

**Montana Fish and Wildlife Conservation Trust**  
**HABITAT AND RECREATIONAL ACCESS PROJECT FORMS**  
**PROJECT PROPOSAL FORMS**

**INSTRUCTIONS:**

All habitat, fisheries and recreational access project proposals for funding by the Montana Fish and Wildlife Conservation Trust (MFWCT) should be submitted to the "Citizens Advisory Board" on CAB Project Proposal forms (use a separate form for each project) or any format that includes the following information (information is more important than format). The CAB will accept proposals that acquire land or interest in lands that provide for public recreation, fish or wildlife habitat or provide access to public lands. Proposals can include funding for infrastructure that is an integral component of a habitat or riparian conservation strategy associated with the purchase of land or land values. Funding will not be provided for administrative overhead or planning. **All projects considered for funding must be publicly accessible.**

1. Project Title –
2. Project Description -A brief, but thorough description. Include local names in title rather than generic terms. **If the proposal involves a conservation or access easement project, provide a detailed overview of the terms and conditions of the public access component.**
3. Project Location - List general project location. USFS should use Forest and District. BLM should use Field offices. FWP and other organization proposals should use Wildlife Management Areas if applicable. Proposals from agency and private organizations should include section, township and range. All proposals should include drainage and other local names that will help identify the area. Please indicate land ownership of parcels adjoining the project site. Indicate if proposed action will take place on public land, private or intermixed. County and legal descriptions are very important in helping with mapping and monitoring efforts. Please provide a location map of the project area.
4. Submitted By - Identify the Agency or private organization submitting the application. Please designate a specific contact person (we prefer the person most familiar with the project in case we need clarification or additional information). Include address and phone number and email address.
5. Coordinated With - List wildlife or land management agency person consulted/communicated with (other than your own agency personnel) when developing the proposal. Our expectation is that coordination with effected agencies occurs prior to project submission. If project will occur on private land indicate owner of record and a contact (please include name and phone number). **Your proposal should include disclosure of, and discussions concerning, any hazardous materials that may be present on the site, and a proposal on how these hazards would be mitigated. A contaminant survey and appraisal will be required prior to disbursement of funds for all approved grants.**
6. Project Type - List project type. If your project includes more than one project type, list all types. Examples: **Recreational Access:** easement across private land to public lands, access to private land for recreational opportunities, **Habitat Improvements-** Conservation easements to provide critical habitat, or **Fisheries Enhancements-** protection of riparian areas.
7. Management of Properties- If a property acquisition is involved, who will hold the fee title? **If the proposal involves a conservation or access easement the managing entity must provide a detailed overview of the terms and conditions of the contract that they intend to sign.**
8. Size of Project Area - In acres, and list each affected area by project type (see #6).
9. Implementation Schedule - List month and year when project is expected to be initiated.  
Example: August 2011.
10. Total Project Cost - Should include MFWCT funds requested and all matching/partner funds.
11. MFWCT Funds - List amount of funds requested from MFWCT. So that we may evaluate the cost of each project, breakdown your request by components. Requests for multi-year funding - show annual amounts and grand total. MFWCT policy limits funding to the first year of the project. Funding for subsequent years is contingent upon the project coordinator submitting a written progress report and a new project proposal form for the next year for consideration. Projects demonstrating good progress receive priority for available funds.

12. Matching/Cooperator Funds – While not mandatory, MFWCT prefers a good match fund ratio for projects. List all matching funds and their source. Example: USFS \$2,000; BLM \$1,500; identify funds (wildlife, fuels management, range betterment, etc.).
13. Project Objective - List specific project objectives.  
Examples:
- a) Provide access across private land to public lands.
  - b) Provide public recreational opportunities on private land.
  - c) Improve habitat effectiveness.
  - d) Protect migration corridor, winter range, etc.
  - e) Improve water quality and riparian area health.

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14. Project Strategies - List specific actions that will be taken to achieve the project objective.
15. Area Description -
- a) Attach map detailing project location, along with locator map for state or region orientation. Lack of map often leads to project being tabled for next meeting.
  - b) Land status.
16. Project Analysis -
- a) What resource issues will be addressed by this project?
  - b) How will this proposal enhance public recreational opportunities? **Please detail how you will communicate to the public the access to this project, i.e. signage, social media, website, etc.**
17. Existing Project Area Land Management Activities - Identify project relationship to existing land use plans (timber harvest, mining, livestock grazing, recreation development, etc.)
18. Use of MFWCT Funds - Identify specifically how MFWCT funds will be used, MFWCT policy requires its donated funds be used exclusively for actual "on the ground" expenses incurred during project completion. MFWCT policy strictly prohibits use of any donated funds for administration, overhead, planning or indirect costs. Proposals can include funding for infrastructure only if it serves as an integral function in the acquisition of publicly accessible lands or interest in lands.
19. Project Monitoring Plan – Identify what monitoring program is in place or will be put in place to assess and quantify the results achieved by the project. Include both short term and long term monitoring.
20. Additional Comments – Any additional information you feel would be helpful in evaluation of the proposed project.

## **PROCEDURE FOR REQUESTING FORMS AND SUBMITTING PROPOSALS**

Projects should be submitted in a 12-point easy to read font, 8.5x11 paper, typed, printed on one side only and stapled in the left hand corner. **Please provide six copies of the grant proposal, we request that no special covers or bindings be utilized. In addition, send via email or CD an electronic version of the proposal to: fwctrust@mtwf.org.** Brevity in submissions will be appreciated, please keep your responses as short and concise as possible while answering the questions. Proposal forms may be requested through the MFWCT email address at fwctrust@mtwf.org, or requested by writing to MFWCT, P.O. Box 1993, Helena, MT 59624. Completed proposal forms should be mailed to MFWCT, PO Box 1993, Helena, MT 59624. If you have additional questions please call Bill Orsello at (406) 439-0971. Successful applicants will be notified within 90 days of proposal deadlines, terms for the disbursement of funding will be negotiated with the Joint State Federal Board and the MFWCT. All projects must be completed within two years unless granted an extension by the CAB and JSFB.