

California Department of Fish and Wildlife

**Big Game Management Account
Upland Game Bird Account**

Grant Proposal Guide

The following information is provided to assist you through the Big Game and Upland Game Bird grant proposal preparation process. Please make sure to follow the “themes” and submission deadlines as outlined in the current PSN. You may modify these forms as needed but please use the general format (narrative and budget forms) below for submittal. Keep your submittal to a maximum of 5 pages in length.

The official grant documents often require more information that is provided in the proposal. Following the annual award announcements, grantees will be individually contacted by their assigned grant manager to prepare the necessary grant documentation. Please schedule at least two hours (depending upon how complete your proposal is we may need more or less time) to meet with your grant manager so we can address all questions that may arise prior to submitting the documents for final review and approval.

1. Project Title

Provide a concise phrase that describes the work proposed:

2. Amount Requested

Provide the maximum dollar amount of the proposed grant.

(If submitting a multi-year project please identify the funding amount for each of the years requested, not just a total amount for the entire project):

3. Applicant Contact Information:

a. Organization Name, 501(c)(3) tax id number, if applicable:

b. Contact Person:

c. Phone number:

d. E-mail:

e. Provide authorized signer of the final grant agreement and their contact information, if different than the primary contact.

4. Introduction:

Briefly describe the project, providing the following information:

a. Project type:

i. *Research*, includes scientific studies that improve knowledge of upland game species, or;

ii. *Hunter Opportunity*, includes habitat improvement, outreach, education and land acquisition:

b. Background of the issue/problem; and the need for the project.

c. Specific goals and objectives grant is designed to achieve, in a logical order.

5. Project Description:

Provide a detailed description of work to be performed, including the following:

- a. Location of the project;
- b. Staffing requirements (include titles) and responsibilities of each. Describe all Grantee personnel in the budget and their roles in the project.
- c. Describe contractors and subcontractors (if any) and their responsibilities to the project;
- d. Implementation plan (timelines) ;
- e. Materials/equipment necessary to implement the project and who provides;
- f. Timeline for completion of each task to include expected completion dates;
- g. Explanation of how this work addresses items in the Introduction Statement;
- h. Proof of environmental permitting compliance (if necessary).

6. Expected Benefits

Describe expected benefits, such as acres of land restored, number of additional hunter days provided, etc.:

7. Budget: *Please note this section often requires modification to provide the necessary information for successful grant execution and implementation. Detailed information (of the kinds identified below) provided at the proposal stage greatly facilitate the process. Following the awards notification your grant manager will work with grantees to ensure budgetary information is properly provided in the final grant package submitted for review and approval.*

A. For proposals where the grantee is the contractor and will be completing the work themselves, please use the instructions/template below:

Include separate line items for the following budget categories:

- a. Personnel. List titles correlating with Project Description (list benefits on separate line item; identification of benefit rate is a required element of these types of grants);
- b. Operating Expenses. List materials and cost on a per unit basis. Provide separate line items for travel and subcontractors etc.;
- c. Overhead – overhead rates may not be applied to anything that is identified as “equipment” in the Operating Expense line items nor may it be applied to any expenses associated with the use of subcontractors (see next example)

Example:

| <Insert Project Name> Budget | Project Totals |
|--|----------------|
| Personnel (list Grantee Staff as identified below) | |
| <Staff Title> (hourly or salary rate X hours/months) | \$ |
| <Staff Title> (hourly or salary rate X hours/months) | \$ |
| Total Salary | |

| | |
|---|-----------|
| Staff Benefits @ __% (total salary X benefit rate – if different must provide for each classification) | \$ |
| Total Personnel Expenses | \$ |
| Operating Expenses | |
| Separate line items for each - show units needed & cost per unit | \$ |
| Travel (per diem & lodging - include rate) | \$ |
| Total Operating Expenses | \$ |
| Subtotal Personnel & Operating Expenses | \$ |
| Overhead at XX% (note: do not apply this rate to Operating Expenses and Equipment identified in Operating Expenses) | \$ |
| Total Project Cost (Amount requested in Section 2 of grant template) | \$ |

B. For projects which the grantee will implement through the use of a subcontractor please use instructions and template below:

Include separate line items for the following budget categories:

- a. Personnel. Only have to identify the sub-contractor (if not identified at time of grant award just use “Subcontractor”) and their total personnel cost to complete the project.
- b. Operating Expenses. List materials and cost on a per unit basis;
- c. Grant Administration. Cost to Grantee for monitoring, invoicing, and reporting as charging Overhead does not apply for any expenses related to the use of subcontractors or equipment. Express as % rate of total Personnel and Operating Expense and include in total project amount.

| <Insert Project Name> Budget | Project Totals |
|---|-----------------------|
| Personnel | |
| Subcontractor (list name if known and total personnel cost) | \$ |
| Total Personnel Expenses | \$ |
| Operating Expenses | |
| Separate line items for each - show units needed & cost per unit | \$ |
| Travel (per diem & lodging - include rate) - if in scope of work | \$ |
| Total Operating Expenses | \$ |
| Subtotal Personnel & Operating Expenses | \$ |
| Grant Administration (@ % rate) | \$ |
| Total Project Cost (Amount requested in Section 2 of grant template) | \$ |

- C. For projects which are a combination of both:
- a. Use example budget for Project type A. List all Grantee personnel costs (by classification, pay rate, number of hours/months) and provide benefit rate and total personnel costs for grantee positions. Use separate line for Subcontractor personnel costs and then add both for total Personnel costs.
 - b. Same instructions for Operating Expenses – list each cost separately and identify if for grantee or subcontractor use.
 - c. Identify Overhead rate but it must not be applied to any costs associated with the use of subcontractors or items identified as equipment in the Operating Expenses section of the budget.
 - d. Total project costs must be identical to the amount requested in Section 2 of the grant template.