



**PROGRAM NAME:**

**Program Purpose**

**REQUEST FOR APPLICATIONS**

**DATE**

AIHEC is pleased to announce that we are soliciting applications from Tribal Colleges and Universities (TCUs) interested in **DESCRIBE PROGRAM STATEMENT OF WORK HERE.**

Awardee TCUs are expected to **DESCRIBE SUBRECIPIENT STATEMENT OF WORK AND DELIVERABLES HERE.**

**Awards**

**LIST HOW MANY AWARDS WILL BE GIVEN AND THE AMOUNT HERE**

**Applicant Eligibility**

**LIST ELIGIBILITY REQUIREMENTS HERE**

**Application Format (SAMPLE OF APPLICATION ELEMENTS)**

The application must contain the following:

- 1. Capability statement** [20 points] about 1 page
  - a. A list of all personnel who are to be involved with the project, and their qualifications.
  - b. A description of the applicant's previous and current agriculture, environmental management, conservation and/or education programs relevant to the project.
  - c. A list of any collaborating partners and their roles in the project.
- 2. Target/Focus population** [20 points] about 1 page  
This section should include a brief description of the community your project will be serving. Please provide a documented estimate of the number of farmers and ranchers (or other agricultural producers) in your service area that could be impacted by the project.
- 3. Plan of Work and Timeline** [40 points] about 2 pages  
This section should include a description of the major project tasks and a timeline. Major project tasks should include recruitment and training of TCU students and

VISTA members, development of outreach strategies and training priorities, recruitment of local farmer/rancher participants, one in-person training workshop, and an ongoing technical assistance plan. The project period is one year and all projects must be completed by September 30, 2020.

**4. Budget and Budget Narrative** [20 points] about 1 page

A successful budget would likely include the following elements: VISTA member cost-share contribution (\$8,000/year); VISTA housing support (\$2,000/year); TCU student stipend(s) for a year; farmer/rancher participants' stipends; workshop expenses; local travel; office supplies and expenses. For all budget line items, provide a brief description and explanation of the item.

**5. A letter of commitment from the TCU President or authorized representative confirming the institution's intention to participate in the project, and approving of the personnel commitments described in the application.**

### **Proposal Submission**

Send application package as a Microsoft Word or PDF file by e-mail to **SUBMISSION EMAIL ADDRESS HERE**. Applications must be received electronically by **SUBMISSION DEADLINE HERE**. Application packages received after the deadline date will not be considered.

If you have any questions regarding the proposal process, please contact: **PM NAME AND CONTACT INFORMATION HERE**

### **Award Notification**

An application review committee will evaluate applications and will make recommendations for funding. AIHEC will make the final selection. Award notification will be made by **SELECTION ANNOUNCEMENT DATE HERE**