

Grant No. ____



2011 HUNTING HERITAGE PARTNERSHIP PROGRAM

GRANT CONDITIONS ACKNOWLEDGEMENT AGREEMENT

This Grant Conditions Acknowledgment Agreement (“Agreement”) is made _____, 2011 between the National Shooting Sports Foundation, Inc. (“NSSF”), a tax-exempt Connecticut nonprofit corporation, 11 Mile Hill Rd., Newtown, CT 06470-2359, and _____ (“Grantee”), _____.

The NSSF, in collaboration with the Congressional Sportsmen’s Foundation (“CSF”), has established the Hunting Heritage Partnership (“HPP”) to provide direct grant funding to qualified state wildlife agencies and regional fish and wildlife associations specifically to enhance hunter recruitment and retention. The HPP recognizes that state wildlife agencies and regional fish and wildlife associations across the United States provide the “gateway” to hunting for a large majority of hunters. Through HPP funding, many agencies and associations can pursue campaigns strategically designed to increase hunting opportunities within their borders and, ultimately, rejuvenate hunter participation nationwide.

The NSSF has awarded Grantee funds to create, coordinate and administer the program “_____” (“Program”), as more fully described in Grantee’s grant proposal (“Grant Proposal”) attached hereto as Appendix A.

Grantee expressly acknowledges and agrees to comply fully with the following terms and conditions in connection with the acceptance of this grant (“Grant”):

TERM

1. This Agreement shall commence on the date last executed by both the NSSF and Grantee and shall expire on March 31, 2012 (“Grant Period”). Grantee’s Program must be completed by March 2, 2011.

USE OF GRANT FUNDS

2. Grantee is awarded the total amount of \$_____ to pursue its Program. Upon receipt of a signed Agreement from Grantee, NSSF shall disburse 50% of the funds to Grantee. 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 (See, Paragraphs 10 and 11 herein).

[THE AMOUNT OF FUNDING AND TIMING OF GRANT DISBURSEMENTS SHALL BE AT NSSF’S SOLE DISCRETION.]

3. Grantee agrees that all funds it receives under this Grant shall be used exclusively for the purposes specified in Grantee's Grant Proposal as approved, unless otherwise provided by law.

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 on what may or may not be an appropriate expense.

4. Grantee shall notify NSSF in writing of any significant changes regarding the use of funds or any modifications to scheduled Program events and/or activities as originally proposed by Grantee in carrying out the intentions of the Grant. Any changes regarding the use of funds or any modifications to scheduled Program events and/or activities are subject to the prior written approval of the NSSF.
5. Grantee hereby warrants that all activities performed in connection with Grantee's Program under this Agreement will comply with all applicable federal, state or municipal laws, statutes, codes, circulars or other governmental restrictions.
6. At all times during the Grant Period, Grantee shall maintain current records to accurately account for funds it is awarded. These records shall identify the disbursement of Grant funds and expenditures by Grantee, complete with substantiating documents including but not limited to bills, invoices, cancelled checks and receipts. Any and all records maintained by Grantee in connection with the Grant are subject to inspection by the NSSF upon reasonable written notice to Grantee.

OPERATIONS AND REVIEW

7. Grantee expressly acknowledges that the NSSF will not have any direct or indirect supervision or control over Grantee's Program or spectators of or participants in Grantee's Programs. In the event that Grantee's Program incorporates the use of firearms or involves activities that could result in bodily injury or death or other loss, Grantee shall ensure that proper supervision and safety procedures are followed at all times. The Grantee shall name "The National Shooting Sports Foundation, Inc, and its affiliates" in any liability waiver and release Grantee disseminates in connection with its Program.
8. Grantee shall acknowledge the contribution of the NSSF to Grantee's Program by conspicuously including the "Hunting Heritage Partnership" logo and the following statement in all Grantee issued Program press releases, signage, brochures or other public communications:

"This project is supported by the 2011 Hunting Heritage Partnership, a grant program of the National Shooting Sports Foundation, Inc."

9. NSSF may, at its own expense, periodically monitor and conduct an evaluation of the Grantee's Program. Grantee agrees to fully cooperate with NSSF and provide all necessary assistance in connection with such evaluation.

PROGRAM REPORTS

10. Midterm Progress Report: Grantee shall furnish the NSSF with a written progress report regarding Grantee's Program (including copies of any advertisements, press releases, brochures or other promotional materials created and used in connection with the Program). Grantee's progress report must be received by the NSSF no later than **5PM (ET) October 4, 2011**.
11. Final Report: Grantee shall furnish the NSSF with a written final report regarding Grantee's Program (including copies of any advertisements, press releases, brochures or other promotional materials

created and used in connection with the Program). Grantee's final report must be received by the NSSF no later than **5PM (ET) March 12, 2012**.

Grantee's Midterm Progress Report and Final Report shall, at a minimum, provide detailed responses to the questions found in Appendix B attached hereto. **Failure to submit written reports or other required documentation in a timely manner could, at NSSF's sole discretion, result in suspension, reduction, termination of Grantee's funding and/or disbarment from receiving future HHP grant funding.**

REVERSION AND TERMINATION OF GRANT

- 12. NSSF may, at its option, suspend and/or terminate the Grant, reduce the amount of funds awarded to Grantee, recover any unexpended funds, and/or refuse to fund Grantee in future years, if Grantee fails to comply with any of the provisions of this Agreement or, if in NSSF's sole judgment, Grantee becomes unfit or unable to complete the Program as described in Grantee's Grant Proposal within the Grant Period.

SPECIAL CONDITIONS

- 13. Grantee shall grant to NSSF the nonexclusive, royalty-free rights, including the non-exclusive, royalty-free rights in copyright, to reproduce, publish or otherwise use, and to authorize others to duplicate or use, any Program materials developed by Grantee under the Grant, including Grantee's Program proposal, in whole or in part, without further compensation to or recognition of Grantee, its representatives or contractors.
- 14. The NSSF and Grantee agree that in the event of any conflict or inconsistency between this Agreement and Grantee's Grant Proposal (Appendix A), this Agreement shall prevail.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, have executed this Agreement and agree to its terms and conditions.

NATIONAL SHOOTING SPORTS FOUNDATION, INC.

Name:
Title:

Date: _____

GRANTEE

Name:
Title:

Date: _____

APPENDIX A

GRANTEE GRANT PROPOSAL

[TO BE SUPPLIED BY GRANT APPLICANT]

APPENDIX B

FORMAT FOR

MIDTERM PROGRESS/FINAL REPORTS

2011 HUNTING HERITAGE PARTNERSHIP GRANT PROGRAM

FORMAT FOR MIDTERM PROGRESS/FINAL WRITTEN REPORTS

TOP OF COVER PAGE:

- Reports should clearly be identified as Midterm Progress Reports or Final Reports.
- Grant Number (as indicated on cover page of Grant Conditions Acknowledgement Agreement).
- Name of State Agency
- Program Title (as indicated on grant proposal – Appendix B of the Grant Conditions Acknowledgement Agreement).
- Reporting Period (show start and end dates for reporting period)
- Deadline for Grant Midterm Progress Reports shall be no later than 5PM (EST) October 4, 2011.
- Deadline for Grant Final Reports shall be no later than 5PM (EST) March 12, 2012.

Program funding may be suspended, reduced or terminated, at NSSF's sole discretion, until all Midterm Progress Reports and Final Reports are received. Melissa Schilling, Program Administrator, Hunting Heritage Partnership Grant Program, must be alerted to any changes in the grant that would hinder the original outlined proposal.

PROJECT STATUS SUMMARY:

- **Schedule Status:** Indicate whether you are on schedule and capable of fulfilling all program objectives and tasks identified in your grant proposal within the grant period. If you are behind schedule, please indicate by how much, the reasons for the delay and what actions you plan to take to ensure that your primary program objectives are met within the term of the grant period.
- **Budget Status:** Indicate whether you are within budget to accomplish all program objectives and tasks identified in your grant proposal. If you are over budget, indicate by how much, the reasons why and the impact this will have on your program. Any changes to the scope of work of your program due to budget considerations or any changes in program activities must be submitted in writing to and preapproved by the Program Administrator.
- **Percent Complete:** List the primary objectives needed to accomplish your

program and report the cumulative percent complete for each objective listed.

SUMMARY OF ACCOMPLISHMENTS: List the major program objectives that have been accomplished to date.

WORK PROGRESS:

Report the following information on tasks that were performed during the duration of your project:

- List each primary task that was performed and describe the work completed.
- Describe any unexpected problem encountered and its impact.
- Attach copies of any promotional materials, sample survey questionnaires and results, evaluation forms, subcontractor reports, etc. used in connection with the program.

ASSESSMENT OF OVERALL PROJECT OBJECTIVES: Identify the program's primary measurable objective(s) (e.g., issue 1,000 new hunting licenses to new shooters, coordinate 20 shooting events in six months, etc.). Based on the work completed to date, rate each objective according to the difficulty experienced in fulfilling the objective. List any key results that support your assessment. Additionally, please include how this program can be applied to other states as well as how it will make the Hunting Heritage Partnership Grant Program a success in the future.

EXPENSES: Provide a list of program related expenses to date or, if it is a final report, the final list of expenses and an overview of the budget. Please indicate any matching funds that were utilized to accomplish your goals.

REPORT SUBMISSION:

If possible, please submit project reports via e-mail attachment to the Program Administrator at mschilling@nssf.org. If submitted electronically, there is no need to send a hard copy.

In the event project reports are submitted via U.S. mail or by overnight courier, please send them to Melissa A. Schilling, Program Administrator, Hunting Heritage Partnership Grant Program, National Shooting Sports Foundation, Inc., 11 Mile Hill Road, Newtown Connecticut 06470-2359. All written reports sent via U.S. mail or by overnight courier must be accompanied by one diskette (3.5" floppy disk) or CD-ROM in Microsoft Office format and/or PDF format containing copies of the reports.