



## 2010 HUNTING HERITAGE PARTNERSHIP PROGRAM

# Apply for Grants

### Guidelines for the Grant Program are as follows:

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1. Only project proposals submitted by and in the name of state wildlife agencies and regional state fish and wildlife agency associations shall be eligible for funding under the Grant Program. Project proposals from organizations other than state wildlife agencies and regional state fish and wildlife agency associations will not be accepted.
2. Recipients that previously received funding and have met all prior reporting requirements are eligible to apply for grant funding again in 2010-2011.
3. A total of \$500,000 will be available to qualified state wildlife agencies for the purpose of supporting projects designed to put **more hunters in the field**. The amount of funding that selected applicants may be awarded shall be at the sole discretion of NSSF.

The NSSF reserves the right, at any time, to terminate, suspend or amend the Grant Program, to adjust the total amount of funding available under the program, to correct any errors made in awarding grant funds, or to take any other action deemed necessary and appropriate, in NSSF's sole discretion. NSSF shall also be authorized to terminate, suspend or amend the Grant application process, reject any or all grant applications, in whole or in part, waive minor irregularities in applications, or to allow applicants to correct minor irregularities, if the best interests of the Grant Program will be served by doing so.

4. All projects must help NSSF's goal of increasing hunting participation **AND** must address one or more of the following:

- a. Recruitment of new hunters in the state;
  - b. Retention of current hunters in the state;
  - c. Increased hunter access; and/or
  - d. Communications or outreach programs/projects geared toward retaining or recruiting hunters.
  - e. NSSF will consider funding **state wildlife agency sponsored** meetings, symposia or conferences with the specific goal being to look at the future of hunting in a state and determine what types of projects are needed to address recruitment, retention or access.
5. The following types of projects **are not eligible** for Grant Program funding:
- a. Projects including activities other than hunting with a firearm.
  - b. Projects that include the purchase of land.
  - c. Projects that focus specifically on the management of wildlife habitats or ecosystems.
  - d. Projects that involve building new or improving existing structures, including shooting ranges.
  - e. All other projects that are not directly related to the above-stated project eligibility requirements as determined by the NSSF.
6. Projects must be completed by **March 2, 2011**. Grant recipients shall also be required to submit midterm and final written reports regarding their projects. Midterm progress reports shall be due by **October 1, 2010**; final written reports shall be due **March 11, 2011**.
7. Be advised of the following when planning your use of funds:
- a. Upon receipt of a signed Agreement from Grantee, NSSF shall disburse 50% of the funds to Grantee.
  - b. The remaining 50% of the funds shall be disbursed to Grantee within a reasonable time following NSSF's receipt and satisfactory review of both Grantee's progress and final written reports.

***Please seriously consider this schedule prior to submitting a grant proposal to be sure that your department can cover up-front costs.***

## Application Process

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Grant proposals must be received by NSSF no later than 5pm (EST) on **March 8, 2010**.

### **Proposals must be submitted in both hard copy and electronic format as follows:**

- One original and four (4) copies of the proposal; and
- One diskette (3.5" floppy disk) or CD-ROM in Microsoft Word format and/or PDF format containing a copy of the proposal.
- Proposals sent by e-mail will not be accepted.

### **Proposals must be sent to:**

Melissa Schilling  
Manager, Recruitment & Retention  
11 Mile Hill Road  
Newtown, CT 06470-2359  
Telephone: (203) 426-1320

- Selected grant recipients shall be notified in writing during the second week of April.

### **Proposal Review and Selection Process**

Grant awards are not final and shall be non-binding on the NSSF until written contracts are signed with grant recipients. Grant proposals shall be evaluated for eligibility and ranked by a committee of the NSSF. Awards shall only be made to applicants with proposals that comply with all RFP guidelines listed in Section II, fully address all of the issues found in Section V and who, in the sole judgment of the NSSF, propose activities that best promote hunter recruitment, participation and retention objectives.

***All decisions of NSSF are final and non-reviewable.***

Grant recipients shall be required to sign a written Grants Condition Acknowledgement Agreement with the NSSF immediately following notification of acceptance. Grant recipients shall also be required to execute and submit all other necessary documentation (e.g., reports) as directed during the term of the grant to ensure their commitment to the Grant Program.

A sample Grants Condition Acknowledgement Agreement is included with grant application materials. Grant applicants are advised to check with their contracting departments to ensure that they can comply with contract requirements before submitting their grants applications. Contract modification requests must be made in writing and sent to NSSF upon submission of grant applications in order to be considered.

The NSSF reserves the right, at any time, to cancel or amend this Review and Selection Process, reject any or all proposals, in whole or in part, waive minor irregularities in proposals, or to allow applicants to correct minor irregularities, if the best interests of the Grant Program will be served by doing so.

## Grant Proposals

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Grant proposals **must** be prepared in the following format and must fully address **all** of the sections below. Applicants shall limit the executive summary to one page and the narrative portion of their proposals to five pages or less, excluding budgets and resumes. To assist you in formulating your proposal, included below are special considerations and examples of how to approach a question (provided in parentheses).

### **Executive Summary:**

**Title:** A short descriptive name of the proposed project.

**Applicant's Name & Contact Information:** Identify the name of the party applying for the grant. Also, please identify one individual in applicant's organization to whom all correspondence regarding this grant should be sent. **Please include name, title, address, telephone and fax numbers and e-mail address.**

**Funding Requested:** Total request of funds

**Objective:** Provide a concise statement of the purpose(s) of the project in quantified and measurable terms.

**Summary Statement:** A 400-word or less summary describing how and why the expected results of the project will meet the purpose of the Hunting Heritage Partnership Grant Program through the state wildlife agency's methodologies and evaluation or regional state fish and wildlife agency association's methodologies and evaluation.

### **Narrative:**

1. **Title:** Use the same title listed in the Executive Summary; A short descriptive name of the proposed project.
2. **Applicant's Name & Contact Information:** Identify the name of the party applying for the grant. Also, please identify one individual in applicant's organization to whom all correspondence regarding this grant should be sent. Please include name, title, address, telephone and fax numbers and e-mail address.

3. **Mission, goals and objectives:** Your proposal should state clearly defined mission, goals and objectives related to hunting recruitment and retention. Your programs also should reflect goals set by your parent agency/organization and by national and state bodies, as applicable.

**a. Mission:** Why is this program in existence? What is it trying to do? A mission statement offers broad explanation about what this program should contribute.

*(Example: One grantee identified the need to increase hunter recruitment and retention to maintain and increase support for wildlife conservation and hunting, as well as stabilize funding of conservation programs through license sales.)*

**b. Goals:** Why are you doing this program? Goals define how the program will help achieve the broader mission.

*(Example: In 2006, the same grantee identified the need to pursue a Hunting Heritage Partnership Grant to test and evaluate a pilot program designed to increase hunting recruitment and retention among youth.)*

**c. Objectives:** What specifically do you want to accomplish? Objectives must be measurable, and generally - although not always - set up on a relatively short time frame.

*(Example: This grantee's pilot program identified the following objectives:*

1. Identify kids who are interested in hunting but don't have social support for hunting in their immediate family.
2. Pair kids with hunting mentors at youth pheasant hunt and workshop events.
3. Provide opportunities for kids to hunt again beyond this single-day event.
4. Determine whether this process results in them likely to become "regular" hunters over time.)

4. **Approach:** Describe the process to be followed to meet project objectives including:

**a.** A description of techniques and methods to be used;

**b.** A description of how the applicant will monitor project progress; and

**c.** A description of how the applicant will measure project progress in achieving objectives.

5. **Project Time Schedule:**

**a.** What is the time schedule for fulfilling the objectives of the project?

**b.** Identify key milestones of the project and provide the dates that they will be achieved

during each quarter of the Grant Program. Remember that all projects must be completed by March 3, 2010!

6. **Evaluation component to measure effectiveness:** Your evaluation should include the following considerations, when possible. Evaluations should:

- a. Be based on program goals and objectives. (Don't measure outputs or outcomes that you were not specifically trying to achieve.)
- b. Identify simple program outputs such as numbers of participants and feedback (but don't stop there!)
- c. Investigate program's learning outcomes (behavior changes, etc.) when appropriate.
- d. Encourage use of multiple and varied assessment methods whenever possible. (The more ways you can look at something the more comprehensive your evaluation will be.)
- e. Consider the evaluation in initial planning stages as a key project component, not tacked on at the end as an afterthought.

*(Example:* As part of grantees project, two sets of surveys allowed coordinators to note successes and areas needing improvement. Below are some suggestions for performing an evaluation:

1. Exit surveys: The first, called exit surveys, were given to youth, parents, and all volunteers at the end of the 2004 Indiana Youth Pheasant Hunt and Workshop events to gauge initial successes, challenges and recommendations.
2. Post-hunting season survey: A second survey took place at the end of the 2004 hunting season, to assess a variety of factors, attitudes and behaviors to gauge the program's success as a recruitment tool.
3. Final report: As part of the project's final report, Indiana broke the project into its key components and identified success, challenges and recommendations for each one. This captures additional recommendations to improve future programs.

If, by assessment of these criteria, the grantee discovers that this program was successful, the entire program could easily be expanded. Armed with these results, the grantees can decide upon next steps for recruitment and retention efforts.)

7. **Outline budget needs, resources, support, resources and staffing:** As you plan your effort, you should outline all core elements of your project and ensure that it has adequate agency support, as well as resources and staffing to achieve your goals.

- a. A budget should identify all the variables you need to cover. Look at what is feasible to cover over the life of the project. This will help avoid planning a project that takes more staff and resources than your agency/organization can fund. Include an itemized budget showing cost justifications where necessary. "Matching" funds or "cost-share" funds are encouraged to include in your

itemized budgets and are awarded extra points when committee reviews proposals. Grant funds shall not be used for any unrelated, unnecessary or indirect expenses (e.g. salaries, overhead, office supplies, etc.) NSSF shall have final approval of all submitted budgets. If you have any questions about your budgets, please ask.

- b. Show how staff from related fields (wildlife, law enforcement, education, information, etc.) is ready to work together to reach project goals. Consider the placement and involvement of qualified, committed and knowledgeable staff qualified to carry out parts of the project.
- c. If you plan on using any outside consultants, list all outside help with associated cost.
- d. Include information for payment process to correctly transfer funds via check.

*(Example: Name of state fish and wildlife agency, c/o: xxxxx, Address, city, state, zip)*

Funds will be made payable and sent directly to the Grantee. NSSF will not pay or send funds to third parties.

- e. Be integrated with similar, ongoing efforts, whenever possible. Integrating your new project with similar, ongoing efforts ensures that opportunities for and effects on participants are frequent and sustainable over time.

*(Example: A clearly defined budget made sure that one DNR's project was feasible for the long haul. The project tapped key members from the Divisions of Fish and Wildlife, Division of Law Enforcement, and contractor's staff.)*

8. **Previous Work Conducted:** Provide an overview of past projects conducted by the agency that were directly related hunter recruitment, retention, access or any other project similar in scope, especially if it was in partnership with NSSF.
9. **Outline involvement of stakeholders whenever possible:** Partners and stakeholders can be key to program development, from initial planning to evaluation. Use them whenever possible. Successful programs bring a coalition of stakeholders together to design, implement and evaluate a program that meets their mutual needs. Stakeholders have some interest in the program being developed. They care about the program and are willing to commit to it.

Diverse stakeholders lend a variety of perspectives to the program, helping shape the focus and audience for maximum benefit. Their participation also helps achieve buy-in early in the process, so the program is more likely to be used. During evaluation,

stakeholders can offer input about what information to gather, how to gather it, and how to share it with important audiences.

List all outside help, such as, consultants, universities, research agencies, etc.

*(Example: One project tapped stakeholders from state conservation organizations, hunter education volunteers, and hunting-related businesses. These stakeholders were identified as folks who would support hunter recruitment and retention efforts long-term. Stakeholders completed evaluations to better guide the improvement and development of future efforts.)*

10. **Resumes:** Include a resume or curriculum vitae ("CV") of key personnel. Resumes or CVs must not exceed one page per individual and are in addition to the five page requirement for the proposals.

11. **Incorporate best information and research available:** When developing your proposals, make room for needed research:

- a. Allow for collection and examination of existing research.
- b. Provide opportunities for staff to become familiar with existing research.
- c. Develop new research (or identify needed research) as appropriate.
- d. Encourage staff to incorporate findings into the project.

Note: See section "Supporting Research" for a list of existing research that might be helpful to you in developing your HHP project.