

California Department of Fish and Wildlife
**Big Game Management Account
Grant Proposal Guide**

The following is information necessary for the final grant document should your proposal be approved. You may modify this form as needed but please use the format below for submittal. Keep your submittal to a maximum of 5 pages in length. Please direct questions to the grant administrator as identified on the Request for Proposal.

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 the year requested):

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;
- 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. Itemized Budget:

Include separate line items for the following budget categories:

- a. Personnel. List titles correlating with Project Description (list benefits on separate line item);
- b. Grant Administration (include overhead % rate if applicable).
- c. Operating Expenses. List materials and cost on a per unit basis. Provide separate line items for travel and subcontractors etc.;

See example:

Line Item Budget for <Insert Project Name>	Project Totals
Personnel (Grantee Staff)	
<Staff Title> (Provide hourly or salary rate by classification)	\$
<Staff Title> (Provide hourly or salary rate by classification)	\$
Staff Benefits @ __%	\$
Total Personnel Expenses	\$
Operating Expense	
Subcontractors (Provide hourly, salary, or job rate by classification)	\$
Other Costs (If subcontractors purchase any of these materials then include them under the Subcontract Costs above.)	
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) or Overhead (not applicable if using subcontractors or for subcontractor portion of grant)	\$
Total Project Cost (Amount requested in #1, above)	\$