



Project Endorsement Guidelines and Application

The [Southeast Alaska Fish Habitat Partnership](http://www.seakfhp.org) (SEAKFHP, www.seakfhp.org) was formed under the auspices of the [National Fish Habitat Partnership](http://www.fishhabitat.org) (NFHP) (www.fishhabitat.org). The mission, goals and objectives of the national effort are reflected in this document.

The SEAKFHP will endorse projects that promote fish habitat conservation and that address the strategic priorities of the SEAKFHP. Projects that receive endorsement may use the name and logo of the SEAKFHP in grant applications, signage, and other informational materials. Endorsed projects will be included in compilations of NFHP aligned projects (e.g. lists and maps) with credit given to project sponsors.

Endorsement Type

SEAKFHP offers 2 levels of endorsement: 1) Letter of Support outlining SEAKFHP agreement with the need and scope of the proposed project, and 2) Detailed review and full SEAKFHP Endorsement where feedback is provided from the SEAKFHP Science and Data committee to assist and improve the partner project proposal. Detailed reviews may require additional time and information exchange with principal investigators.

If approved, a Letter of Support or Endorsement will be provided. If your project has specific endorsement requests, please include them as part of your submission, and they will be considered on a case-by-case basis. Only those proposals seeking SEAKFHP Endorsement may use the SEAKFHP logo, so please include this request and intended use in your submission.

Endorsement Process:

The SEAKFHP Science and Data Committee (S&D) will review, summarize, and forward their recommendation whether or not to endorse a project proposal to the SEAKFHP Steering Committee (Steering Committee). The Steering Committee will review the S&D recommendations and determine whether or not to endorse projects by consensus vote. The Steering Committee may re-assess this process for project endorsement if it proves too time consuming.

Project proponents are encouraged to present the project, scope, and outcomes of their project topic at regular Steering Committee, S&D Committee, or an invited meeting. To promote a climate of professional, objective, review, project proponents who are Steering Committee or S&D Committee members or their organizational affiliates will not have voting privileges in the endorsement decision. It is important to note the SEAKFHP endorsement process is intended to provide a constructive review service to the proponents, elevate the practice of fish habitat conservation activities in the region, and increase the competitiveness of project proposals originating from Southeast Alaska.

Endorsement Criteria

SEAKFHP endorsement is guided by a proactive approach towards cooperative fish habitat conservation, restoration, and management in freshwater, estuarine and marine ecosystems across Southeast Alaska. Please describe and provide adequate documentation of how your project meets the criteria listed below;

projects submitted for approval must comply with the five criteria listed below. A project that does not have an evaluation plan (i.e., how attainment of project goals will be evaluated) will not be considered for endorsement.

Projects must:

1. Directly apply to conservation of fish and/or fish habitat;
2. Demonstrate a positive effect and/or fulfill critical information needs on fish habitat or aquatic resources in Southeast Alaska;
3. Address the goals and strategic actions of the SEAKFHP Strategic Action Plan (<http://www.seakfhp.org/seakfhp-strategic-action-plan/>); and
4. Be consistent with the goals of the National Fish Habitat Action Plan (<http://fishhabitat.org/content/national-fish-habitat-action-plan-2nd-edition-2012>).

Other:

- 1) Please provide a project proposal, or other document that describes the project, and contact information for an individual who is familiar with the project.
- 2) Please include any other supporting information that you would like considered, as part of your submission.

Endorsement Time Frame

Please provide a complete application at least two weeks prior to the date that you would like to receive a response from SEAKFHP.

Application Form and Submittal Process

The SEAKFHP Endorsement Application is included on the following page and is also available in a Word document format on the SEAKFHP website at <http://www.seakfhp.org/seakfhp-project-endorsement/>.

Please complete the application form, include additional project documentation as needed, and submit the application package electronically to the SEAKFHP Coordinator at coordinator@sealaskafishhabitat.org. You may also contact the SEAKFHP Coordinator with any questions regarding this process or to make arrangements to share a project overview with the SEAKFHP Steering Committee or SEAKFHP Science and Data Committee, the coordinator can be reached directly at 907-723-0258.

Southeast Alaska Fish Habitat Partnership Project Endorsement Application

Project Name:	
Endorsement Type (please circle one)	Letter of Support or Critical Review and Endorsement
Project Location:	
Project Manager(s) and Contact Info:	
Project Manager Affiliation:	
Date:	

Endorsement Criteria:

- A. Please provide a project summary that includes the following – project description, reason why the project is being undertaken, how the project directly applies to fish or fish habitat conservation, and any anticipated outcomes from the project that demonstrate a positive effect and/or fulfill critical information needs on fish habitat or aquatic resources in Southeast Alaska.**

B. Describe how this project addresses the SEAKFHP protection and/or restoration objectives.

- i. Please use the SEAKFHP Strategic Planning Document (<http://www.seakfhp.org/seakfhp-strategic-action-plan/>) to identify all relevant protection and/or restoration objectives (GOAL C1; PAGES 12-14) addressed by this project.

C. Will the project being proposed be evaluated for success (i.e., attainment of project goals and objectives) upon completion? If so, briefly describe how your project will be evaluated. Additionally, please describe how your project methods and results will be shared with other practitioners, including any lessons learned so that future projects are better informed thereby applying an adaptive management approach.

D. Please describe the current status of funding for your project both in terms of direct money and in-kind contributions.

Total Cost of Project	
Direct money (not including match or in-kind)	
Match money (including in-kind services)	
Comments/Explanation	

E. Does the project involve or require collaboration with partners? If so, please list all collaborating entities. In addition, have local communities been notified of your project and is there opportunities for them to engage in the project?

Partnership Entity/Affiliation	Activity Responsible For
Community Engagement/Opportunities	

F. ATTACHMENTS AND SUPPORTING DOCUMENTATION – Please attach or include any supporting documentation for the proposed project, including maps, background information, project proposal, etc.

SUBMIT ALL APPLICATION MATERIALS TO THE SEAKFHP COORDINATOR AT:
coordinator@sealaskafishhabitat.org