



## 2020 Partnership Capacity Building Grant Request for Proposals & Grant Guidelines

### Introduction/General Description

The Natwani Coalition, a project of The Hopi Foundation was formed in January 2004. The Natwani Coalition represents an affiliation of Hopi organizations and individuals dedicated to preserving Hopi farming traditions, strengthening the local Hopi food system and developing innovative sustainable strategies to promote wellness.

The vision of the Natwani Coalition is *“Working toward preserving and strengthening the healthy food system and agricultural traditions of the Hopi & Tewa People.”*

Our Goals are to support methods of agriculture, food distribution, and food consumption that are healthy for Hopi individuals and their communities that include:

- Encourage and support traditional, innovative and sustainable farming practices through outreach and education;
- Encourage the availability of locally grown foods and produce to Hopi & Tewa families;
- Encourage Hopi to consume locally grown foods and produce that promote health in themselves and their communities;
- Encourage and support the protection and preservation of Hopi heirloom seed varieties; and
- Encourage opportunities to restore food self-sufficiency at Hopi.

**The Natwani Coalition is accepting funding proposals that provide projects and activities that support the Mission, Vision and Goals of the Natwani Coalition.**

A total of \$150,000.00 will be available. Each grant award may vary between **\$10,000.00 – \$25,000.00**. The grant will be open in the following Cycles, depending on the applicant’s readiness to apply. All project funding must be utilized and a final project report is due by September 30, 2019. Proposal applications will be reviewed by an independent committee with the most promising projects selected for funding. Proposed projects should be based on the Hopi reservation and include the Hopi and Tewa communities.

### Grant Application Openings & Due Dates

Cycle IV
Open: Friday, September 3, 2020
<b>Due on or before: Friday, September 18, 2020 @ 5:00 p.m.</b>
Award Letters & Contracts: September 23 – 25, 2020
Grant Cycle: September 28, 2020 – March 31, 2020
Final Project Reports Due: March 31, 2020
All receipts/invoices must be turned in by: March 31, 2020



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### Project Criteria

Projects that are accepted shall align with the Natwani Coalition Mission, Vision & Goals to support practices and methods of agriculture, food distribution, and food consumption that are healthy for Hopi individuals and their communities. Such as to:

- ❖ Encourage and support traditional, sustainable farming practices through outreach and education;
- ❖ Increase the availability of fresh, sustaining grown produce to Hopi families;
- ❖ Encourage Hopi to eat foods that promote health in themselves and their communities;
- ❖ Support the growth and preservation of local food production;
- ❖ Identify opportunities to restore food self-sufficiency on Hopi;
- ❖ Project addresses a need in the community and for farmer/gardener/grower/rancher through its proposed activities;
- ❖ Project demonstrates involvement of Hopi culture, values and traditions;
- ❖ Project provides opportunities to launch poultry, orchard and small animal husbandry initiatives;
- ❖ Further farming or ranching activities, in a manner designed to assist individual Native American farmers or ranchers; and
- ❖ Coupled with strategic planning, capacity building training, and infrastructure development needed to expand established programs.

### Eligible Applicants

- Hopi & Tewa community based organizations
- Village Administrators & Staff members representing their Village, Senior and/or Youth programs;
- Others: community programs that provide a public service through the demonstration of their work in food, farming, growing, or ranching.

### Eligible expenses

- Equipment up to \$1000.00 (matching up to \$1000, if exceeds this amount)
- Materials for farming, growing, gardening, orchards, fencing, ranching, small animal husbandry or restoration work
- Supplies for education outreach and training programs
- Fees for vendors, technicians or specialized services
- Stipends or honorariums for presenters or trainers
- Staff salaries & benefits

### Ineligible Expenses

- Loans, liens, investments or debts
- Full purchase of equipment valued greater than \$1000
- Funds may not be used for litigation, lobbying or political activity
- Funds awarded shall not be used to supplant any existing funding

*All purchases and payments under the grant shall be made directly by the authorized Project Leader. Copies of all invoices and receipts must be submitted with the Final Project Reports to The Hopi Foundation – Natwani Coalition for all purchases and payments related to the grant. Cash will not be provided to grantees.*

## APPLICATION CHECKLIST

- ☐ **Application Form** – All pages Completed & Signed
  - Typewritten applications are preferred. Handwritten applications will be accepted however they must be CLEAR & LEGIBLE.
- ☐ **Budget** – Completed Form
  - Budget Justification Sheet: Provide a detailed description of the costs estimated for each line item. Examples are provided on the bottom of page 5.
  - Budget Summary Sheet: Provides a summary of all contributions to be made towards the proposed project. Examples are provided on the bottom of page 6.
- ☐ **Letters of Support** – Minimum of 2 letters of support from key project partners, such as organization members, village representatives, clan leaders or any other agencies involved. You may include additional letters that further describe your collaborations.
- ☐ **Volunteer Waiver & Release Form** – Completed & Signed by Project Leader
- ☐ **Release Authorization Form** – Completed & Signed by Project Leader
- ☐ **Mail, email, or fax completed application packet by cycle deadline:**
  - **September 18, 2020 by 5:00 p.m. MST**  
The Hopi Foundation Attn: Natwani Coalition  
P.O. Box 301  
Kykotsmovi, AZ 86039  
Fax: (928) 734-9521 Phone: (928) 734-2380  
Email: [terri.honani@hopifoundation.org](mailto:terri.honani@hopifoundation.org)

**\*\*\*Due to Covid-19, our offices are closed, hand deliveries of applications will not be accepted for our safety and yours.\*\*\***

*Applications will not be returned. Please ensure you make a copy of the application for yourself.*

## Grantee Expectations & Guidelines

Upon notification of award all grantees will be required to complete the following requirements:

1. **Monthly reports:** All grantees are required to submit monthly reports. A template will be provided. Monthly reports are due no later than the last day of each month.
  - a. Reports may be emailed, mailed or faxed.
2. **Submit Receipts & Invoices:** All grantees will be required to submit receipts and invoices for direct purchases made related to this grant.
3. **Site Visits:** All grantees will be required to provide an initial site visit and final site visit to their project sites. Site visits will be prearranged with the Natwani Coalition Staff.
4. **Grantee Showcase:** All grantees will be required to submit progress pictures of their projects to be included in the Natwani Coalition 2020 Grantee magazine showcase.
5. **Final Project Report:** All grantees are required to submit a final report at the closure of the grant program. Final reports are due no later than March 31, 2020 at 5:00 p.m.
  - a. Reports may be emailed, mailed or faxed.