



STAC Mini-Grant Evaluation Criteria

Mini-grant applications will be evaluated by STAC according to the following procedures and criteria:

1. Applications will be screened by the appropriate STAC member, STEP Biologist, and other staff prior to review by the Committee.
2. The proposed project shall further the goals of STEP¹, which are to:
 - a. Provide the greatest possible opportunity for citizen participation in achieving the Department's management objectives;
 - b. Rehabilitate and enhance natural habitat for salmon and trout;
 - c. Rehabilitate and enhance populations of salmon and trout; and
 - d. Support and promote an education program to increase the public's understanding of Oregon's aquatic resources and the environment.
3. For internal (ODFW) proposals: STAC Mini-Grants are not intended to supplement ODFW equipment needs, travel expenses, or other ongoing expenses not directly related to STEP activities.
4. For external (non-ODFW) proposals: STAC Mini-Grants are not appropriate for ongoing expenses and (in most cases) travel costs, e.g. mileage, fuel, vehicle rental. STAC Mini-Grants may not be used to cover staff time or administrative costs.
5. Preference will be given to proposals with strong matching funds. Matching funds should be applicable to the project described.
6. Preference will be given to proposals that encourage the development of partnerships.
7. For repeat applicants, funds will not be approved for individuals or organizations with incomplete reports for work under previous grants.
8. Mini-Grant funds (if approved) will be provided on a reimbursement basis only; funds will not be allocated prior to the work being conducted. Invoices, credit card receipts, and other proof-of-purchase documents are adequate for reimbursement.
9. Changes in scope for approved Mini-Grants prior to or during project implementation must be reviewed by the STEP Coordinator. Major changes may require that a new application be submitted and reviewed by STAC.
10. Completed applications may be emailed, faxed or submitted to the STEP Program Assistant.

¹ Oregon Administrative Rule 635-009-0100