

**GRANT PROPOSAL APPLICATION REQUIREMENTS  
NAPA COUNTY WILDLIFE CONSERVATION COMMISSION**

**All applicants must use the following format when submitting proposals for Wildlife Conservation Commission review and possible action:**

**I. DESCRIPTION OF ORGANIZATION/Eligibility**

1. Type of organization or business
2. Purpose for which organization was formed
3. Tax exempt status
4. Date formed as Non-profit
5. Membership: restrictions, number of members, fees, etc.
6. Names of Board of Directors; contact person (include phone number, email address, mailing address)

**II. NEEDS ASSESSMENT/Problem Statement**

1. Clear statement of problem
2. Specific objective & specific dollar amount requested
3. Anticipated results, with time-line
4. Detailed description of methods planned to achieve objective
5. Clear statement of benefit relative to the goals of the Commission
6. Describe how you intend to determine if the proposed activity is successful

**III. ATTACHMENTS**

1. Expenditure detail (sample templates can be provided upon request)
2. List of other funding sources (i.e. matching funds)
3. Letters of support (a letter of support from a school board member, principal, teacher, etc., shall be included with environmental education proposals)
4. Completion/progress report of projects completed over past 5 years with the use of Fish & Game Fine Monies.

No proposals accepted after filing deadline. **Representation at the Commission meeting on August is strongly recommended in order to answer questions from the Commission.**

Please be aware that proposals granted by the Commission in excess of \$5,000 will be required to enter into a Grant Agreement with Napa County, requiring proof of Liability Insurance of \$1 million dollars. Grant Agreements must be signed by an authorized representative of the organization's Board of Directors.

Grants received must be used within the fiscal year they are granted, unless they are for land acquisition items. The fiscal year term for Napa County is from July 1 to June 30. In order for reimbursements to occur before June 30, receipts/invoices are generally due no later than May 31. Upon approval of a grant, the Commission may request that two project update reports per fiscal year be provided to the Commission Secretary on October 1<sup>st</sup> and April 1<sup>st</sup> (email or hard copy is acceptable).

**SELECTION CRITERIA FOR PROPOSALS  
REQUESTING WILDLIFE CONSERVATION COMMISSION FUNDING**

1. Proposals which directly benefit wildlife and/or their habitat, and can meet one or more of the purposes listed in §13103 (see attached) will be given a higher priority over projects which do not have a direct benefit.
2. Proposals that are educational in nature and directed toward school age children will receive higher priority if it can be demonstrated that the proposal meets state educational curriculum standards and can easily be integrated into the classroom. A letter of support from a school board member, principal, teacher, etc., shall be included with the proposal.
3. Proposals submitted by or on behalf of schools should comply with the following additional standards:
  - a. no more than one proposals per classroom should be submitted;
  - b. proposals for funding on behalf of schools should be submitted directly by the district on behalf of individual schools with a maximum of one proposal from each instructional level (i.e. one from the elementary school level, one from junior high and one from the high school level);
  - c. When evaluating proposals from schools, priority will be given to funding proposals that enhance wildlife and which provide long-term educational value over one-time events (i.e. acquisition of books vs. one time field trips).
4. Proposals for land acquisition and capital improvement projects should include discussion on any public access component.
5. Priority will be given to those projects or events which occur within Napa County.
6. Proposals which can be completed in one funding year will receive priority over those projects which require multi-year funding.
7. Proposals which use Commission funding as a match for other funding sources will receive priority consideration.
8. A maximum of one proposal for funding may be submitted per organization. However, the proposal may request funding for several projects.
9. All proposals submitted for Commission consideration must meet the requirements for use of State Fish and Game fine monies. Administrative costs shall be identified in the Expenditure Detail and shall not be included for reimbursement unless otherwise deemed necessary and approved by the Commission.
10. All proposals submitted for Commission consideration must comply with the attached format.
11. Proposals submitted after the deadline will not be accepted.

## California Fish and Game Code

13103. Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department.
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.