Tribal Capacity Building Pilot Program: Application Template

**Before you begin, a few items to keep in mind:**

* Applicants should carefully read the [Notice of Funding Availability (NOFA)](https://sgc.ca.gov/programs/tribal/docs/20231107-TCBP_NOFA.pdf) and [Tribal Capacity Building Pilot Program Grant Guidelines](https://sgc.ca.gov/meetings/council/2023/10-26/docs/20231026-6_AttachmentA_Guidelines.pdf) prior to starting the Application.
* Applications are scored using the criteria provided in the Grant Guidelines, starting on page 11.
* Applicants are encouraged to work on the narrative responses in this Application Template and then transfer completed answers to their [online Submittable Application](https://cagovopr-cace.submittable.com/submit). Doing so will ensure all work is saved to your desktop.

**Applications must be submitted via Submittable only by 5:00 p.m. PT on Monday, February 5, 2024.**

## **Narrative Responses**

*Applicants will respond to a series of questions that offer detailed descriptions of the applicant’s vision, capacity building needs, program activities, budget, and timeline.*

### **Introduction & Vision**

This section should provide readers with an introduction to the tribe and a description of the tribe’s vision that communicates a concise set of desired outcomes for the tribe’s climate-related work around climate mitigation, adaptation, and resilience. Reviewers will evaluate the extent to which this vision reflects the Tribal Capacity Building Pilot Program objectives with achievable outcomes.

1. **Please provide a clear introduction to the tribe, including any relevant background information that will familiarize the reviewer with the tribe. Limit: 500 words**

[Insert text here]

1. **Please describe the designated point of contact’s ability to engage in the day-to-day activities of the program.** NOTE: Designated point of contact is listed on #4 of the Application. **Limit: 350 words**

[Insert text here]

1. **Please describe the tribe’s vision that communicates a concise set of desired outcomes for the tribe’s climate-related work and reflects alignment with the Tribal Capacity Building Pilot Program objectives.** NOTE: See page 5 of the Grant Guidelines for the Tribal Capacity Building Pilot Program objectives. **Limit: 350 words**

[Insert text here]

### **Capacity Building Need**

This section should effectively communicate the capacity building needs of the tribe and demonstrate how the proposed activities would address those needs. The program need should be specific and clearly outline the climate mitigation, adaptation, and resilience needs that necessitate funding to support staff capacity and technical assistance support. This may include climate vulnerabilities, environmental and socio-economic factors, staff capacity limitations, and other considerations that enable reviewers to understand how this pilot program could positively impact the tribe.

SGC intends to fund Tribal Capacity Building Pilot Program awards in a manner that reflects statewide geographic and tribal diversity, inclusive of rural and urban tribes, federally recognized and non-federally recognized tribes, and a range of climate impacts. Applicants are encouraged to indicate how their application would further this goal.

1. **Please describe the priority climate, environmental, and socio-economic issues experienced by the tribe. Limit: 500 words**

[Insert text here]

1. **Please explain your tribe’s capacity building needs and interest in participating in the pilot program. Please include how participation in this pilot program would support the tribe’s capacity building needs. Limit: 350 words**

[Insert text here]

1. **Please explain how the pilot program will support the tribe in developing long-term capacity to secure funding and implement tribal-led climate action, including anticipated role and inclusion of the Technical Assistance Provider.** NOTE: See page 4 and 7-8 of the Grant Guidelines for more information on the Technical Assistance Provider and technical assistance/support offered. **Limit: 350 words**

[Insert text here]

### **Program Activities**

The applicant’s proposed customized activities should reflect and build upon the tribe’s vision. Activities should provide more specificity around necessary actions to achieve desired outcomes. Activities should align with overall Tribal Capacity Building Pilot Program objectives: building tribal staff capacity to advance and sustain climate action, securing funding to develop and implement tribal-led climate projects, and enhancing peer learning relationships between tribes. The proposed customized activities listed here may be changed throughout the grant term based on the needs, gaps, and priorities of the tribe.

1. **Please describe the three to five proposed customized activities the tribe plans to focus on throughout the grant term.** NOTE: See page 7 of the Grant Guidelines for the list of eligible Customized Activities. **Limit: 350 words**

[Insert text here]

1. **Please explain how these activities reflect and build upon the tribe’s vision for climate-related action, including specificity around the necessary actions of the proposed customized activities and how the activities would achieve desired outcomes. Limit: 500 words**

[Insert text here]

1. **Please explain how both mandatory and proposed customized program activities will support the tribe in achieving overall program objectives.** NOTE: See page 6-7 of the Grant Guidelines for Mandatory Activities and Customized Activities, and page 5 for the Tribal Capacity Building Pilot Program objectives. **Limit: 350 words**

[Insert text here]

### **Budget & Timeline**

The budget worksheet (template included below) should provide reviewers with a clear understanding of how the applicant will allocate time and funding resources. The budget should meet program requirements and present a clear vision for how the tribe will build its staff capacity to participate in the Tribal Capacity Building Pilot Program and to meet the applicant’s goals and program objectives.

Budget Worksheet Template: [20231108-TCBP\_Budget\_Worksheet.xlsx](https://sgc.ca.gov/programs/tribal/docs/20231108-TCBP_Budget_Worksheet.xlsx)

1. **Please upload a completed Excel budget worksheet using the "Budget Worksheet Template" provided above that clearly outlines the proposed budget breakdown with costs that allocate sufficient funding to ensure effective implementation:**

Applicants are REQUIRED to use the Budget Worksheet Template provided above.

"Total Project Cost" in the budget worksheet MUST match the funding requested on #14 of the Application.

NOTE: See page 7 of the Grant Guidelines for the list of eligible Customized Activities to insert into the worksheet.

[UPLOAD EXCEL BUDGET WORKSHEET IN ONLINE SUBMITTABLE APPLICATION]

1. **Please provide a budget justification that demonstrates how costs listed in the Excel budget worksheet are aligned with proposed customized activities and correspond to Tribal Capacity Building Pilot Program objectives and goals.** NOTE: See page 5 of the Grant Guidelines for the Tribal Capacity Building Pilot Program objectives. **Limit: 350 words**

[Insert text here]

1. **Please outline the proposed timeline for the tribe’s mandatory and proposed customized activities, including hiring new staff, and explain the tribe’s process to efficiently bring staff on board. Limit: 350 words**

[Insert text here]