![National Park Foundation logo]

REQUEST FOR PROPOSALS
THE NATIONAL PARK FOUNDATION
SERVICE CORPS FUNDING OPPORTUNITY

Grant Application Open: **Friday January 10, 2025**
Grant Applications Due: **Thursday, February 27, 2025 by 11:59 PM Eastern Time**

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

Request for Proposals Contents:

A. EXECUTIVE SUMMARY

The National Park Foundation (NPF) is pleased to announce that it is accepting proposals from all eligible Service Corps organizations, National Park Service (NPS) units, NPS Programs, and officially related areas administered by the NPS for our Fiscal Year 2025 Service Corps Grant Program. This includes NPS administered National Trails and Wild and Scenic Rivers.

The National Park Foundation supports programs that serve Americans of all ages. This continuum of engagement ensures that programs support youth access to educational and recreational opportunities starting at the earliest ages while also serving adults and families through engaging and joyful experiences in our national parks. The service corps program is a critical element in this continuum in engaging young adults (ages 16-30) and military veterans (up to 35 years old) by providing workforce development opportunities 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 more frequent and destructive natural disasters. Visitors' enjoyment of America's more than 430 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 $23 billion—far exceeding annual federal appropriations.

Now is the time to leverage federal funding for the National Park System to make lasting and impactful changes in infrastructure and land while also developing the future workforce. Service corps projects instill a strong work ethic and a sense of stewardship of national park lands in participants. 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 the private sector as well as local, state, and federal agencies.

The Service Corps Request for Proposals (RFP) helps NPS meet their goals of completing critical projects while cultivating and inspiring 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 and big game habitat
- Restoring fisheries, streams, riparian areas, and coastlines
- Wildland fire mitigation, community protection, and fuels reduction
- Historic and cultural preservation through traditional trades and modern innovations
- Disaster preparedness, resiliency, 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

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.**

Award Amount:
National Park Sites and/or partners can apply for grants up to **$150,000**. NPF anticipates awarding a minimum of **$5,000,000** for this RFP with a minimum of **$1,000,000** specifically designated for Indian Youth Service Corps projects.

 B. 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. **For-Profit organizations are not eligible to apply.**

A suitable service corps organization 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.   **The applying service corps organization must meet at least one of the baseline criteria from the list below to be considered suitable.**

- Applying organization currently has an existing NPS Master Cooperative Agreement in good standing.
- Organization is an accredited corps in good standing through the Corps Center of Excellence at the Corps Network. In this case the Corps Network, as the NPS master cooperative holder, could act as the fiscal sponsor for the service corps and could apply on their behalf. Please reach out to the Corp Network to discuss this option further.
- NPS philanthropic partnership group working with a suitable service corps to implement the project.   Additional review and documentation may be required. If this applies, please reach out to Ron Hassel, rhassel@nationalparks.org to explore this option further before submitting an application.
- Organizations that have successfully completed the NPF/NPS suitability review during the previous grant cycle.

Based on the criteria above, if the suitable organization intends to partner with a service corps organization to implement the project, please be sure to communicate these intentions to the partner prior to submitting the proposal. NPF recommends setting up a meeting prior to submission to ensure both parties are in full agreement with the partnership.

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. This process will require that the organization provide additional narrative and documentation in addition to their standard proposal. Successful organizations will be considered suitable upon full execution of the NPF Grant and NPS General Agreement. Please notify NPF immediately of any major changes to your organization's leadership staff, board, financial health, and program. Major changes as determined by NPF may require organizations to be reviewed for future funding. 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.

C. DATES & TIMELINES

Estimated Program Timeline
- Friday January 10, 2025: RFP open to NPS and service corps partner organizations
- Thursday January 23, 2025: Optional Informational Call with NPF/NPS Staff
- Thursday February 27, 2025: RFP submission closes at 11:59 PM Eastern Time
- April 2025: Applicants notified of final award decisions
- April-May 2025 – Execute Grant and General Agreements
- May-July 2025 – Process Payments to selected awardees

- June 2025 – June 2026: Program implementation
- Friday October 31, 2025: Progress Reports and Final Reports due to NPF

Anticipated Period of Performance: June 1, 2025, through May 31, 2026.

Optional Informational Call:

An optional informational call to discuss this RFP and the proposal process is scheduled for **Thursday, January 23, 2025, at 2:00pm Eastern Standard 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 27th at 11:59 PM Eastern Standard 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.

D. PROGRAM PRIORITIES

While NPF understands and respects that service corps models take many different forms, 2025 funding will be prioritized for projects that exemplify a strong commitment to the key areas below.

1. **High Priority Park Projects:** Service corps work should focus on high priority park projects. 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 rehabilitation/construction. 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. Service Corps should practice Leave No Trace principles when completing work in National Parks. Resource: https://lnt.org/research-resources/leave-no-trace-for-the-outdoor-workplace/

2. **Priority work types:** The following are high priority work projects for 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 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 restoration and surveys, 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 Impacts from and Responding to Increased Natural Disasters:** NPF and NPS are prioritizing service corps work that mitigates the impacts of, and/or assists parks in updating facilities for energy security and future infrastructure 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 these impacts and any training and educational efforts to help crew members understand the connection between their service and making parks more resilient for the future.

c. **Deferred Maintenance, Infrastructure, Employee Housing and Historic Preservation:** NPF and NPS are prioritizing corps working with NPS facilities to address deferred maintenance, employee housing, 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 private and public sector. Historic Preservation Training Center (HPTC), Traditional Trades Apprenticeship Program (TTAP), Housing, and Great American Outdoors Act, including projects scoped by the Corps Network are all eligible.

d. **Accessible Infrastructure:** NPF and NPS are 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, and facilities. Providing opportunities for American Sign Language Crews, and youth with disabilities to complete accessibility and resource projects are also supported.

3. **Opportunities for all American Youth and Young Adults**: Projects should include efforts to ensure workforce development opportunities for all Americans by promoting respectful, safe, and engaged workplaces. Service corps project applications should include recruitment and hiring methods that will be used to promote the participation of individuals from diverse economic and social backgrounds. Topics such as onboarding,

housing, fair pay, training and certification opportunities should be considered when developing projects.

4. **Corpsmember Compensation**: To successfully provide opportunities for all Americans, projects must provide a competitive, livable compensation. 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 launch young people from service corps participant to full-time employees, either in the private sector or local, state, and federal agencies, including the NPS. 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 2025 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, the first 520 hours of this grant may be eligible to count toward the PLC hour requirement. The final 120 hours of 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 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 and recruiting in new communities. With the intent to eliminate economic and social barriers to participation, these funds can also be utilized for housing, transportation, mental health training, gear, and other 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 Public Land Corps (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 Public Private Partnerships** NPF is prioritizing projects in which corps can leverage this funding opportunity for maximum 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 non-profit organizations representing all American 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.

E. AGREEMENT REQUIREMENTS & PROCESS

Per NPS Policy, successful Service Corps grantees will be required to fully execute two agreements, an NPF grant agreement and an NPS general agreement. These agreements must be signed prior to:
- NPF issuing grant payments to successful grantees
- Corpsmembers or Individual Placements beginning any work in the park

NPF Grant Agreement:
The grant agreement will be between NPF, and the organization awarded funding. NPS also requires signature by a Superintendent or other authorized signer for all impacted NPS sites. Applicants who apply for projects within multiple parks: please plan for additional administration time to fully execute the NPF grant agreement. Unless otherwise specified, grant periods will be for a period of one year. 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 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 multiple parks located in more than one NPS Region. If you have a project with multiple parks in more than one region, please submit a separate grant proposal for each region. Each grant application will be reviewed and scored independently.

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 above. NPF and NPS reserve the right to choose projects based on both NPF and NPS's priorities.

Notification:
Unless otherwise noted, applicants will be notified of award selections in **April 2025.**

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), Senior Program Coordinator of Connecting Audiences at rweinberg@nationalparks.org.

F. APPLICATION REQUIREMENTS

1. **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.

2. **NPS Superintendent(s) Letter of Support**: All proposals should have a letter of support from each NPS Superintendent for each NPS site, showing alignment with park priorities and commitment to the project. Letters for each park 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. Letters should convey the park's awareness and support of the corps project.

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

4. **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 the applicant has an approved Federal Agency Indirect Cost Rate (ICR) please use it and provide documentation in your proposal.   If not, please limit indirect costs to 15% of the overall grant request. Corps member compensation needs to clearly illustrate an equivalent compensation of at least $15/hr. Total Capacity Funds should be clearly accounted for in the budget section. If you are applying for funds specifically to match an existing NPS Public Land Corps 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. **Please round your budget request to the nearest hundred dollars.**

5. **Grant Agreements and General Agreements:** As described in section E, all grantees will be required to sign a grant agreement with NPF and 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

6. **Project Reporting:** Successful applicants will be required to report successes and challenges using the standard NPF annual reporting template. **Project Reports are due no later than Oct 31, 2025, and should be submitted in the Fluxx grant portal.** If your project is not completed by the report due date, please provide a comprehensive progress report. At a minimum, progress and final reports should address the project goals in the proposal as well as:

   • Number of participants, participant 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, etc.)
   • 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.

7. **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 stories through social media or 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.

8. **Requirements for Subrecipients of Federal Funding**: Most NPF funded projects through this RFP will have a federal funding component. Grantees should ensure they can meet the requirements listed for accepting federal funds prior to submitting their application. Terms and Conditions for Subrecipients for Federal Grants

G. 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, successful parks and grantees may be asked to provide information to support NPF and its continued evaluation efforts. If requested, participation is expected by all successful grantees. NPF anticipates continuing to collaborate 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.

H. 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. 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 cover and any in-kind match components.

2. **Applying Online**
   To apply, log in to NPF's online grant management system, Fluxx. Navigate to the Apply for Funding page and select "Service Corps Grant Application." You can access Fluxx here: https://nationalparks.fluxx.io/. A copy of the application can be found below, for your review prior to logging in. Detailed instructions for navigating Fluxx may be found in Appendix A.

   Here are some important tips for completing the application:

- If you do not already have a Fluxx account, you will have to register (see instructions in Appendix A, below). Registration can take up to three days for processing and approval prior to being able to access the online application, so please allow for this time during the application period.
- The system does not auto-save your application, therefore, be sure to periodically hit the "save" button to protect your work. We recommend competing the application in a word document first, then placing the responses into the Fluxx application to have a copy in the instance that your responses are not saved.
- Please reach out to applications@nationalparks.org with any questions regarding the Fluxx portal.

I. EXAMPLE SERVICE CORPS ONLINE APPLICATION & SCORING SUMMARY

PDF VERSION OF SERVICE CORPS APPLICATION
ALL APPLICATIONS MUST BE SUBMITTED ONLINE AT
https://nationalparks.fluxx.io/

NATIONAL PARK FOUNDATION
SERVICE CORPS FUNDING OPPORTUNITY

APPLICANT INFORMATION
Organization or NPS Site:
Location:
Primary Grant Contact *(the primary grant contact is the person primarily responsible for receiving updates and managing reporting on this project):*
Primary Grant Signatory *(the primary grant signatory is the person who will sign the grant agreement. This is typically the Superintendent or Executive Director, depending on which organization is receiving payment):*

To add or remove names in the Primary Contact and Primary Signatory fields, please email the Grants Administration team at applications@nationalparks.org. We will need the person's name, organization, email address, and phone number.

Applicant Organization Details

The Applicant Organization Details information below will auto-populate from your Organization Profile. If you need to make any changes, please click the link provided on the application and update the information.

Name:
Organization Type:
Tax ID: (required if Applicant is not NPS)
Payment Preference:

Address:
Website:
Organization Email:

National Park Service Information
NPS Park Site Name:
NPS Region:

Superintendent Full Name:
Superintendent Email:
NPS Project Lead Full Name:
NPS Project Lead Email:
NPS Project Lead Phone:
NPS Agreement Technical Representative (ATR) (Required if park is directly receiving NPF Funds):

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

*Note, the system only allows NPF to capture data for five NPS sites total. If you have more than five 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. For multiple participating parks, letters for each are required. By providing the information below, you are certifying that the NPS site's superintendent approves this application.

    a. **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.

Please attach the Superintendent letter(s) of support as a Word or PDF document.   Please include the name of the NPS site in the file name. If you have more than one file, add them to the upload box before clicking "Start Upload." After you attach the file(s), they will appear in the Application Documents section at the bottom of the application.

I certify that the Superintendent or Site Manager of the NPS unit or office submitting this application has approved this submission. Please note this certifies that the project conforms with any other existing plans an NPS unit or office has in place. (Checkbox)

Service Corps Organization Information

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

Service Corps Organization Project Lead:

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

Does your organization currently have a 5-year Master Cooperative Agreement in good standing with the National Park Service utilizing the Public Land Corps Hiring Authority?

Y or N   (check box)

If No, please contact Ron Hassel, Senior Program Manager at rhassel@nationalparks.org to discuss alternative options that may be available.

APPLICATION STATEMENTS:
Read and answer each question below.

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

2. **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.

3. **Project Description and Project Timeline: (Maximum 25 points)**

   Project Description
   Please provide a clear description of the work. This should concisely explain the project, including the purpose of the project, outcomes and NPS park priority and strategic goals. The description should show overall alignment with program criteria. Specifically address the following:
   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, in the "Application Documents" section at the bottom. Be sure to

select the appropriate document type (Project Timeline) from the drop-down menu when uploading.

4. **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 by replacing the bracketed text with details specific to your project:

> *[**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 resilience etc.) and [**LOCATION(S)**] (site name, name of trail(s)/name of building were assigned etc.)] as well as perform other projects and duties as assigned and agreed to by the Parties [**AS CONDITIONS ALLOW FOR DETAILED REVIEW**] (or similar qualifier).*

Future changes to project hours and schedule may occur with written approval from the park superintendent (or designee such as project manager) in writing, such as via email**.**

5. **Opportunities for All Americans**: **(Maximum 15 points)**
Explain how this project will ensure representation in participants and promote respectful, safe, and engaged workplaces. Please include topics related to onboarding, housing, communication, etc. Specifically address:
   a. **Recruitment and hiring:** Describe planned approaches to recruitment and hiring to provide opportunities for all Americans.
   b. **Target Population:** Describe your core target audience and their importance to the project. Please include how many youths and/or U.S. Veterans will participate as a direct result of funding from this grant.

6. **Benefit to Corpsmembers & Participant Outcomes Assessment: (Maximum 10 points)**

   Benefits to Corpsmembers
   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 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.

7. **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, etc.

8. **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).

9. **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.

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

10. **Budget (Maximum 20 points)**

    a. **Amount Requested:** Please identify the total amount requested from NPF. The maximum grant request is **$150,000. Please round your proposal budget to the nearest hundred dollars.**

    b. **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 organization that will be receiving the funds.

c. **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 Federal Agency Approved Indirect Cost Rate (ICR) please use it for your grant budget. Please clearly name this file and attach a copy of your Federal Agency Approved ICR letter to the online application, in the "Application Documents" section at the bottom. Be sure to select the appropriate document type (Federal Agency ICR) from the drop-down menu when uploading.   If you do not have a Federal Agency Approved ICR, please limit your indirect to 15% of your grant request.

Please accurately account for total capacity funds in the budget. Please account for any additional funds you are using as match or leverage. Corps member compensation needs to clearly illustrate an equivalent compensation of $15/hr. Project Budget should clearly align with your goals in your project narrative.

Please click the plus sign (+) to attach the budget as a Word, Excel, or PDF document. If you have more than one file, add them to the upload box before clicking "Start Upload". After you attach the file(s), they will appear in the Application Documents section at the bottom of the application.

11. Grant Terms Information

Start and End Dates of the Project
The Anticipated Period of Performance for this grant is June 1, 2025 – May 31, 2026.   Within this Performance Period, please include the anticipated implementation dates (when crews or Individual Placements will be in training or in the field).   Sharing this information allows NPF to better assist service corps and NPS with planning for media and storytelling opportunities, evaluation, and potential site visits for donors and corporate supporters.

APPENDIX A

FLUXX General Navigation

Logging into Fluxx
For optimal functionality, it is recommended to use the Chrome browser. To install Chrome, visit: https://www.google.com/chrome/

If you have any questions throughout the process, please reach out to the Grants Administration team at applications@nationalparks.org.

New Users
If you have not accessed the system before, please register your profile at https://nationalparks.fluxx.io/. We ask that you DO NOT share profiles within your organization; all individuals accessing the portal should have a unique login. Once you have submitted your registration, please allow up to 2 business days for processing, at which point you will be invited to the system with an automated email sent to the email address indicated in the registration.

Existing Users
- Navigate to the National Park Foundation Fluxx portal by visiting https://nationalparks.fluxx.io/
- Enter your user ID (email address you used during registration) and password (case sensitive)
  o Typically, your ID is your primary email address
  o The password is case sensitive
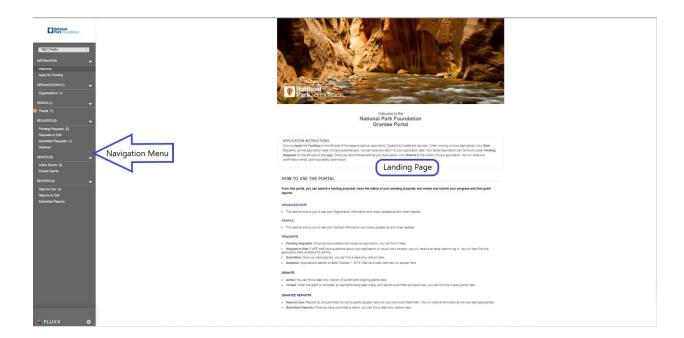
How to Reset Password

- Click on the "Forgot Password?" link on the left side of the login page
- Enter the email associated with your Fluxx account and click "Submit"
- Allow a few minutes to receive a reset email and follow the instructions provided
- If you do not receive a reset email, check your spam/junk folder. If you still haven't received a reset email, please reach out to the Grant Administration team at applications@nationalparks.org

Navigating the Grantee Portal

The NPF grantee portal is where you will submit applications, check the status of applications and subsequent grants, submit reports and update your personal and organizational profiles.
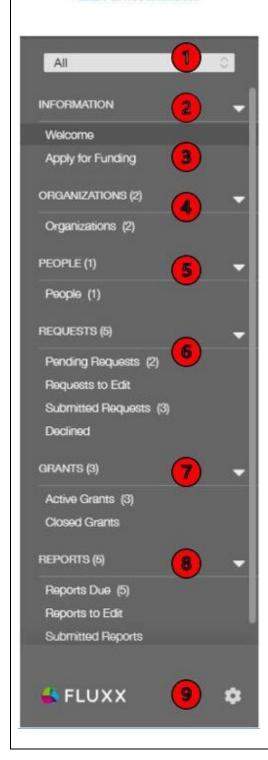
Landing Page

The main landing page has two main sections: the navigation menu on the left and the general information section.

Navigation Menu

1. **Affiliated Organization** - Your organization is listed here. If your email is associated with more than one organization, you can change organizations here.

2. **Information –** Click on Welcome at any time to get back to this main page

3. **Apply for Funding –** NPF's open applications are linked here. You can also reference closed applications and grantee resources. Please read the application descriptions carefully before starting, to ensure you are completing the right form.

4. **Organizations –** Go here to view and update/request updates to your organizational information

5. **People –** Go here to update your contact information.

6. **Requests –** All grant applications are found here, whether still in draft or in review.
   o Pending requests – Unsubmitted draft applications that you are working on. They will remain here until you submit them to NPF.
   o Requests to Edit – If NPF staff have questions or require additional information on your submitted request, they will send the application back to you and you will find them here. You will also receive an email alert.
   o Submitted Requests – All requests that are being considered for funding are located here.

7. **Grants –** Active and closed grant applications are found here

	8. **Reports** – This section displays information on upcoming reports due, previous reports submitted, and reports for which NPF has requested additional information. You will receive an email alert requesting additional information. 9. **Gear Icon** – Clicking on this icon will allow you to change your password and logout