



InterTribal Buffalo Council  
2497 West Chicago Street  
Rapid City, SD 57702  
Phone: (605) 394-9730  
Fax: (605) 394-7742  
Website: [www.itcbison.com](http://www.itcbison.com)

## MEMORANDUM

**DATE:** January 31, 2013  
**TO:** ITBC Membership Tribes  
**FROM:** Jim Stone, Executive Director  
**RE:** FY 2013 Herd Development Grant Proposals

Attached are the guidelines and a scoring review sheet for the FY 2013 Herd Development Grant Program. Once the proposals are received in the office, they will be reviewed as follows:

1. All proposals will be grouped into three categories based on herd size.
2. Each category will receive a base funding amount that will be dependent upon herd size.
3. The remaining funds will be divided equally amongst the three categories and distributed through competition within the category and based on proposal score.

The schedule for the process is included in the guidelines.

If you have any questions, please contact me at 605-394-9730.

## **2013 HERD DEVELOPMENT GRANTS GRANT APPLICATION GUIDELINES**

### **Section I. Eligibility**

Member Tribes who are “voting members” of the Inter Tribal Buffalo Council (ITBC) are eligible to submit a proposal for FY13 funding to the Herd Development Grant Program.

In order to be determined a “voting member” Tribes must:

1. Pay dues by October 1 of each year,
2. Regularly attend membership meetings. This has been determined to be attendance at one of the last five Membership meetings.
3. Submit any documents to ITBC as required by the Board of Directors.

Members who fail to comply with this section shall be considered ineligible for the Herd Development Grant Program.

Nonvoting Members lose their privilege to vote and are ineligible to apply and receive services from ITBC, including but not limited to, funding, surplus bison, and reimbursement for travel costs to attend meetings.

Please note that the ITBC office will review files to determine submission of the One-Page Concept Paper by required deadlines approved of by the ITBC BOD before acceptance of your proposal for review and scoring. If the documents are not on file, your proposal will be returned without review and scoring.

### **Section II. Scope**

Funds for single year or one year phase of multi year projects will be awarded through a competitive grant process. Emphasis will be given to projects that will enhance long term sustainability of Tribal Bison Programs, establishment of new bison restoration projects and infrastructure/rangeland improvements to enhance or assist management and restoration of the overall bison program that is compatible with spiritual and cultural beliefs and practices.

### **Section III. Format Guidelines**

Proposals must in the ITBC office by close of business (5:00 p.m. – MST) on **March 31, 2013**. Documents may be in hard copy form or submitted electronically. It is the responsibility of the Tribe to verify that electronic submissions were received by ITBC. Proposals shall be submitted on standard sized paper with a Table of Contents, numbered pages and securely stapled or bound.

A **Tribal Council Resolution** or document with similar authority signed by a person authorized to act on behalf of the Tribe must be included with the proposal by due date and indicate Tribal knowledge and support for the proposal.

#### **Section IV. Project Abstract (brief overview of proposal – 2 page maximum)**

This section of the proposal will include:

- Identification of the Tribe submitting the proposal and locations of Tribes;
- Indicate the duration of the bison project (1 year, or which phase of larger project);
- Names, addresses, telephone, email or other contact information for the project director;
- Names and affiliation of any project collaborators;
- Brief list of projects to undertake with grant funds;
- Brief summary of work to be performed;
- Total annual project cost;
- Total amount of funds requested for current year.

#### **Section V. Proposal Narrative (10 pages maximum)**

The narrative will include:

- Background of the Tribe's bison project, including date of inception, number of animals;
- Objectives of the bison project;
- Explanation of how project will enhance the overall purposes of the Inter Tribal Buffalo Council Priorities which are outlined in Section II: Scope of this document;
- Methods the Tribe intends to implement to achieve project objectives;
- Location and description of land base for project including size of pasture for animals, carrying capacity of pasture, infrastructure (include a map/photos if possible);
- Budget & Budget Narrative;
- Description of project management;
- Impacts; and
- Methods for Project evaluation

#### **Section VI. Award Notification**

The ITBC Office will notify all Tribes regarding the score of their proposals and resulting level of funding. Tribes may appeal the decision of the Proposal Review Committee in accordance with the ITBC Appeals Process. Upon completion of the Appeals Process Tribes will be notified of their final funding amount

## **Section VII. Schedule**

|                  |  |
|------------------|--|
| January 31, 2013 | Request for proposals sent out to Tribes |
| March 31, 2013   | Proposal submission deadline             |
| April 31, 2013   | Initial funding notifications sent out   |
| May 15, 2013     | Appeals deadline                         |
| June 1, 2013     | Appeals determinations made and sent out |
|                  | Final funding notifications sent out     |

**InterTribal Buffalo Council**  
Grant Review Score Sheet

Reviewer Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant Organization \_\_\_\_\_

Applicant Contact \_\_\_\_\_

Bison reported on proposal \_\_\_\_\_ Bison as of 12/31/2012 \_\_\_\_\_

Funding Category 1 2 3 (Please circle).

All proposals will receive a base funding amount of \$\_\_\_\_\_.

The minimum score to be funded is a **60**.

**Review Score:**

| <b>Evaluation Criteria</b>    | <b>Maximum Score</b>       | <b>Score</b> |
|-------------------------------|----------------------------|--------------|
| Sections I – IV (From Page 3) | 20                         |              |
| Section V (From Page 6)       | 80                         |              |
| <b>Totals</b>                 | <b>100 Points Possible</b> |              |

This proposal will not be funded due to (Please circle):

1. A low score.
2. Eligibility requirements not met (Please See Section I).
3. Other \_\_\_\_\_

The proposal request was for \$\_\_\_\_\_.

This proposal was funded in the amount of \$\_\_\_\_\_.

# InterTribal Buffalo Council

## Grant Review Score Sheet

### Section I. Eligibility (All 5 eligibility points **must** be met.)

Good standing as defined by By-Law Section 1(f):

1. Annual ITBC dues received by October 1<sup>st</sup>.  
Received \_\_\_\_\_ Eligibility Met
2. Attendance of one ITBC Board meeting in last five calendar years.  
Attended \_\_\_\_\_ Eligibility Met
3. Proposal includes a Tribal resolution or document with similar authority signed by a person authorized to act on behalf of the Tribe and indicates Tribal knowledge and support for the proposal. Eligibility Met
4. 2013 One-page Concept Paper submitted on time.  
Received \_\_\_\_\_ Eligibility Met
5. Grant application received on March 31, 2013 before 5:00 p.m. MST met.  
Received \_\_\_\_\_ Eligibility Met

### Section II. Scope (One of the three criteria **should** be met)

*Does the proposal emphasize one of the following (please check only one that applies):*

1. Enhances long-term sustainability of tribal bison programs. Criteria Met
2. Establishes new bison restoration projects. Criteria Met
3. Provides for infrastructure/rangeland improvements to enhance or assist management and restoration of the overall bison program that is compatible with spiritual and cultural beliefs and practices. Criteria Met

### Section III. Format Guidelines (This criteria **should** be met.)

Proposal is submitted on standard sized paper with a Table of Contents, numbered pages, and securely stapled or bound. Criteria Met

### Section IV. Project Abstract (All 10 criteria **should** be met.)

*The project abstract is a brief overview of the proposal, is 2 pages maximum, and includes the following.*

- Identification of the Tribe submitting the proposal and locations of Tribes. Criteria Met
- Indication of the duration of the bison project (1 year, or which phase of larger project). Criteria Met
- Name, address, telephone, e-mail or other contract information for the Project director. Criteria Met

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Grant Review Score Sheet

- |   |                                       |
|---|---------------------------------------|
| Names and affiliation of any project collaborators.   | Criteria Met <input type="checkbox"/> |
| Brief list of projects to undertake with grant funds. | Criteria Met <input type="checkbox"/> |
| Brief summary of work to be performed.                | Criteria Met <input type="checkbox"/> |
| Total annual project cost.                            | Criteria Met <input type="checkbox"/> |
| Total amount of funds requested for current year.     | Criteria Met <input type="checkbox"/> |

**Section I – IV Totals**

Please count all of the boxes () you have checked, and place the total number in the Total Points from Section I – IV box below. A maximum of 15 points is available from the above four sections. Please transfer this total to page 1, Section I – IV.

**Comments concerning Sections I – IV.**

  
  
  
  
  
  
  
  
  
  

Total Points from Section I – IV

# InterTribal Buffalo Council

## Grant Review Score Sheet

**Section V. Proposal Narrative** (This section has 85 possible points and *should* include the following criteria.)

*Each of the following Proposal Narrative criteria is assigned distinct point values. Please complete the Points Assigned box to the right of each criteria that reflect the points you are assigning to each criteria.*

### **Narrative Page Limit (5 points)**

The proposal's narrative was kept within the 10 page limit.

|                  |                                      |
|------------------|--------------------------------------|
| <b>Comments:</b> | Points Assigned <input type="text"/> |
|------------------|--------------------------------------|

### **Bison Project Background (5 points)**

The narrative includes the background of the Tribe's bison project, including date of inception and number of animals.

|                  |                                      |
|------------------|--------------------------------------|
| <b>Comments:</b> | Points Assigned <input type="text"/> |
|------------------|--------------------------------------|

### **Proposal Objectives (15 points)**

The proposal's narrative includes clear, specific objectives of the bison project. The objectives are achievable.

|                  |                                      |
|------------------|--------------------------------------|
| <b>Comments:</b> | Points Assigned <input type="text"/> |
|------------------|--------------------------------------|

### **ITBC (5 points)**

The proposal's narrative includes conversation on how the project will enhance the overall purpose and objectives of the InterTribal Bison Cooperative.

|                  |                                      |
|------------------|--------------------------------------|
| <b>Comments:</b> | Points Assigned <input type="text"/> |
|------------------|--------------------------------------|

### **Implementation (15 points)**

The proposal's narrative reflects that the Tribe has a clear and achievable implementation strategy to implement the project objectives.

|                  |                                      |
|------------------|--------------------------------------|
| <b>Comments:</b> | Points Assigned <input type="text"/> |
|------------------|--------------------------------------|



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**Land Base (5 points)**

The proposal's narrative includes the location and description of the land base for the project, including size of pasture for animals, carrying capacity of pasture, and infrastructure. A map and photos should be included if possible. The land base is conducive to the proposed project.

|                  |  |
|------------------|--|
| <b>Comments:</b> | Points Assigned <input style="width: 100px; height: 20px;" type="text"/> |
|------------------|--|

**Budget (15 points)**

The proposal's narrative includes a proposed budget and budget narrative that is reasonable and adequately justified.

|                  |  |
|------------------|--|
| <b>Comments:</b> | Points Assigned <input style="width: 100px; height: 20px;" type="text"/> |
|------------------|--|

**Project Management (5 points)**

The proposal's narrative includes a description of the project's management. The project staff has the technical expertise necessary to complete the work.

|                  |  |
|------------------|--|
| <b>Comments:</b> | Points Assigned <input style="width: 100px; height: 20px;" type="text"/> |
|------------------|--|

**Impact (10 points)**

The proposal's narrative reflects the impact and benefits to the Tribe's bison project.

|                  |  |
|------------------|--|
| <b>Comments:</b> | Points Assigned <input style="width: 100px; height: 20px;" type="text"/> |
|------------------|--|

**Evaluation (5 points)**

The proposed Project includes clear, measurable outcomes.

|                  |  |
|------------------|--|
| <b>Comments:</b> | Points Assigned <input style="width: 100px; height: 20px;" type="text"/> |
|------------------|--|

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**Section V Totals**

Please place in the correlating category below the totals from the Points Assigned boxes ( ) that you completed in Section V. A maximum of 85 points are available from the above section. Please transfer the total of Section V to page 1.

| <b>Evaluation Criteria</b> | <b>Maximum Score</b> | <b>Score</b> |
|----------------------------|----------------------|--------------|
| 10 Page Limit Met          | 5 Point              |              |
| Bison Project Background   | 5 Points             |              |
| Proposal Objectives        | 15 Points            |              |
| ITBC                       | 5 Points             |              |
| Implementation Plan        | 15 Points            |              |
| Land Base                  | 5 Points             |              |
| Budget                     | 15 Points            |              |
|                            |                      |              |
| Project Management         | 5 Points             |              |
| Impact                     | 10 Points            |              |
| Evaluation                 | 5 Points             |              |
| Total of Section V         | 85 Points Possible   |              |