



Guidelines for requesting Distribution of Endowed and Non-endowed Funds restricted to IDFG

To facilitate your request for funds from the Idaho Fish & Wildlife Foundation, please download and complete the Request for IFWF Funds form, including required signatures, using the guidelines below.

If you have questions, please contact the Foundation.

- 1) Requests less than \$5,000 require the signature of the Regional Supervisor or Bureau Chief. Each request may be reviewed and approved at the discretion of the Foundation's Executive Director. Within this range and within the scope of the fund, and as long as the fund does not fall below the minimum requirements to maintain the fund, the Foundation's Board gives the Executive Director authority to approve the disbursement of funds.
- 2) Requests \$5,000 - \$9,999 require the signature of the Regional Supervisor or Bureau Chief, the Chief of Administration. Each request will be reviewed by the Foundation's Grants & Distributions Committee. Within this range and within the scope of the fund, and as long as the fund does not fall below the minimum requirements to maintain the fund, the Foundation's Board gives the Grants & Distributions Committee authority to approve the disbursement of funds.
- 3) Requests \$10,000 and over require the signature of the Regional Supervisor or Bureau Chief, the Chief of Administration, and Director's Office. Each request will be reviewed by the Foundation's Grants & Distributions Committee. Within this range and within the scope of the fund, and as long as the fund does not fall below the minimum requirements to maintain the fund, the Foundation's Board gives the Grants & Distributions Committee authority to approve the disbursement of funds.
- 4) Project PCA# must be included on the Request form for IFWF to cut a check. If you don't have a PCA for the project, work with IDFG Supervisor or Regional Supervisor to acquire one.



IDFG Funds Request Form

Section I – Use of Funds

AMOUNT REQUESTED:
PCA# (Requester is responsible to provide PCA):
PURPOSE OF REQUEST: Please provide a brief summary (limit to 1,000 characters) and attach supporting documents/receipt. Requests must follow IDFG policies for operating, capital, or personnel needs.

Section II - Authorization

Person and Title Requesting Funds:	Region:
Email:	Phone:
Person Requesting Funds Signature (required)	Date:
Regional Supervisor or Bureau Chief Signature Approval (required)	Date:
Admin. Bureau Chief Signature Approval (required for requests over \$4,999)	Date:
Director's Office Signature Approval (required for requests over \$9,999)	Date: