Salmon and Trout Enhancement Program Advisory Committee (STAC)

Mini-Grant Program Application Packet

Oregon Department of Fish & Wildlife
4034 Fairview Industrial Drive SE
Salem, Oregon 97302
The STEP Advisory Committee (STAC) Mini-Grant Program provides up to $2,000 for projects that further the goals and objectives of STEP or are conducted as part of a STEP project.

The grant program is administered by the Salmon and Trout Advisory Committee (STAC), which approves the grant proposals at its quarterly meetings. The mini-grant program is funded through a $50,000 biennial grant from the ODFW Fish Restoration and Enhancement Program.

Preference will be given to proposals with strong matching funds and that encourage development of partnerships and use of volunteers.

How to apply for a Mini-Grant and an overview of the process.

STEP 1: Contact your local STEP biologist and STAC member to discuss and refine your proposal.
- Contact information for your local STEP biologist and STAC member can be found online at http://www.dfw.state.or.us/fish/STEP/grants.asp

STEP 2: Fill out the two-page application. - All proposals must be submitted on this form. Make sure all relevant fields are completed. If a field is not applicable to your project, please enter “N/A”. Be sure to incorporate information and recommendations from the local STEP biologist and STAC member. Forms are available in MS Word and PDF format at: http://www.dfw.state.or.us/STEP/grants.asp.

STEP 3: Get local STEP biologist and STAC member signatures prior to submittal. Your application must be reviewed and signed by both your local STEP biologist and STAC member. Make sure to leave enough time to obtain signatures before the submission deadline as incomplete applications may be returned or tabled until the next review period (3-4 months). The STEP biologists can often help secure the STAC representative’s signature.

STEP 4: Submit the application by the application deadline
Applications are accepted 4 times a year. Applications must include the requested information including a description of the proposed project or work to be undertaken, a detailed budget, STAC and STEP Biologist signatures, any other pertinent information. The application must be received at ODFW Headquarters by 5:00 p.m. on the day of the deadline in order to be included in a given review cycle. If an electronic copy or fax is submitted by the deadline; a signed paper copy must be postmarked no later than the next business day after the deadline.
- Mini-grant deadlines and meeting dates are available online at http://www.dfw.state.or.us/fish/STEP/grants.asp

STEP 5: Application reviewed by STAC at its next meeting.
Once received, proposals will be reviewed by program staff for completeness. If additional information is required, the applicant or sponsor will be contacted. At the next scheduled meeting STAC will review proposals and recommend funding. Proposals may be approved, denied, or tabled for further clarification.

Applicants are not required to attend the meeting. However, if your time and resources allow applicants are welcome to attend and answer questions that may come up. In some cases STAC members may act on your behalf if
they are up to speed on the proposal. This is one reason why it is important to talk with them during development of your proposal.

Preference will be given to proposals with strong matching funds and that encourage the development of partnerships and volunteerism.

**STEP 6: Applicants will be notified in writing of STAC decision.**

Applicants will be sent a letter 1-2 weeks following the STAC meeting. Successful applicants can begin the project after they receive a confirmation letter. Please review this letter carefully as some projects may be approved for partial funding, denied, fully funded, or applicants may be given an opportunity to resubmit applications pending a response to questions or concerns from STAC members. Please note that any curriculum developed through funds granted by STAC must be made publicly available.

**STEP 7: Expend funds and request reimbursement.**

Successful applicants will need to request a release of funds once they have been expended and submit an invoice and project completion report before funds are reimbursed. Mini-Grant funds will be provided on a reimbursement basis only. Invoices, credit card receipts, and other proof-of-purchase documents are adequate for reimbursement. The Grantee’s Request for Funds Release must be submitted with supporting documentation for all payments. Please note that payment processing can take 2 to 6 weeks depending on agency workloads.

- The STAC Mini-Grant Grantee's Request for Fund Release form is available online at [http://www.dfw.state.or.us/fish/STEP/grants.asp](http://www.dfw.state.or.us/fish/STEP/grants.asp)

**STEP 8: Project Completion Reporting.**

Upon project completion a Completion Report must be submitted. A Completion Report is required once the portions of the project funded by STAC have been completed. If the grant is for a small portion of a larger or long term project please report once that small portion is completed. On occasion, STAC may request a more detailed project report from certain projects to evaluate the success of the project. Be sure to review your award letter for details.

- The STAC Mini-Grant Project Completion Reporting form is online available at [http://www.dfw.state.or.us/fish/STEP/grants.asp](http://www.dfw.state.or.us/fish/STEP/grants.asp)

**Any questions regarding the program or requests for an application packet may be directed to:**

- STEP Program Assistant 503-947-6211
- STEP Program Coordinator 503-947-6232
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**STAC Mini-Grant Program Application**

It is recommended that applicants discuss the proposal with their local STAC member and STEP Biologist prior to filling out this form.

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<thead>
<tr>
<th>Organization:</th>
<th>Federal Tax ID:</th>
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<tr>
<td>Project Contact:</td>
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<td>Address:</td>
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**Project Title:** ____________  **End Date:** ____________

**Project Location:**
(include stream name(s) or other detailed description of project site(s))

**Type of Project:**
- [ ] Habitat Restoration
- [ ] Monitoring & Evaluation
- [ ] Education
- [ ] Fish Culture

**Project Purpose:**

* Please provide a brief description of the project’s purpose, including goals and objectives.

**Project Description**

* Please describe the project specifics, methods that will be used, any deliverables expected, monitoring plans (if applicable), and indicate how Oregon salmon and/or trout will benefit from the work.
* Describe how volunteers will be part of project implementation or will benefit if funds are granted.
* You may add additional pages and photos as needed.
**Project Partners** (add lines as needed)

- Use a new line for each partner and identify each partner’s role related to this proposal.

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<thead>
<tr>
<th>Name</th>
<th>Role/Contribution</th>
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**Project Budget** (add lines as needed)

- Use a new line for each budget item (i.e. 1 for request, 1 for match, and 1 for in-kind). One line may be used when the cost of a specific item will be split between STAC funds and Match Funds.
- Clearly identify each type of match (cash toward project) or in-kind contribution and identify the source (i.e. number of volunteer hours, staff time, R&E Grant, other grant funds, etc).
- In-kind contributions must be directly related to completing the proposed project and do not include normal operating expenses (i.e. regularly assigned duties, total effort put into a large project of which this proposal is a minor component).
- Volunteer Time can be calculated at $21.36 per hour (2010 rate).*

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<thead>
<tr>
<th>Item Description</th>
<th>STAC Funds</th>
<th>Match Funds</th>
<th>*In-Kind Contribution</th>
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Applicant Signature ___________________________ Date __________

**Contact your local STAC member and STEP Biologist prior to submitting this form.**

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<thead>
<tr>
<th>Project Recommendation Signatures</th>
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<tr>
<td>STEP Biologist Signature**</td>
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<td>STAC Signature**</td>
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**On occasion an e-mail sent from them to the STEP coordinator or STEP assistant may serve as a substitute for signature.**

ODFW
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