

**Arizona Sportsmen for Wildlife Conservation
Grant Information & Application**

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I. General Application Information & Instructions

A. AZSFWC Mission

Arizona Sportsmen for Wildlife Conservation (AZSFWC) is a 501(c)(3) organization whose mission is to educate and inform sportsmen, wildlife conservation organizations throughout the state and the public at large on important issues related to wildlife and wildlife habitat, and to provide, via grants or other sources, funding to conserve Arizona’s wildlife populations through habitat enhancement initiatives.

B. Purpose of the AZSFWC Grant Program

The purpose of the AZSFWC Grant Program is to provide funding for wildlife conservation habitat projects, wildlife conservation education events and hunting & angling recruitment/retention activities.

C. Funding Source

Sales of the “Conserving Wildlife” license plate through the Arizona Department of Motor Vehicles provides funding for this program. For each special plate purchased or renewed, \$17 is placed in the AZSFWC grant fund.

D. Eligible Applicants

Applicants must be an Arizona based 501(c)(3) organization in good standing with the Arizona Corporation Commission <http://www.azcc.gov/divisions/corporations/>

Applicants must carry liability insurance which extends coverage and defense to AZSFWC.

Applicants who have received past funding through this grant process must be in compliance with grant reporting requirements.

E. Eligible Projects and Activities

Only those projects and activities that provide specific "on-the-ground" benefits to Arizona's diverse wildlife, conservation education as well as Hunter/Angler Recruitment and Retention activities will be considered.

Projects and activities are funded for "hard costs" only, and no funds can be used for "soft costs" such as administrative expenses.

Preparation of environmental assessments and research projects are specifically excluded.

Grant funds cannot to be used to purchase raffle prizes.

Habitat projects must have received the approval of the appropriate land management organization and/or the appropriate wildlife management organization where the project is proposed.

F. Application Due Date and General Instructions

Grant applications are considered on a quarterly cycle. Please visit our website www.azsfwc.org for application deadlines and approval schedules or contact our office at info@azsfwc.org. **Be sure to submit your application well in advance of when the funds will be needed.**

Complete the AZSFWC Grant Program application that begins on page 6 **Make sure to respond to all items.** Attach additional pages to the application if needed.

For habitat projects, include a detailed description of the type of work to be done, e.g. Habitat restoration, Access Improvement, Resource Development, Stocking, etc. Explain how the project will improve or enhance wildlife habitat. If a structure is involved include sketches or plans to show the extent of the project. List all project cost and explain what the funds will be used for e.g., materials, lumber, contract labor, excavating contractors, etc. When estimating the project costs provide a cost estimate from beginning to end and include the value of the volunteer labor as a separate line item where used. Identify location with a Game Management map and close up map.

For education programs or hunter/angler recruitment activities give a short narrative on what you hope to achieve or accomplish and explain why you think the funding will enhance hunter or angler recruitment efforts, or help to educate the public about wildlife conservation.

Provide photographs of site, if available. Give an estimate of attendees. Include who or what organizations are involved. Please estimate volunteer hours to be invested. Be sure to explain the timeline of the project/activity from initiation to completion and close out.

Submit completed applications to:

Arizona Sportsmen for Wildlife Conservation
Grant Application
PO Box 12590
Glendale, AZ 85318-2590

or email to info@azsfdc.org

Please contact the Grant Program Coordinator if you have any questions:

Grant Program Coordinator
AZ Sportsmen for Wildlife Conservation
PO Box 12590
Glendale, AZ 85318

Phone: (602) 361-6478

E-mail: info@azsfdc.org

G. Application Evaluation & Selection Process

All applications will be evaluated by the Grant Committee after the grant application submittal deadline. The Committee will use the Application Rating Criteria (see part H below) as part of the overall evaluation. Applicants may be requested to supply additional information and may also be asked to revise applications based on new information submitted. Following evaluation, the Committee will make a recommendation to the AZSFWC Board. The Board at its sole discretion and reasoning will approve, disapprove, modify or otherwise decide what to grant, when to grant, and to whom to grant funds. The Board may adjust monetary grant requests, project proposal scopes of work, project and reporting performance measurements and/or project budgets.

Applicants will be contacted by the Committee as to whether or not they received a grant award after the evaluation and award process is completed. The applicant approved by the Board for grant funding will also be provided with a completion form that **MUST** be returned to AZSFWC upon completion of the funded project or activity. Failure to comply with the Grant Requirements & Reporting listed in Section II below may require return of awarded funds to AZSFWC.

H. Application Rating Criteria

All grant applications submitted will be scored and ranked according to the following criteria:

1. **Fiscal Efficiency**
On a scale of 1 to 10 with 10 being the highest possible score, how well does this prospective project/activity utilize the resources of the prospective grant award to accomplish the program goals?
2. **Matching Funds**
On a scale of 1 to 10 with 10 being the highest possible score, will the applicant provide matching funds or otherwise contribute financial resources to the completion of the prospective project/activity?
3. **Return Factor Per Dollar Investment**
On a scale of 1 to 10 with 10 being the highest possible score, how many persons will be served per invested dollar?
4. **Volunteer Hours**
On a scale of 1 to 10 with 10 being the highest possible score, how many volunteer hours will be invested?
5. **Projects submitted by AZSFWC member**
These projects will be given higher priority

II. Approved Grant Requirements & Reporting

A. Recognition of Grantor

The applicant who becomes a successful grantee **MUST** agree to the following requirements:

- Grantee website will provide a link to the AZSFWC web site for a minimum of 12 months following application approval.
- Grantee website will display a picture of the “Conserving Wildlife” license plate linked to the MVD wildlife license plate ordering process. This shall be done for a minimum of 12 months following application approval.
- Recognition will be given to AZSFWC as a partner in helping fund the grant through ALL means of advertising including but not limited to the following:
 - Display the AZSFWC logo and/or name on all marketing and promotional materials and media including press releases
 - During the project or activity you will mention to all helping or attending how the AZSFWC grant helped fund the project/activity
 - Post event story published in a newsletter, newspaper, website, social media, etc

B. Records and Reporting Requirements

Within 60 days of completion of the project/event, the applicant that becomes a successful grantee **MUST** provide the following:

- a written report including a narrative of what was accomplished, number of people served, etc. (or the proposed completion report form)
- a detailed report indentifying use of grant funds
- Photographs showing pre and post completion
- Evidence of compliance with the recognition requirement described in II. A. above including but not limited to the following:
 - Samples of marketing materials
 - Photo(s) showing recognition on-site during the event/activity
 - Screen shots of website, social media

If the funded project or activity will not be completed within 12 months of funding, the grantee is required to submit an annual update to AZSFWC on the anniversary of funding that includes a brief narrative report describing the status of the project/activity and the funds that have been expended to date.

Failure to fulfill these recognition and reporting requirements can result in demand for return of the funds and/or denial of any future funding request from the grantee.

Does the organization publish a newsletter? Y/N

Have you previously received funding from AZSFWC. Y/N. Have you submitted the completion report for those grants? Y/N

Does your organization carry liability insurance? Y/N

Insurance Company Name:

Insurance Policy Number:

Agency Contact Person:

Phone:

Please provide a certificate naming AZSFWC as an additional insured.

In the event this is a habitat project, submit a letter of approval from the Management Agency and attach to the application.

Was this project submitted to the HPC. Y/N

If YES, attach a copy of the application hereto. How was it scored?

Grant Amount requested:

Total project costs:

List other monies and who is providing them (Do not include In Kind)

Amount	Who
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Description of project

(You may fill in the information here or attach separate documents)(Please include an estimate of volunteer hours you expect to be invested.)(If there are In Kind values, please describe them here)

Use of Funds Plan

Itemized use of Funds Form

Please define specifically how money is to be spent.

Item	Planned	I
_____	/\$ _____	
_____	/\$ _____	
_____	/\$ _____	
_____	/\$ _____	
_____	/\$ _____	
_____	/\$ _____	
_____	/\$ _____	

Any un-used funds must be returned to AZSFWC.

I have read the rules and regulations for making an application for funds. I understand the requirements and hereby agree to them on behalf of my organization. I clearly understand failure to provide required information or reports can result in a demand for return of the funds and potentially being ineligible to apply for funds in the future.

Organization

Print Name and Title

Signature and date

Signatory must be an officer of the applying entity or provide evidence of being duly appointed to legally represent the organization. (Signature may be facsimile, digital.)