closed grant applications are listed here.

6. Reports – This section provides information on upcoming reports due, previous reports submitted and reports for which NPF has requested additional information.

7. This last section, "the gear" allows you to change your password and to logout.

APPENDIX C

National Park Foundation Grant Application FAQ

Welcome to the National Park Foundation's Online Grants Application System, built on Fluxx

1. How does an organization create a Fluxx account?
We have sent credentials for all current grantees, and for applicants who have pending requests submitted to NPF. An account will be established for the primary contact affiliated with the current grant or pending request. All organizations, including current grantees wishing to submit a new grant request must go through a registration process to access the system (below).

For new applicants wishing to apply for funding with NPF – To begin the registration process or to add additional organization contacts, access the login page (https://nationalparks.fluxx.io/), click on "Create an Account Now" on the lower right side of the page.

When you have completed the registration form, click "Submit." If approved, applicants will receive an email with login instructions to complete the process. We will complete the review process within 5-7 business days, so please consider this as you prepare to apply.

Existing applicants should have received an email with login instructions. If you did not receive this, please contact applications@nationalparks.org.

2. Can we have one account shared across our organization, or does each user need their own account?
For security and audit reasons, the NPF requests that all users of the system have individual accounts. We have simplified the process for adding new users and for resetting passwords through our portal.

3. How does an organization access their registered Fluxx account?
If you have completed the registration process, you can access the system by logging into https://nationalparks.fluxx.io/ with the email address of the existing user and click "Reset or create password" to establish individual credentials in the grants management system. A link will be sent to the email address to establish a new password. If the email address is not linked to a previously you must use the "Create an Account Now" to register your account.

4.What is my account User-ID?
When you first register you will receive an email notification with your User ID. This is set to the email in which you provided when you registered.

5. What are the requirements for passwords?
To ensure strong security practices, NPF requires the following when setting up your password:
    a.   Must be at least 8 characters or greater
    b.   It cannot be the same as your user ID (your email address)