

**Arizona Sportsmen for Wildlife Conservation
L. Gary Stinson Grant Program 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 L. Gary Stinson Grant Program

The purpose of the L. Gary Stinson 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 provide a tax ID number proving the organization is a 501(c)(3) in existence for at least 2 years, is in good standing with the AZ Corporation Commission and indicate the physical presence of a chapter or other unit in Arizona.

Applicants must carry liability insurance at their own expense with AZSFWC named as an additional insured for the project/event.

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

E. Eligible Projects and Activities

Projects will be funded for activities that provide habitat enhancement, conservation education, or hunter/angler recruitment and retention.

Projects and activities are funded for "hard costs" only, and no funds can be used for "soft costs" such as administrative expenses (i.e. staff & labor).

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.

Project applicants are encouraged to attain a minimum 50/50 cost share match.

F. Application Due Date and General Instructions

Grant applications are considered on a quarterly cycle. Application deadlines and funding decision dates are as follows:

1st Quarter Cycle: Application deadline - January 1st Funding decisions by Feb 28	3rd Quarter Cycle: Application deadline - July 1st Funding decisions by August 30th
2nd Quarter Cycle: Application deadline - April 1st Funding decision by May 31st	4th Quarter Cycle: Application deadline - October 1st Funding decisions by November 30

Be sure to submit your application well in advance of when the funds will be needed.

Complete the L. Gary Stinson Grant Fund application that begins on page 5. **Make sure to respond to all items.** Be sure to include Budget & Financial Information, Project Description & Execution Plan, Application Checklist and Signature Page, and any additional documentation as 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 in the appropriate section. 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 info@azsfwc.org

Please contact AZSFWC if you have any questions:

Phone: (602) 361-6478 or E-mail: info@azsfwc.org

G. Application Evaluation & Selection Process

All applications will be evaluated by the Grant Committee after the grant application submittal deadline. The Committee will consider the need, matching funds and volunteer hours 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 as to whether or not they received a grant award after the evaluation and award process is completed.

II. Approved Grant Requirements & Reporting

Approved applicants will be required to sign a **Grant Agreement** prior to funding of the grant. Approved applicants will also be required to comply with the Grant Requirements & Reporting described in Sections II A & B below. Failure to comply shall require return of awarded funds to AZSFWC.

A. Recognition of Grantor

The applicant who becomes a successful grantee **MUST** agree to, and show proof of the following requirements:

- Grantee website will display the AZSFWC logo with 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 <https://azmvdnow.gov/plates>. 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 before, during and after the project/event 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, printed material, social media, newsletter communication pre/post event or project
 - During the project or event 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 90 days of completion of the project/event, the applicant that becomes a successful grantee **MUST** provide the following:

- **Grant Completion Report Form**
- a detailed budget report indentifying use of grant funds
- copies of receipts/paid invoices
- Photographs of event or pre/post project in the case of a habitat project
- 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.

III. L. Gary Stinson Grant Fund Application

A. Application Form

Project Title: _____

Application Date: _____

Date Funds Needed: _____

Event/Project Start Date: _____

Event/Project End Date: _____

Grant Amount Requested: \$ _____

Total project costs: \$ _____

The funds will be used for (check all that apply) Habitat: ___ Education: ___ Hunter/Angler Recruitment ___

Applicant Organization: _____

EIN: _____

How many members do you have in Arizona: _____

Contact Person: _____

Telephone: _____

E-mail Address: _____

Mailing Address/City/St/Zip: _____

Benefiting Organization (if different from applicant): _____

Benefiting Org. Contact person: _____

Telephone Number: _____

E-mail Address: _____

Habitat Project Management Agency (eg. AZGFD) _____

Contact Person _____

Telephone Number _____

E-Mail Address _____

Does the organization have a Website? _____

If so, the URL is: _____

Does the organization have a social media presence? ____ If so, please list social media platforms you use:

Does the organization publish a newsletter? _____

Have you previously received funding from AZSFWC? ____ Have you submitted the completion report(s) for those grants? ____

Liability Insurance Company Name: _____

Liability Insurance Policy Number: _____

Insurance Agency Contact Person: _____ Phone: _____

Please provide a certificate naming AZSFWC as an additional insured (attach).

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

In the event this is a habitat project, was this project submitted to the HPC? _____

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

B. Budget & Financial Information

Complete the Budget information below. Place your cursor in the first box and use the Tab Key to move through the lines in the tables below to add items and amounts. The table will expand as needed.

Planned Itemized Expenses for entire project (include all, not just those you are requesting funds for through this application):

Planned Expense	Amount
Total	\$ _____

Matching Funds By Source (total match should be 50% or greater):

Cooperator (no abbreviations)	Amount
Total	\$ _____

In Kind Donations (does not count towards match):

Cooperator (no abbreviations)	Value (if applicable)

C. Project Description and Execution Plan

1. Provide a short summary of the event/project highlighting the need for funding (or attach narrative):

2. Describe your organization's involvement in the event/project as well as those who will be partnering:

3. What is your plan to complete the event/project? (Include a timeline)

4. If applicable, have you coordinated with and obtained permission from the landowner and/or government agency? _____

5. If a landowner is involved in the event/project, do they allow public access and hunting on the property? _____

6. Provide detailed metrics such as the number of attendees expected for the event, or acres or water impacted with a habitat project:

7. Attach a chart/map depicting the habitat project area.

8. How do you plan to recognize AZSFWC before, during and after completion of the project/ event? (Refer to Section II A Recognition of Grantor for minimum requirements):

D. Application Checklist & Signature Page

Be sure to comply with all of the following information in order for your application to be considered for funding.

- Are required environmental and archaeological surveys/permits complete? _____
- Is the organization a 501(c)(3) organization with an active membership in Arizona and in good standing with the Arizona Corporation Commission? _____
- Have all previously awarded grant completions reports been submitted to AZSFWC? _____
- Is written land owner permission in place and copies attached to this application? _____
- If the project was submitted to the HPC, is a copy of the application attached? _____
- Have you submitted required proof of liability insurance? _____
- Is there a 50% match in funds? _____
- Is the AZSFWC license plate highlighted on the organization website? _____
- Is every section and question completed in the application and exhibits? _____
- Save and/or print pages 5-9 as well as any required attachments and email or mail per instructions on page 3.

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 will result in a demand for return of the funds and potentially being ineligible to apply for funds in the future. I also understand at the conclusion of my project/event, any un-used funds must be returned to AZSFWC.

Organization: _____

Print Name and Title: _____

Signature: _____ 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.)