

Small Grant Application Packet



Oregon Department of Fish and Wildlife **Access & Habitat Program**

Return Application to:
Your ODFW A&H Regional Coordinator

For more information please call:
Oregon's A&H State Program Coordinator
(503) 947-6087

Updated June 21, 2017

Table of Contents

2018 A&H Small Grant Schedule	A
A&H Small Grant Application Review Process	B
List of ODFW A&H Regional Program Coordinators	C
A&H Small Grant Application Instructions	D
Application for Small Grant Funds	1

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A&H Small Grant Review Process

ACCESS & HABITAT PROGRAM BACKGROUND

Oregon's Access & Habitat (A&H) Program was created by legislation in 1993. The program, sponsored by several landowner and hunter associations, was designed to improve both wildlife habitat and public hunting access to private lands. The authorizing legislation called for the creation of a seven-person board composed of three hunters, three landowners, and one at-large member to represent the general public and serve as chairperson. The Oregon Fish and Wildlife Commission appoints board members to four-year terms. Six Regional Advisory Councils have the same make-up as the State Board. The Board reviews project proposals and then makes recommendations to the Commission. After receiving much favorable testimony from constituents and interest groups, the 2009 Oregon Legislature reauthorized the A&H Program an additional ten years through December 31, 2019.

ELIGIBLE PROJECTS

To qualify for A&H funding, a project must improve wildlife habitat and/or improve public hunting access. Some examples include development of wetland habitat, noxious weed control, improving wildlife forage on private lands, developing water in arid regions, riparian fencing, seeding after wildfire, and seasonal road management. Projects may be on private or public lands, though preference is given to projects on private lands.

PROJECT REVIEW AND FUNDING PROCESS – AN OVERVIEW

Access & Habitat project applications (or project proposals) are submitted by individual landowners, groups of landowners, conservation organizations, and government agencies. Applications are reviewed by one of the six Regional Advisory Councils, depending on the location of the project. The Regional Council may approve the project as it is proposed, approved a modified version of the proposal, or deny A&H project funding for the project. Unless the project applicant withdraws the project application, all proposals (*approved or denied*) are then forwarded to the State Board for consideration. The Council's review highlighting project strengths and project concerns are also forwarded to the Board. All projects must be approved by the local District Biologist in order to receive funding. The Board may approve the project as it is proposed, approve a modified version of the project, or deny project funding.

Review Criteria

The Access & Habitat Board has developed an evaluation form and ranking method for the small grant projects. Projects that demonstrate the following components will rank higher and be more likely to receive funds

- Are habitat centric
- Have landowner and hunter participation
- Involve volunteers
- Improve game species habitat
- Emergency seeding

- Exceed minimum match requirements
- Leverage funds (buying in to larger project)

Funding

Once approved by the Board the project applicant will work with the local A&H Regional Coordinator or the A&H Statewide Coordinator to purchase supplies, materials and professional services (licensed herbicide applicators, lowboy rental)

Project Implementation Considerations

Please keep in mind that project implementation may not begin prior to the signing of a grant agreement! Also, the A&H Board recognizes that circumstances that may warrant a change in project schedule or scope sometime arise. The Board reviews these situations as needed.

FILLING OUT YOUR APPLICATION

Before filling out an Access & Habitat grant application, project applicants are asked to contact the ODFW Regional Coordinator in the vicinity of the proposed project. The Regional Coordinator will give applicants advice on planning their projects and help maximize their chance of being awarded a grant. Completed applications should be submitted to the Regional Coordinator. The Regional Coordinator will then forward the project application to the corresponding Regional Advisory Council and convene a meeting of the Council to review the project. Project applicants are asked to participate in this meeting in order to respond to any questions the Council members may have, and to know first-hand the Council's review decisions.

A&H Small Grant Application Instructions

1. **Project Title:** Name of the project. Use a title that helps describe the geographic area or the uniqueness of the project (e.g., Jones Ranch Access Project, Coyote Springs Habitat Project).
2. **Applicant:** If you are applying as an individual, this is *your name*. If you are applying as a group it is the *organization name*. Please include the mailing address and your signature, or the signature of the responsible person (e.g., Board of Directors', Chairperson, etc.) if applying as an organization.
3. **Location:** Use the map attached to the Project Proposal to determine the Oregon Department of Fish and Wildlife region and watershed district in which the project is located. Also identify the county and legal location of the project. Your local Natural Resource Conservation Service office or County Planning Department can assist in determining the legal description.

4. **Type of Project:** Please check the appropriate box signifying the project type. Habitat projects can include developing, and improving or maintaining food, water, hiding, thermal, and nesting cover. Access projects include opening private land to public access. Damage projects include anything that reduces wildlife damage.
5. **Project Start and End dates:** Please list when your project will start and end
6. **Estimated Cost of Project:** Your best forecast of the total cost to complete the proposed project.
7. **Access and Habitat Fund Request:** The dollar amount you are requesting from the Access & Habitat Board for this project.
8. **Project Location and description:** Description of the location and how to get there from a major highway. Describe the habitat and extent of the project area. Include map(s) of the project area, identify where activities will occur.
9. **Project Objective(s):** What do you hope to achieve by completing this project? What benefits will there be to wildlife or public access by completing this project? If damage related, how will the project alleviate/eliminate problem? For crop damage related projects, explain how you will alleviate or eliminate the problem
10. **Permits:** Have all of the appropriate permits been secured or applied for? (Example: Water Resources Department for water rights, Division of State Lands for fill-removal or wetlands projects)
11. **Scheduling:** Approximate dates when project work will begin and end (month/day/year), describe the activity and approximate time of occurrence.
Example:
Transport drill to site-----late March 2018
Purchase and mix seed-----early April 2018
Transport tractor and begin planting-----mid-April 2018
Project complete-----early May 2018
12. **Cooperators and Funding:** List other organizations that will be assisting with the project. Do not list individuals, only those responsible for the actions of the groups (e.g., supervisors, project leaders) also, list the activity that group will participate in. Example: *Oregon Department of Fish and Wildlife (ODFW), Glen Ardt-----Donate range drill; Jones Ranch, Mike Jones-----Tractor and operator; Blue Ridge Hunters Club, Pete Smith-----Mix seed and transport to site; BLM, Sarah Cox-----Provide lowboy and operator to transport equipment.*
13. **Project Budget Narrative:** Please provide as much detail as you can on project funds. Describe how requested grant funds will be used. Please describe any in-kind funding, habitat work, and other contributions to the project in the budget narrative. Non-itemized entries in the budget worksheet must be described in the narrative.

14. Budget Worksheet: Use provided spreadsheet for the budget.

- Category refers to funds requested from the A&H Board and funds donated by others. Funds which you are requesting from the A&H Board should be placed directly under the “A&H Funds” column. Funds donated to this project from other sources should be itemized and placed directly under “Cost Share” column. The “Total Cost” column is the line total of the contribution from both sources.
- Administration costs are those incurred during the implementation of the project.
- Construction Materials are the building components needed to complete the project. Please supply the cost per unit as well as the total cost per line.
- Supplies are the tools and equipment necessary to accomplish the project.
- Contract Services, identify subcontractors who will be paid for services rendered during the project.
- Equipment, list any equipment which will be purchased, used, and is necessary to the project.
- Total Costs are totals by column

**If you have additional questions, please contact Oregon’s A&H State Program Coordinator -
(503) 947-6087**

Access & Habitat Small Grant Application

1. **Project Title:** _____

2. **Applicant:** _____ **Phone:** _____

Sporting Group Affiliation: _____

Address: _____

City/State/Zip: _____ **Phone:** _____

Email: _____

Signature: _____ **Date:** _____

3. **Location: ODFW Region (see attached map)** _____

County _____ **Township/Range/Section** _____

Closest city, population center: _____

4. **Type of Project (check all that apply):** Habitat ___ Access ___ Damage ___ Other ___

5. **Project Start Date:** _____ **Project End Date:** _____

6. **Estimated Total Cost of Project:** _____

7. **Access and Habitat Funds Requested:** _____

8. **Project Location and description:** Description of the location and how to get there from a major highway. Describe the habitat and extent of the project area. Include map(s) of the project area, identify where activities will occur.

9. **Project Objective(s):** What will the project accomplish? Please be as specific as possible, (Example: Partnering with the Jones Ranch to replace 1,000 feet of fence damaged by elk with wildlife friendly fencing).

10. **Permits:** Have all of the appropriate permits been secured or applied for? (Examples: Water Resources Department for water rights, Division of State Lands for fill-removal or wetlands projects).
11. **Scheduling:** What is the project schedule? List major project activities and time schedule for each.

Activity

Time (month/year)

12. **Participation and Funding:** If other organizations or individuals are contributing to the project describe participation and attach letters of commitment or verification of grant awards. Funds or contributions listed here must be included in “Other Funds” column of the Project Budget Worksheet.
13. **Project budget narrative:** Please provide as much detail as you can on project funds. Describe how requested grant funds will be spent. Please describe any in-kind funding, habitat work, and other contributions to the project in the budget narrative. Non-itemized entries in the budget worksheet must be described in the narrative.