



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; broken up into 3 Cycles of \$50,000.00 per cycle. 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, 2020**. 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 I \$50,000	Cycle II \$50,000	Cycle III \$50,000
Open: January 6, 2020	Open: March 23, 2020	Open: May 25, 2020
Due on OR before: February 3, 2020 @ 5:00 p.m.	Due on OR before: April 20, 2020 @ 5:00 p.m.	Due on OR before: June 22, 2020 @ 5:00 p.m.
Grant Cycle: Feb. 14 – Sept. 30, 2020	Grant Cycle: May 1 – Sept. 30, 2020	Grant Cycle: July 3 – Sept. 30, 2020
All Final Project Reports, Invoices & Receipts Due: September 30, 2020		
All Grantees must present at the Grantee Showcase, date, time, & location TBD		



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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.



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APPLICATION CHECKLIST & INSTRUCTIONS

- ☐ **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.
- ☐ **Volunteer Waiver & Release Form** – Completed & Signed by all participating individuals of the proposed project.
- ☐ **Release Authorization Form** – Completed & Signed by all participating individuals of the proposed project.
- ☐ **Letters of Support** – Minimum of two (2) letter 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.
- ☐ **Mail, email, or hand deliver completed application packet by cycle deadlines:**
 - Cycle 1 Deadline: February 3, 2020 @ 5:00 p.m.
 - Cycle 2 Deadline: April 20, 2020 @ 5:00 p.m.
 - Cycle 3 Deadline: June 22, 2020 @ 5:00 p.m.

Natwani Coalition
P.O. Box 301 / 110 Main Street
Kykotsmovi, AZ 86039
Phone: (928) 734-2380
Email: terri.honani@hopifoundation.org

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

Grantee Expectations & Guidelines

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

1. **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 September 30, 2020 at 5:00 p.m.
 - a. Reports may be mailed, emailed, or hand delivered.
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. **Workshops:** All grantees will be required to attend two (2) community workshops sponsored by the Natwani Coalition.
 - a. Workshop topics, locations, dates and times TBD.
5. **Grantee Showcase:** All grantees will be required to attend the 2020 Natwani Coalition Community Grant Program Showcase. Grantees will have the opportunity to network and present their projects during the Showcase.
 - a. Showcase location, date and time TBD.

PLEASE FILL OUT EACH SECTION LEGIBLY

Cycle I ☐ (Feb. 14 – Sept. 30, 2020) Cycle II ☐ (May 1 – Sept. 30, 2020) Cycle III ☐ (Jul. 3 – Sept. 30, 2020)

Title of Project: _____

Name of Applicant (Project Leader or Responsible Party): _____

Name of Group/Organization: _____

Village or Community: _____

Business Mailing Address: _____

Business Telephone Number: (____) ____-____ **Alternate Number:** (____) ____-____

Email Address: _____

Have you applied for a Partnership Capacity Building Grant with the Natwani Coalition in previous years? Yes ☐ No ☐ If yes, when? _____

Physical Location of Proposed Project: _____

Anticipated Start Date of Project: _____

Estimated number of participants to be served: _____

Total budget amount requested: _____

How did you hear about the Partnership Capacity Building Grant?

☐ RADIO ☐ NEWSPAPER ☐ FACEBOOK ☐ EMAIL ☐ FLYER ☐ WEBSITE ☐ FRIENDS/FAMILY ☐ OTHER

Would you like to receive emailed news updates from the Natwani Coalition regarding trainings, workshops, events, future projects, etc.? YES ☐ NO ☐

Are there any workshops/trainings you would recommend that could help you and others in the area of agriculture, farming or ranching? _____

Please answer each question. You may use additional pages if necessary.

1. Organization Background: Provide a brief history and description of your group/organization.

2. Project: What is your proposed project and what is its purpose?

3. Scope of Project: How will you accomplish your proposed project? List Key Staff or support.

4. Project Timeline – Action Plan: Give a brief schedule of steps or activities needed to complete the propose project. Use additional lines if necessary.

Goal:			
S.M.A.R.T. Objective:			
Activities: What steps will I take to get me to this objective?	Timeline: When will it be done? (MM/DD/YYYY)	Who is responsible?	Deliverables: How do I show what I've done?

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S.M.A.R.T. Objective:			
Activities: What steps will I take to get me to this objective?	Timeline: When will it be done? (MM/DD/YYYY)	Who is responsible?	Deliverables: How do I show what I've done?

5. **Statement of Need:** How will this grant help your organization complete your proposed project?

6. **Project Impact:** What will your proposed project accomplish? Who is your target population?

7. **Project Goals:** How does your project support the Natwani Coalition's mission "to preserve and strengthen the healthy food system and agriculture traditions of the Hopi & Tewa people"?

8. **Project Diversity:** Does the proposed project embrace the involvement of a wide range of the community? (Ex: Villages, clans, youth, elderly, gender, other programs/organizations, etc.)

9. Project Feasibility: Please answer each question to ensure your proposed project will be successful.

Is the proposed project site secured and safe for the project to begin? (ex. Land or clan assignment papers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please explain.
Does the applicant (or organization) have access to proper equipment & tools to complete the proposed project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please explain.
Will the proposed project have efficient management to align with the given completion date of SEPTEMBER 30, 2020 ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please explain.
Has the applicant considered all areas of budget cost of the proposed project? Will the requested grant amount be sufficient to fund the project, will any additional funding from separate entities be necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please explain.
Will the applicant (or organization) have sufficient manpower to complete the proposed project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please explain.
Has the applicant (or organization) considered the logistics to coordinate the proposed project of its size?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please explain.

I, _____ verify that the information stated above is correct and true. I also verify that by signing this application, I agree to abide to the conditions set forth in the application process.

Signature of Authorized Project Leader

Date

BUDGET JUSTIFICATION WORKSHEET

BUDGET LINE ITEM	ITEM DESCRIPTION	PRICE	QUANTITY	TOTAL
1. Advertising				
				\$
2. Materials & Supplies				
				\$
3. Equipment				
				\$
4. Travel				
				\$
5. Office Expense				
				\$
6. Consulting				
				\$
7. Food/M meal Expenses				
				\$
8. Other:				
				\$
TOTAL				\$

BUDGET LINE ITEM	ITEM DESCRIPTION	PRICE	QUANTITY	TOTAL
2. Materials & Supplies	<i>Fence posts</i>	<i>\$6.00 ea.</i>	<i>30</i>	<i>\$180.00</i>
3. Equipment	<i>Cultivator</i>	<i>\$125.00</i>	<i>1</i>	<i>\$125.00</i>
4. Travel	<i>Gas round trip to Flagstaff for supplies</i>	<i>\$2.65/gallon</i>	<i>40</i>	<i>\$106.00</i>
8. Other	<i>Stipend for part time worker</i>	<i>\$10.00/hr.</i>	<i>160</i>	<i>\$1,600.00</i>
TOTAL				\$2,011.00

BUDGET SUMMARY WORKSHEET

PROJECT BUDGET ITEMS	NATWANI COALITION	OTHER SOURCES	IN-KIND (non-cash) CONTRIBUTIONS
DIRECT OPERATIONAL EXPENSES	Grant Contributions	Your contributions to the proposed project	Friends/Family/Org. contributions to project
1. Advertising			
2. Materials & Supplies			
3. Equipment			
4. Travel			
5. Office Expense			
6. Consulting			
7. Food/M Meal Expenses			
8. Other			
TOTAL	\$	\$	\$

Project Budget Items	HF/Natwani Coalition	Other Sources	In-Kind (non-cash) Contributions
Direct Operational Expenses	Grant Contributions	Your contributions	Friends/Family/Volunteer contributions
Materials & Supplies	\$180.00	Company Tools	Refurbish old building materials
Equipment	\$125.00	Repair & maintenance	Loan program equipment
Travel	\$106.00	Program vehicle & Gas \$100	Loan program vehicle
Other	\$1,600.00	Administrative Costs	Volunteer hours
Total	\$2,011.00	\$1,000.00	\$1,000.00



Release Authorization

The undersigned represents and warrants that he/she has the authority to give and thereby gives The Hopi Foundation the absolute and unqualified right to use, in whole or in part, in whatever manner The Hopi Foundation may desire, including, but not limited to, use for publicity, audiovisual presentation, and/or promotion, any written or photographic materials related to grant profiles, featured stories, and other communications associated with the webpages, newsletters, and other collateral materials obtained through its Programs, events and services.

The Hopi Foundation is hereby given permission to make any editorial changes and/or additions to the materials referred to the paragraph above as it deems necessary or desirable for production purposes.

The undersigned further agrees to defend, indemnify, and hold The Hopi Foundation, their trustees, directors, officers, employees, members, and agents harmless from and against any and all claims and liability that may arise out of any misrepresentation or breach of this warranty.

Release authorized for:

Print Name: _____

Signature: _____

Date: _____

Parent/Guardian authorization: (if under 18)

Print Name: _____

Signature: _____

Date: _____



GRANTEE WAIVER & RELEASE FORM

This form must be signed by or on behalf of each grantee who will participate in or otherwise be involved with The Hopi Foundation-funded projects. If you are unable to read or fully understand this waiver, please speak with the Natwani Coalition Staff for assistance. As a grantee with The Hopi Foundation (herein, the "Foundation") may include community service projects, program assistance, event planning and support, or general clerical support. Grantees under 18 must have this waiver signed by a parent or legal guardian for participation. Any children under Arizona's minimum age for employment are not eligible for grant work unless approved by the Program Director.

I understand that I will be spending the day(s) as a grantee for THE HOPI FOUNDATION and will be participating at my own risk. I acknowledge that my participation is voluntary and does not constitute a condition or requirement of employment. I further acknowledge that the FOUNDATION and other external locations may pose normal yet potential hazards. I attest that I am physically fit and prepared for this work.

I will not create an unsafe situation for other individuals or myself nor will I use any electrical equipment or engage in any task with which I am not completely comfortable. I will abide by all applicable federal, state and local laws, as well as the rules and directions of the FOUNDATION staff and senior volunteers. If I see any situation that I feel is unsafe, I will immediately call it to the attention of the FOUNDATION staff. I understand that I cannot bring any children or young adults with me to participate at the FOUNDATION or other locations.

On behalf of myself, as well as my heirs, executors, administrators and assigns, I hereby forever release, discharge, waive and agree to indemnify and hold harmless the FOUNDATION or its employees or representatives its partners or sponsors, along with their respective officers, directors, agents, employees, contractors, successors and assigns from and against any and all claims of liability, legal or otherwise, including, without limitation for personal injury, loss of property and/or death arising out of or connected in any way with my participation with a FOUNDATION sponsored-project.

I acknowledge that I have read and understand the full contents and effects of the entire release stated in the foregoing paragraphs. Accordingly, I waive and relinquish, any and all rights or benefits that I may have.

I hereby grant THE HOPI FOUNDATION full and complete permission to use audio recordings, photographs, videos and interview footage and quotations from me in legitimate promotions and to further the mission and vision of the FOUNDATION in any and all media now known or hereinafter developed without restriction or compensation.

Grantee or Underage Grantee Guardian Waiver

I, _____ understand that I have given up substantial rights by signing this Waiver and have signed it freely and voluntarily without any inducement, assurance or guarantee being made to me and I INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE of all liability by Released Parties to the greatest extent allowable by law.

Organization: _____

Signature of Participant Date

Local Community/Village/City: _____

Other: _____

Signature of Parent/Legal Guardian Date

Address

Print Name of Minor Child Participant Date

City State Zip Code

Do you affirm that your child or dependent meets Arizona's minimum age requirements for employment? (14 years of age) ☐ Yes ☐ No

Email Address

☐ Yes, my child may participate ☐ No, my child cannot participate