



**Activity Proposal Form**

Regional Rep. Name:

Region:

Hosting State:

Contact Person Information:

Phone:

Date Form Submitted:

**Activity Description**

Activity Title:

Date of Activity:

Description:

Target Audience:

Partners Involved:

**Estimated Cost**

Description

Amount

Total Cost:

**National Council Use Only**

Council Comments:

Ranking:

Approved: Yes

No

Authorized By:

Total Amount:

National Organization  of Professional Hispanic  
Natural Resources Conservation Service Employees



Additional Notes

The main purpose for this form is to engage in outreach activities to promote information about NRCS programs and trainings within NRCS.

Guidance on submitting the proposal;

- Proposals can be submitted all year around.
- National Council will establish cutoff periods for ranking based on the availability of funds.
- Evaluations are based on the demands and volume.
- Incomplete applications will be returned to the sender and not considered for funding.
- **Individuals must be members "In Good Standing" in order to use or request NOPHNCSE Funds.**
- The request should reflect the most cost effective option available in the area, if applicable. Proof of payments will be required for accountability purposes and for future internal or external audits.
- The Regional Representatives will receive the applications and assist on obtaining the final approval. The recipient will receive a final determination in writing with instructions on the next steps.

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#### Ranking questions

1. How many individuals are projected to attend this event? 0-20 (5 pts)    20-50 (10 pts)    >50 (15 pts)
2. Is this project addressing agency mission goals? (8 pts) Yes    No    N/A
3. Will this event target recruitment and retention? (7 pts) Yes    No    N/A
4. Is this event targeting minority farmers or ranchers? (7 pts) Yes    No    N/A
5. Is this event organized to provide technical and financial assistance available to producers?(7 pts) Yes    No    N/A
6. Is there additional financial support for this event?(7 pts) Yes    No    N/A
7. Is there external resources that need to be paid?(7 pts) Yes    No    N/A
8. Is NOPHNCSE organizing this event?(7 pts) Yes    No    N/A
9. Is NRCS organizing this event? (7 pts) Yes    No    N/A
10. Is there Conservation District, or State Agency sponsorship?(7 pts) Yes    No    N/A
11. Will this event be during work hours?(7 pts) Yes    No    N/A
12. Is the State Conservationist or Regional Conservationist part of this event?(7 pts) Yes    No    N/A
13. Will this project support cooperative efforts new for the agency or the organization?(7 pts) Yes    No    N/A

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Regional Rep Comments:

National Council Comments:

Approved:            Date:            Amount:            Region:            State:            POC: