



InterTribal Buffalo Council
520 Kansas City St, Suite 300
Rapid City, SD 57701
Phone: (605) 394-9730
Fax: (605) 394-7742
www.ITBCBuffaloNation.org

FY2024 Herd Development Grant Application Guidelines

PLEASE READ THE ENTIRE GUIDELINES TO ENSURE THE ELIGIBILITY OF YOUR PROPOSAL FOR THIS FUNDING OPPORTUNITY!

I. Eligibility

In order to be eligible for the FY2024 Herd Development Grant, member Tribes must pay their membership dues for the FY2024 (October 1, 2023 to September 30, 2024) prior to grant application.

Herd Development Grant funds must be used for a buffalo herd which is owned by the Member Tribe.

Tribes submitting an application must be in good standing with their previous grant reports, if applicable, as well as Federal eligibility (via www.sams.gov).

II. Scope of Work

Funds from the Herd Development Grant program must be used for a **one-year** project that accomplishes one or more of the following:

1. Establishes a new Tribally managed buffalo herd;
2. Enhances the long-term sustainability of the Tribal Buffalo Program;
3. Enhances the infrastructure and/or rangeland of the Tribal Buffalo Program; and/or
4. Enhances the spiritual and cultural beliefs and practices of the Tribe.

The Project Period will be from **July 1, 2025 through June 30, 2026**. The project period is dictated directly by the source of funding for the Herd Development Grant Program, which is a sub-award from a 638 Contract (Public Law 93-638) between the InterTribal Buffalo Council and Bureau of Indian Affairs.

The data from applications may be used by ITBC to support enhanced federal funding to ITBC or to seek philanthropic funding awarded for herd development grants. By applying, you agree to allow ITBC to use the information you provide in the application to enhance herd development grant funding.

III. Deadline and Submission Guidelines

All proposals and submission documents must be submitted through the ITBC grant portal <https://4zwpnbiso6so.us.optimytool.com/>, by the close of business (**5pm MST**) on **May 15, 2025**.

You may also call the ITBC office at 605-394-9730 or email CeCe Big Crow (cece@itbcbuffalonation.org) with any questions.

IV. Proposal Requirements

Each eligible proposal must include the following information.

- A. **Tribal Council Resolution:** A Tribal Council Resolution and/or other document with the same legal effect as determined by your Tribe's governing documents, signed by an appropriate Tribal Official must be included with the proposal by the due date and indicate

the Tribe's authorization to submit the proposal. Please ensure that the correct FY is stated correctly on this documentation. This will be uploaded onto the ITBC grant portal.

- B. Proposal Narrative:** The proposal narrative will consist of a series of questions **answered and submitted via the ITBC grant portal**. The proposal must include:
- i. Tribal contact information;
 - ii. The number of buffalo the Tribe currently manages;
 - iii. Information about the buffalo pasture and infrastructure for managing the herd (i.e. # acres, carrying capacity, fencing, pastures, handling facilities, corrals, water resources, etc.);
 - iv. Number of full-time and part time staff;
 - v. Estimated Annual Operating Budget;
 - vi. Five-Year Goals for Buffalo Program;
 - vii. Proposal Summary to include:
 1. A brief description of the work to be performed;
 2. Project Goals and Objectives and an explanation of how the work performed in this project accomplishes one or more objectives in the Scope of Work, outlined above in **Section II. Scope of Work**.
 3. Key Personnel Involved in Project;
 - viii. Budget Narrative and Funding Request;

Proposals that contain all of the above information and fulfill one of the objectives in the Scope of Work described in [Section II: Scope], will be deemed eligible for funding. There is no maximum cap for funding requests for the FY2024 Herd Development Grant. However, expected funding levels will not likely exceed \$200,000 based on overall funding from BIA to ITBC.

V. Reporting Requirements

A mid-year and final report **MUST** be submitted by the reporting deadlines.

Note: Information will be available and sent with grant paperwork to grant recipients with instructions to complete of required reports by the deadlines.

Reporting Requirements:

1. Short description of the project.
2. Short paragraph outlining the grant objectives and progress at reporting intervals.
3. Scope of work: state in 1-2 paragraphs how the objectives will be met or how they were met and/or enhanced the overall buffalo project.
4. Budget: state how the funding will be used in a line item budget and brief narrative of how the funding was used to meet the grant objectives.
5. Summarize briefly any issues, concerns, or questions: state in 1 or 2 paragraphs any issues encountered during the grant implementation; modifications made (if any); concerns of the buffalo project and how future grants might be used; and questions to forward to the staff and ITBC Board of Directors to enhance the overall grant program success.
6. A completed monitoring plan – this will be available on the grants platform that is provided by the ITBC.

VI. Award Notification and Appeals

The ITBC office will notify all Tribes regarding their application and level of awarded funding.

Appeals to funding decisions will be considered only if the applicant can demonstrate that the rules outlined in these guidelines were improperly applied to the review of their proposal. Appeals must be submitted to the ITBC office within 10 business days of the date that the tentative award letter was sent. The ITBC Board of Directors will have final say on all appeal decisions.

Awards will be sent out after the appeals process has expired or after appeals have been satisfactorily settled.