

IDAHO FISH & WILDLIFE FOUNDATION
2018 GRANT APPLICATION GUIDELINES

Mission: To preserve and sustain Idaho's fishing, hunting and wildlife heritage.

The Foundation's purpose in awarding grants is to enable new projects and efforts compatible with our mission. Eligible applicants include the Idaho Department of Fish and Game and tax-exempt organizations. Volunteer groups are required to have fiscal sponsorship and authorization via an endorsement letter by a tax-exempt organization.

Maximum Funding Request: \$10,000. A one-to-one match of Foundation funds is required.

Your proposed project may be a stand-alone project or be a distinct phase of a larger or ongoing project. All grant funds must be expended and proposed projects or phases of **projects must be completed, by December 31, 2019.**

The Foundation does not fund projects outside of Idaho, independent research, multi-year proposals, salaries (except for contract personnel needed for projects), advocacy or fundraising activities, ongoing operating costs, or pass-through grants. Only one applicant may apply for funding. If it's a consortium, the lead applicant may apply.

Applications received after the deadline, that are missing required information, or from individuals or ineligible applicants will not be considered. Grantees with incomplete projects are not eligible to apply until previous grant requirements have been met by the application deadline.

APPLICATIONS MUST BE RECEIVED BY APRIL 30, 2018 (postmarks do not apply).

Grants for projects will be awarded on a competitive basis as judged by a subcommittee of the Idaho Fish & Wildlife Foundation Board members. In addition to complying with requirements stated in the grant application documents, the subcommittee will consider, among other criteria:

- How the project compliments and advances the mission of the Idaho Fish & Wildlife Foundation.
- The quality of recognition for the Idaho Fish & Wildlife Foundation the project provides.
- The Foundation will consult with the Idaho Department of Fish and Game (IDFG) on projects, endorsement from IDFG is encouraged.

To complete your application:

1. Type or print legibly, using 10 pt. font or higher.
2. Applications must include original or electronic signatures. You may scan and email your application.
3. Application packet may not exceed 10 double-sided pages (excluding Cover Sheet).
4. Please do not use staples when submitting hard copies.
5. Support letters must be included in your original application. Do not send separately. Foundation staff cannot make any changes to your application. If necessary, you may make desired changes to your application, in person, at the Foundation's office prior to the deadline.

Detailed Guidelines continue on reverse side.

Mail your application to:

Idaho Fish & Wildlife Foundation
P.O. Box 2254 · Boise, Idaho 83701

Email your application to:

ifwf@idfg.idaho.gov

Hand-deliver applications to:

Idaho Fish & Wildlife Foundation
600 S Walnut St., Boise, ID 83707

Please contact the Foundation if you do not receive an email confirmation of receipt of your application!

Questions? Please call (208) 334-2648.

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2018 GRANT APPLICATION GUIDELINES (continued)

THE FOLLOWING INFORMATION IS REQUIRED. Please collate the application materials in the order below.

1) **Application Cover Sheet.**

- a) Follow instructions and fill out completely.
- b) **Project Manager signature.** The Project Manager is the person with responsibility for implementing the project.
- c) **Name of Authorizing Official .** The Authorizing Official should be the Executive Director, Principal, Board President/Officer, Regional Supervisor, Bureau Chief, etc., of the applicant organization. Volunteer organizations must include the name of the Authorizing Official of its fiscal sponsor (be sure to attach the required endorsement letter from the Authorizing Official to your application). See Signatures and Endorsement Letter, below.

2) **Project Narrative.** Limit to four (4) double-sided pages. Use a 10-point font or higher. Include the following:

- a) Briefly describe the services your organization provides.
- b) Describe the factors defining the need for the project, project details, and the benefits expected on completion.
- c) How will the project be sustained once completed? Who will monitor/operate the project once completed?
- d) Describe the importance of the Foundation's funding to the completion/success of this project.
- e) Describe how the Foundation will be recognized for its support.

3) **Required Signatures and Endorsement Letter.**

- a) **Project Manager Signature is required on the Application Cover Sheet.**
- b) **Endorsement letter from the Authorizing Official.** The application must include an endorsement letter from the Authorizing Official. Volunteer organizations must include a letter from the Authorizing Official of its tax-exempt fiscal sponsor. Additional support letters are acceptable as long as page limits are not exceeded. All letters must be included with the application and not sent separately.
- c) If applicable, include a high-resolution photograph, detailed site plan and/or map of the project, not to exceed 8.5"x11".

4) **Budget Form.** Use the Budget Form attached. If necessary, you may attach additional information, but do not attach a budget in another format. Please be sure you do not exceed page limits. The maximum funding request is \$10,000. See Sample Budget but do not include the sample budget page in final application.

- a) **1-1 match.** A 1-1 match of additional cash or in-kind revenues and their sources must be itemized. Please list whether those revenues are committed or pending.
- b) Any volunteer labor must specify an hourly rate.
- c) The budget should detail revenues and expenses associated with the entire proposed project or phase.

5) **IRS Tax-exempt Letter.** Include a copy of your IRS tax-exempt letter (not required for tax-exempt governmental units). Volunteer organizations must provide the IRS tax-exempt letter of their fiscal sponsor.

6) **501(c)(3) nonprofit organizations must provide financial statements.** (Does not apply toward page limits.) Please include either: 1) your latest Audited Financials **OR** 2) your 990 Tax return and unaudited year-end financials (Statement of Financial Position and Statement of Financial Activities).

Awards will be announced by August 31, 2018.

SAMPLE BUDGET

Please use the Blank Budget Form provided in the Application/Budget Forms.

PROJECT BUDGET			
REVENUE SOURCE <i>Please list the sources and amounts of revenues needed to complete the project, either cash and/or in-kind, and whether each revenue is committed or pending. Note: For volunteer labor, you must include the hourly rate in this column and the total in the In-kind column.</i>	Cash	In-kind	\$ Amount Committed or Pending?
Idaho Fish & Wildlife Foundation request (Amount must be matched on a 1-to-1 basis through additional cash and/or in-kind revenues listed below.)	\$10,000		Pending
Helping Community Foundation	\$5,000		Committed
Consulting fees		\$1,000	Committed
ABC Foundation Grant	\$1,000		Pending
XYZ Corporate Grant	\$1,360		Committed
Wild Fish Society volunteer hours (60 hours @ \$17.50 per hour)		\$2,100	Committed
Revenues	\$17,360	\$3,100	
TOTAL PROJECT REVENUES			\$20,460
PROJECT EXPENSES <i>You may attach additional information, if necessary, but include totals on this form.</i>			\$ Amount
Habitat island			\$6,400
Consulting fees			\$1,000
Field fencing (\$2/linear foot)			\$6,000
Hand shovels, tools, supplies			\$2,200
Volunteers (120 hours @ 19.50/hr)			\$2,340
Vegetation/plants			\$2,520
TOTAL PROJECT EXPENSES			\$20,460
Total Revenues less Expenses			\$0
Note: Revenues less expenses should be \$0.			