

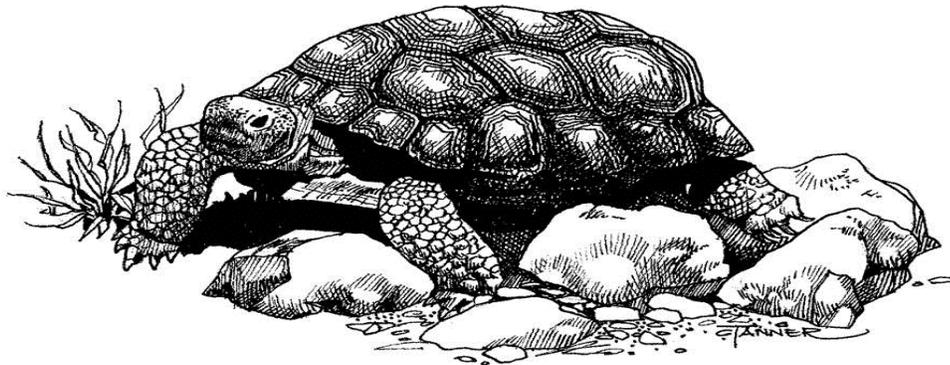
# *The Arizona Game and Fish Department*



## **Heritage Fund**

# *Heritage Grant Application Manual*

*June 1, 2015*



Many programs of the Arizona Game and Fish Department are supported in whole or part by federal funds that require public notification of the provisions of Title VI of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973. These acts prohibit discrimination on the basis of race, color, national origin or handicap. If you believe that you have been discriminated against, you may write: The Office of Equal Opportunity, U.S. Department of Interior, Office of the Secretary, Washington, D. C. 20240. In compliance with the Americans with Disabilities Act, if you need this material in an alternative format or believe you have been discriminated against contact: the Deputy Director, Arizona Game and Fish Department, 5000 W. Carefree Highway, Phoenix, Arizona 85086, (602) 942-3000.

**THE ARIZONA GAME AND FISH DEPARTMENT**  
**The Heritage Fund “Grants” Application Manual – Introduction**

This manual prescribes application guidelines and materials necessary to apply for an Arizona Game and Fish Department (Department) Heritage Grant (HG). Funding for this program is made available to the Department through an annual allotment of Arizona lottery funds.

This manual contains all revised administrative and application process changes related to the 2016 Heritage Fund grant cycle. The **2016 Heritage Grant application window** opens Monday, June 1<sup>st</sup>, 2015 and closes at 5:00 p.m. on Wednesday, September 30<sup>th</sup>, 2015 (Deadline Date).

The six HG sub-categories the Department offers are:

- Environment Education (EE)
- Outdoor Education (OE)
- Schoolyard Habitats (SCHOOLYARD)
- Urban Wildlife / Urban Wildlife Habitat (URBAN)
- Public Access (ACCESS)
- Identification, Inventory, Acquisition, Protection and Management of Sensitive Habitats (IIAPM)

The Department anticipates \$432,000 available to support the 2016 HG cycle as follows:

Environmental Education	\$ 16,000
Outdoor Education	\$ 16,000
Schoolyard Habitats	\$ 37,500
Urban Wildlife/Urban Wildlife Habitat	\$112,500
Public Access	\$ 50,000
IIAPM	<u>\$200,000</u>
<b>Total Available for 2016 Heritage Grant Cycle:</b>	<b>\$432,000</b>

Application requirements for the 2016 HG cycle are as follows:

1) All grant applicants **are required** to submit a **full-application proposal including all required supporting documents** by the published deadline date to be considered for a HG. **The Department will reject any incomplete applications.**

2) To be eligible and considered for a HG award, an applicant’s proposal must be consistent with one or more of the **Eligibility CRITERION** listed within the respective FW.

3) The Department will use one application form that covers all 6 of the HG sub-categories. **There is no longer a separate application form for OE applicants.**

The Department welcomes any feedback on the grant process as we continue to improve HG opportunities. For questions or comments regarding this manual or any changes made, please contact **Marty Herrera** the Department’s Heritage Fund Administrator via email at [mherrera@azgfd.gov](mailto:mherrera@azgfd.gov) or by phone at (623) 236-7527.

**ALL proposals and projects must comply with provisions of Title VI of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973.**

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## HG ELIGIBILITY & FUND SPECIFIC INFORMATION

**GENERAL INFORMATION.** The following information applies to all HG program funds addressed in this manual. The Department's six HG **sub-categories** are designated as:

- Environmental Education (EE)
- Outdoor Education (OE)
- Schoolyard Habitats (SCHOOLYARD)
- Urban Wildlife / Urban Wildlife Habitat (URBAN)
- Public Access (ACCESS)
- Identification, Inventory, Acquisition, Protection & Management of Sensitive Habitat (IIAPM)

**ELIGIBLE APPLICANTS AND PROPOSALS.** Eligible applicants include the federal government, any federal department or agency; Indian tribes; all departments, agencies, boards, commissions and political subdivisions of the state of Arizona; counties; school districts; charter schools; cities; towns; and all municipal corporations. In addition, HG's can only be awarded for project's that occur on **publicly held lands** as specified in Arizona Game and Fish Administrative Rule R12-4-701, which defines requirements applicable to Article 7, Heritage Grants.

Eligible applicants may sponsor a private or not-for profit organization. For example, a club wants to improve fish habitat in an urban lake. They can approach the city where the urban lake is located and request that the city sponsor them on a grant application under URBAN. If the city agrees to sponsor the project, the city must sign and submit the application to the Arizona Game and Fish Department. The sponsor (in this case, the city) **is the applicant** and takes responsibility for the project and fulfillment of the Grant Agreement.

If a private or not-for-profit organization needs help obtaining a sponsor, the organization can contact **Robyn Beck** the Department's Wildlife Grants Administrator at (623) 236-7530 for recommendations. Applicants are encouraged to review previously funded projects listed on the Department's website at; [www.azgfd.gov/heritage](http://www.azgfd.gov/heritage) for project ideas or for any HG application materials.

If a grant is awarded, the **applicant becomes a grant participant (Participant)**. The Participant (if applicable) must acquire and maintain valid special permits (such as an Arizona scientific collecting permit) prior to project implementation. Required special permits will be detailed in the grant agreement. All persons working on the project must meet **special permit** requirements.

A grant applicant must not have an out-of-compliance HG project or a HG project in extension. Applicants must certify that proposed projects shall be in compliance with all State regulations, any applicable Federal or local regulations, rules, or laws; certify that the proposed project will be undertaken if a grant is awarded; and provide documented evidence of control and tenure of the project site.

**PRE-AGREEMENT COSTS.** Costs incurred prior to the effective date of the Grant Agreement (pre-agreement costs) are only allowed as **match or donation** and must be documented and specified as such in the project proposal. Pre-agreement costs are not an allowable Heritage Grant expenditure.

**OVERHEAD AND/OR INDIRECT COSTS.** Overhead and/or indirect costs are **not eligible** for HG funds. Overhead and/or indirect costs can be included as match, if properly documented.

**PROJECT INFORMATION.** HG applications for less than \$500 will not be considered. The funding minimum for all sub-categories is \$500. **EE** and **SCHOOLYARD** grants have a maximum funding level not to exceed \$10,000 and the maximum level for **OE** grants not to exceed \$2,500. The maximum amount for the **URBAN, ACCESS** or **IIAPM** HG sub-categories is the maximum amount listed for each on page 1 of this manual.

**PROJECT EFFECTIVE DATE.** Projects cannot begin until the Grant Agreement has been signed by both the applicant and the Department Director (known as the project effective date). A HG participant, **must** request awarded funds within **120 days** or less of the effective date of the Grant Agreement.

**PROJECT PERIOD.** All grant participants (except OE), must complete their project (including all project business, project deliverables, and closure certification) within **36 months** from the grant agreement effective date. New this year, **OE participants** must complete their project (including all field-trip activities and closure certification) within **12 months** from the grant effective date.

**TERM OF PUBLIC USE.** The Department will assign a “**useful-life period**” for HG projects that require a “**term of public use**” as a condition of the grant awarded. The term of public use for some projects will extend beyond project close-out as determined by the Department. At the beginning of the grant award process if the Department determines that a project requires an extended term of public use, this will be defined within the “**Special Conditions**” section of the Grant Agreement. Special conditions are accepted when the agreement is executed. Examples of projects that might require an extended useful-life and term of public use are as follows:

Concrete/metal structures (i.e., ramps, habitat features, benches, tables, ponds, fencing, etc.): 10 years

Wooden buildings & structures (i.e., kiosks, benches, tables, fencing, floating boat docks, etc.): 5 years

Equipment (i.e., mechanized, computers, microscopes, binoculars, scientific monitoring, etc.): 5 years

Projects should result in a discrete product, e.g., facility, property feature, written report, or program available to the public, or used for public benefit. Properties, facilities, and services funded by a HG must be operated and maintained for the “term of public use” of the project. The applicant must control land or waters on which capital improvements are made (through fee title, lease, easement, or agreement). Control must be adequate for protection, maintenance, and use of the improvement throughout its useful life.

The applicant must give suitable public acknowledgment to the Arizona Game and Fish Heritage Fund for the useful life of the project. When the project involves development or renovation, a permanent sign will be installed which credits the Department’s Heritage Fund. The cost of signage is an allowable expense as part of the initial project, but the applicant is responsible for maintenance and/or replacement of the signage, as needed. All other project types must also include funding acknowledgment of the Arizona Game and Fish Department’s Heritage Fund (e.g., on pamphlets, videos, published reports, educational materials, announcements, technical reports, publications, or other products resulting from the project).

**APPEAL PROCESS.** After applicants are notified and grant awards announced at a public forum (a scheduled Arizona Game and Fish Commission Meeting), any unsuccessful eligible applicant may submit an appeal regarding a grant award within thirty (30) calendar days of the announcement at Commission meeting in accordance with A.R.S. Title 41, Chapter 6, Article 10, Uniform Administrative Appeals Procedures. This should be done by submitting a letter to the Arizona Game and Fish Department, Director's Office, Attn: Heritage Fund Administrator, 5000 W. Carefree Highway, Phoenix, Arizona 85086.

**FUNDING WINDOWS (Important!)**

The Heritage Grant eligibility “Funding Window” (FW) is one of the most essential components of the overall HG cycle process. FWs depict specific **Eligibility CRITERIA** for each of the 6 HG sub-categories. This ensures grants awarded provide the Department an efficient and effective use of the limited Heritage Fund resources available. FWs provide assurance that the Department's priorities and needs are addressed with available HG funding in support of the Department's overall mission.

Annually the Department reviews each sub-category FW and makes revisions to address changes in Commission direction or Department priorities. Once approved, FWs are distributed by the Department. This coincides with announcement of application timelines and funding levels available for the specified grant cycle. Applicants must meet one or more of the FW eligibility criteria established to be considered for funding within the sub-category which they applied for.

**HERITAGE GRANT SUB-CATEGORIES.** The following descriptions of the six HG sub-categories include information about special eligibility criteria requirements. Please refer to the HG FW eligibility criteria specified for each sub-category to determine which FW best supports your grant proposal submission.

***ENVIRONMENTAL EDUCATION (EE).*** **Fund Description** – EE grants are for projects that develop awareness, appreciation and understanding of Arizona's wildlife and its environments. Grant applicants can request from **\$500 to \$10,000** under EE. Please refer to **EE FW** eligibility criteria.

***OUTDOOR EDUCATION (OE).*** **Fund Description** – OE grants are for projects that enhance awareness and involvement in any conservation, ecological or biological wildlife or habitat related “field trip” activity. Grant applicants can request from **\$500 to \$2,500** under OE. Refer to the **OE FW** eligibility criteria.

***SCHOOLYARD HABITATS (SCHOOLYARD).*** **Fund Description** - SCHOOLYARD grants are for projects that encourage wildlife education on school sites through development or improvements of wildlife habitats. Grant applicants can request from **\$500 to \$10,000**. Please refer to the **SCHOOLYARD FW** eligibility criteria.

***URBAN WILDLIFE AND URBAN WILDLIFE HABITAT (URBAN).*** **Fund Description** – URBAN grants are for projects that conserve, enhance and establish wildlife habitats and populations in harmony with urban environments. Grant applicants can request from **\$500 to \$112,500**. Refer to the **URBAN FW** eligibility criteria.

***PUBLIC ACCESS (ACCESS).*** **Fund Description** – ACCESS grants are for projects that increase or maintain public access for recreational use that aligns with the Department's Mission. Grant applicants can request from **\$500 to \$50,000**. Please refer to the **ACCESS FW** eligibility criteria.

***IDENTIFICATION, INVENTORY, ACQUISITION, PROTECTION AND MANAGEMENT OF SENSITIVE HABITAT (IIAPM).*** **Fund Description** – IIAPM grants are for projects that preserve and enhance Arizona's natural biological diversity. There are many ongoing projects the Arizona Game and Fish Department is actively involved with and applicants are encouraged to contact the Department's IIAPM Wildlife Management Project Leader at (623-236-7507) regarding any questions about elements or species eligible this year.

**Project Eligibility** - Proposals will only be accepted for the element-specific eligibility criteria listed in the IIAPM FW to be considered eligible under this sub-category. Grant applicants can request from **\$500 to \$200,000**. Please refer to the **IIAPM FW** eligibility criteria.

**Sensitive Habitat** refers to the specific areas within the geographical area historically or currently occupied by a species or community of species in which are found those physical or biological features essential to the establishment or continued existence of the species and which may require special management, conservation or protection consideration.

**Habitat Protection** is the process of protecting the quality, diversity, abundance, and serviceability of habitats to maintain or recover populations of Arizona wildlife.

**Note:** The list of Species of Greatest Conservation Need (SGCN) referenced in this document are available from the Department's Nongame Branch (5000 W Carefree Highway, Phoenix, AZ 85086; 623-236-7507; or from the Department's website ([http://www.azgfd.gov/w\\_c/cwcs.shtml](http://www.azgfd.gov/w_c/cwcs.shtml)).

## **HERITAGE GRANT CYCLE PROCESS.**

**Announcement of the Grant Cycle.** On **Monday, June 1, 2015**, the Department's HG application window is open for applicants to submit an application for the 2016 Heritage Grant cycle. All Grant application materials for each HG sub-category have been updated and posted to the Department's website at [http://www.azgfd.gov/w\\_c/heritage\\_apply.shtml](http://www.azgfd.gov/w_c/heritage_apply.shtml).

**Grant Application Window.** This year, grant applicants have a four month window in which to apply for a HG. Grant applicants must submit a full application with all required and/or applicable supporting documents by September 30, 2015 to be considered for a 2016 Heritage Grant. Applications must be received at the AZGFD Headquarters building by **5:00 p.m. on Wednesday, September 30<sup>th</sup>, 2015**. Detailed instructions on how to fill out the HG application form are listed on pages 11-16 of this manual.

**Application Review Process.** HG's are awarded through a competitive process. Proposals are evaluated and scored on the basis of their compatibility with established eligibility criteria within the applicable FW. The Department's HG review process consists of three distinct steps; **1)** the pre-screening of all applications received to determine eligibility; **2)** a technical review of eligible proposals (except for OE) by Department subject matter expert (SME); and **3)** the evaluation and scoring of proposals. These steps are detailed as follows:

- 1) Application Pre-Screening.** Applications will undergo an initial pre-screening by Department staff as they are received. The Department will pre-screen proposals received by

the deadline date to determine: **1)** if submitted by an eligible applicant; **2)** whether the grant application meets one or more of the eligibility criteria listed in the respective funding window for which the application was submitted; and **3)** if the application contains all required information and supporting documents specified in the respective FW? Any proposals **not meeting all three** pre-screening requirements will be rejected.

- 2) Department Technical Review.** Applications successfully pre-screened, will transition to the grant proposal technical review process. The Department will assign a subject matter expert (SME) for technical review of the proposal (except for OE proposals). OE proposals will move direct to the evaluation and scoring process. For all other proposals, the assigned SME will review and compare stated goals, objectives and outcomes of the proposal against referenced eligibility criteria within the FW. The SME will determine how well the proposal meets the Department's needs and recommend one of the following:

\_\_\_ **I HIGHLY RECOMMEND Funding this Project**

\_\_\_ **I RECOMMEND Funding this Project with Suggested Improvements**

\_\_\_ **I DO NOT RECOMMEND Funding this Project**

The SME's recommendation and written comments will be annotated and attached to the respective proposal, and provided to scoring team members to review during the evaluation and scoring process. Once a technical review has been completed for all proposals within each sub-category, the proposals will transition to the respective scoring teams to be evaluated and scored.

- 3) Proposal Evaluation and Scoring Process.** Evaluation and Scoring Teams score each proposal within each respective sub-category. Scoring Teams score proposals against established questions. Scoring Team members will evaluate and score each individual proposal. Proposals are not evaluated, compared or scored against each other but rather against the established scoring questions.

Once all applications are scored, the scoring teams will meet face-to-face or via computer video conference to discuss each proposal. After discussion, scores are finalized by each scoring team member and provided back to the Department's Wildlife Grant Administrator. Scores from any scoring team member not taking part in the discussion **will be excluded** in the final compilation and averaging of overall scores.

**Evaluation and Scoring Teams.** The Department will establish an evaluation scoring team for each of the six sub-categories, comprised of 3 to 5 of the following scoring team members:

AGFD Heritage Fund Administrator (and/or) AGFD Wildlife Grant Administrator  
AGFD Field Operations - (1-2 technical expert representative(s)) **or**  
AGFD Division - (1-2 technical expert representative(s)) depending on funding sub-category  
AGFD Heritage Public Advisory Committee (up to two members per sub-category) (Optional)

## **GRANT EVALUATION & SCORING.**

All **URBAN, ACCESS and IAPM** grant proposals will be evaluated and scored using the questions listed below with a scoring range of 0 thru 10 points each (**except weighted question**) with 100 points possible:

- 1) Does the project proposal address a high priority need as listed within the FW eligibility criteria?
- 2) Does the project proposal effectively address this priority need?
- 3) Are project goals, objectives, milestones, methods/measures clearly articulated in the proposal?
- 4) Are methods/measures sufficiently rigorous enough to accomplish these goals/objectives?
- 5) Does the applicant or partners identified have experience with projects of this type?
- 6) Is a reasonable and planned approach outlined in the project proposal to realistically accomplish project goals and objectives?
- 7) Is the proposed budget and timeline reasonable and clearly itemized so that the project has a high probability of successful completion on time and within budget?
- 8) Does proposed budget include any match dollars or donations that directly support the project?
- 9) Will results of the completed project lead to better management of wildlife, habitats, or species; or provide critical information to the Department that has been lacking prior to completion of the project; or provide improved access to a resource by or for the public? (**Weighted: 0 thru 20 Points**)

All **EE, OE and SCHOOLYARD** grant proposals will be reviewed and scored using the questions listed below with a scoring range of 0 thru 10 points each (**except weighted question**) with 100 points possible:

- 1) Does the project proposal address a high priority need as listed within the FW eligibility criteria?
- 2) Does the project proposal effectively address this need?
- 3) Does the project proposal help to develop students' inquiry and problem solving skills?
- 4) Are wildlife and/or wildlife habitats a primary focus of student learning throughout project?
- 5) Does the project tie in with other classroom instruction?
- 6) Does the project or field-trip activity include any pre and post-activities with student involvement during each phase of the project?
- 7) Is the proposed budget and timeline reasonable and clearly itemized so that the project has a high probability of successful completion on time and within budget?
- 8) Does proposed budget include any match dollars or donations that directly support the project?
- 9) Will results of the completed project lead to an enhanced awareness, appreciation and understanding of wildlife and wildlife habitats by students, educators and the public? (**Weighted: 0 thru 20 Points**)

**Scored Proposal Rank-Order Lists.** After all proposals are scored, the Department's Heritage Fund Staff will compile, average and rank-order the list of proposals. A rank-order list (by average score) of proposals from highest to lowest is compiled for each of the six sub-categories. Based on available funding within each sub-category, a funding line is drawn to determine how many grant proposals score above-the-fund line and move forward for grant recommendation and ultimate grant award.

The 6 sub-category rank-order lists are presented to the Department's Executive Staff for review and approval. Once Executive Staff approves, the rank-order lists are presented as recommendations for award to the Director for final approval and used for Heritage Grants ultimately awarded.

Once the Director approves the rank-order lists, the Department initiates an award letter and Grant Agreement for each above-the-fund line applicant to inform them of their Heritage Grant award. Letters are also sent to all below-the-fund-line applicants thanking them for their interest in the Heritage Grants program and to inform them that their project proposals were unsuccessful.

#### **HERITAGE GRANT AGREEMENT PROCESS.**

The Heritage Grant Agreement is a binding legal contract once signed by the Department Director. Projects cannot begin until the Grant Agreement has been signed by both the applicant and the Department Director. An applicant awarded a Heritage Grant (Grantee) must complete the project (including all project business, project deliverables, and closure certification) within 36 months from the grant agreement effective date (Except OE). New this year, OE applicants will only have 12 months from the grant effective date to complete their project. **Note: The Department WILL ACCEPT Electronic Signatures on the Heritage Grant Agreement.**

**Grant Funding.** Once the grant agreement is signed, the grantee has **120 days** from the effective date of the contract agreement to request awarded project funds. However, grantees are highly encouraged to request grant funding as soon as possible. A written (mail or email) letter of request or invoice is submitted by the participant to the Department's Wildlife Grant Administrator who will process the request. Normally, ninety percent of the project's funds are transferred at the beginning of the project cycle and the final 10% is transferred when the project is ready to close. However, the Department can transfer 100% of the grant award at the beginning of the project if requested by the grantee and approved by the Department.

**Grant Extension & Close-out.** Grantees may request an extension of their project, if it appears the project will not be completed within the required timeframe. Requests for extension must be in writing and can be mailed or emailed and must be received by the Wildlife Grant Administrator at least thirty days prior to the grant deadline date. Failure to provide the required thirty-day notice can result in the grantee being found in default. Grant close-out process requirements must be met and completed per the project timeline or project period whichever occurs first, or the grantee can be found in default.

**Grant Monitoring.** The Grantee is subject to the Department's on-site monitoring inspections to validate grantee's compliance with the Grant Agreement. All open grants (ongoing), closed grants (within 5 years of grant closure) and grants still within the "term of public use" are subject to a monitoring inspection. When a Department monitoring inspection discovers default or non-compliance with the terms of the Grant Agreement, the Department will provide written notification to the Grantee, and the Grantee will have ten business days to correct the default or

non-compliance. The Department may pursue any remedy if the Grantee fails to correct the default or non-compliance within the correction period, unless the Grantee can show good cause for not correcting the default or non-compliance.

Annually, the Department will randomly select up to 10% of open and closed grants to conduct on-site monitoring inspections. Grantees selected for an on-site inspection, will be notified in writing and the Department will contact the grantee to coordinate on-site monitoring inspection activities. A Heritage Grant monitoring inspection checklist example can be found on the Department's website at: [www.azgfd.gov/w\\_c/heritage\\_apply.shtml](http://www.azgfd.gov/w_c/heritage_apply.shtml) or by contacting **Marty Herrera**, the Department's Heritage Fund Administrator at 623-236-7527 or via email at [mherrera@azgfd.gov](mailto:mherrera@azgfd.gov).

## HERITAGE GRANT APPLICATION PROCESS.

**GRANT APPLICATION – Where, How, When to Submit.** Grant proposals can be **mailed, hand delivered** or **emailed** to the Department’s Wildlife Grant Administrator. If the applicant chooses to mail or hand deliver the application, two complete copies of the Heritage Grant application proposal must be submitted (1 original and 1 copy) on letter size paper (8.5 x 11 in). If the applicant emails the application proposal the original application including all required documents are required. All applications must be received by the Wildlife Grant Administrator at the Arizona Game and Fish Department Phoenix Headquarters, by **5:00 p.m. on Wednesday, September 30, 2015**. The Department will reject: 1) faxed copies or any application delivered to any other Department location; 2) applications post-marked on the deadline date but not physically received at AZGFD Phoenix Headquarters by 5:00 p.m.; 3) emailed applications received after 5:00 p.m. per time stamp on the Department’s email; or 4) any applications hand-delivered after 5:00 p.m.

**Mail or Hand Deliver:**

Arizona Game and Fish Department  
Attn: Wildlife Grants Administrator  
5000 W. Carefree Highway  
Phoenix, Arizona 85086

**Email:**

Wildlife Grants Administrator  
[Rbeck@azgfd.gov](mailto:Rbeck@azgfd.gov)

**ALL Heritage Grant Applicants** must submit a full Heritage Grant application proposal including all required supporting documents specified within the respective FW, to be considered for a Heritage Grant award. For the 2016 Heritage Fund grant cycle, applicants have a four month window in which to apply for a Heritage Grant, from **June 1<sup>st</sup> thru September 30<sup>th</sup>, 2015**. Applicants are **encouraged to apply** as early as possible. If the Department receives an incomplete application proposal with sufficient time prior to the deadline, the Department may attempt to notify the applicant and advise of actions needed to correct the proposal. **Proposals that are incomplete as of the published deadline date & time will be rejected.**

**A telephone confirmation is highly recommended by the applicant for all electronic application submissions to ensure receipt by calling Robyn Beck at (623) 236-7530.**

**HERITAGE GRANT APPLICATION FORM & INSTRUCTIONS.** The following instructions prescribe the format for the Heritage Grant application. Application format instructions must be followed, questions answered, and all requested data provided. Applicants are expected to utilize the forms provided, narrative format (where indicated), and the respective FW eligibility criteria to prepare a clear and concise project application proposal.

**PAGE – 1. Complete the Heritage Grant Application Form** (*Heritage grant forms may be downloaded to fill in the text electronically at:* [www.azgfd.gov/w\\_c/heritage\\_apply.shtml](http://www.azgfd.gov/w_c/heritage_apply.shtml))

- a. At the top of Page-1, enter the Heritage Dollars Requested, any Match/Donations and Total Project Costs anticipated (from Page-3, of the Project Budget Worksheet).
- b. Applicant Information: Enter the **Agency Name** followed by the name of the person submitting the application with identifying title and contact information.

- c. Check the appropriate box for the Heritage grant sub-category you are applying for. **CHECK ONLY ONE BOX.**
- d. **Project Title.** Provide a one line title that best describes the project proposal. The Project Title should be a **short** and **concise** description of the project.
- e. **Project Location.** Describe proposed project location with a brief and concise description (e.g., legal description, intersection of two streets, GPS coordinate, etc). If the Project Location needs maps or other descriptive documents, please indicate that the items are attached and include with the application when submitted.
- f. **Legislative District & County:** List the legislative district(s) and county(s) where the project will have an impact. Please use the current legislative district maps which are available on the Arizona Independent Redistricting Commission web page: [www.azredistricting.org/](http://www.azredistricting.org/) .
- g. **The Project Summary Description (the summary area will expand and populate as needed)** should simply and concisely summarize the project (600 characters or less) stating the objectives, procedures, and resulting deliverables (products /services /outcomes), and how these address one or more of the eligibility criteria specified within the respective FW.
- h. Complete the **Authorized Signature** section of the Application Face Sheet. Obtain the signature of the agency chief executive officer (or legally authorized designee). Applicants that email their applications must sign, scan and email their applications or submit with an electronic signature. **Applications received via email without an appropriate signature will be rejected.**

**Note:** The Grant Application Form must be signed by an authorized agent of the public agency applying for the grant, and by signing, the authorized agent represents the applicant, having authority to enter into agreements, accept funding, and fulfill the terms of the proposed project. This person on behalf of the applicant has authority to bind the applicant to the terms of the Grant Agreement. Applicants can find a **SAMPLE Grant Agreement** on the Department's website at [www.azgfd.gov/w\\_c/heritage\\_apply.shtml](http://www.azgfd.gov/w_c/heritage_apply.shtml) . If an applicant does not have access to the Department's website, they can call or email the Wildlife Grant Administrator at 623-236-7530 or [rbeck@azgfd.gov](mailto:rbeck@azgfd.gov) to request a hard copy.

**PAGE – 2. Project Narrative (The narrative area(s) will expand and populate as needed.)** In this section, you will provide a more detailed narrative of the project proposal. Summarize the plan of operation and describe the proposed actions deemed necessary and appropriate for the success of the project.

- a. **Project Objectives and Action Plan.** Describe and document the problem being addressed and/or the need for the project. The need must:
  - Address one or more of the stated Eligibility CRITERIA listed within the respective FW. Applications that **fail to meet** FW eligibility criteria **will be rejected** during the HG pre-screening process.

- Describe the scope of the problem being addressed: local, regional and/or statewide. This should relate to one or more of the FW eligibility criteria.
  - Describe the target group(s) to be served.
- b.** Provide the anticipated duration of the project to include a beginning and ending date. This list should include milestones that are:
- Numbered, measurable, and performance driven, i.e., stated in terms of change expected.
  - Describe the specific method/procedure/activity that will be employed to achieve each of the project objectives.
  - Describe the rationale for choosing the selected method/procedure/activity and the feasibility of the proposed solutions/strategies.
- c.** Describe how you will measure the progress and success of the project?
- Provide a management plan for operating the project including a description of the skills required and the credentials of those involved in the project.
  - Provide an explanation of expected cost and benefits of the funding requested.
- d.** How will your Organization promote & advertise this project and acknowledge the Department's Heritage Fund (Public Relations Plan)? This could include a list of activities where you will actively promote the Department's Heritage Fund.
- Describe the steps taken to disseminate project findings and work products to others likely to benefit from the results. Project staff is encouraged to disseminate their findings and work products through State and/or regional conferences.
  - Documents, reports, materials or grant products produced as a result of the grant are public documents. Describe how you will distribute grant materials or products to other organizations.
- e.** List any local community partners or constituents with contact information that will assist you with planning, resourcing or any other activity needed for completion of the project?

**PAGE – 3. Project Budget Worksheet.** The purpose of the budget worksheet is to formulate a line-item budget for the project to determine whether the project is well planned and reasonable in scope. Technical errors in the budget worksheet could result in a lower overall score for the project proposal. A completed budget worksheet should include the amount of Heritage funds requested, the amount of match/donations provided and an itemized breakdown of the overall anticipated costs of the project.

- a.** Complete the **Project Budget Worksheet** using the expenditure line items. When entering dollar amounts, round off to the nearest dollar (**Do Not Include Cents**). Provide the time period the budget covers, along with the amount of Heritage Fund Dollars requested, any Match funds and donations and a roll-up of total project costs anticipated.
- b.** To substantiate the project budget, an itemized list with the cost breakdown of each budget line item amount requested, **is required**. Indicate specific rates and amounts

attributed to requested project funds and to fund matching/donations, or other sources of funding. You **must complete** the Project Budget Worksheet and itemize associated expenditures by the line item listed below:

**Personnel Costs:** List project personnel involved in the project objectives and who would receive benefit from this grant, include title, name and organization affiliation. **Estimate and itemize the number of hours, rates of pay and overall personnel associated costs anticipated.** For valuation of personnel and employee related expenses or fringe cost estimates, if the recipient entity does not have an established pay rate then the Bureau of Labor Statistics wage determinations for the corresponding geographic area should be used. The Bureau of Labor Statistics wage determinations can be found at: [www.bls.gov/bls/blswage.htm](http://www.bls.gov/bls/blswage.htm) . Any anticipated in-kind volunteer labor used as match/donation, should also use the same wage determination information to determine these services directly benefiting the project.

**Capital Improvement/Development Project Costs:** List all estimated development costs (include construction costs, equipment or labor charges, the value of donated materials or services, and purchase price of items procured) for all eligible scope items to be completed as a part of the project. Scope items should be shown in priority order with highest priority items listed first, and should define the facilities to be constructed and total costs.

**Other Costs:** List any other anticipated costs not defined in the previous categories. However, in an effort to deliver project dollars to as many projects as possible, Heritage Grant funds cannot be used for pre-agreement costs, overhead and/or indirect Costs. Such costs may be considered as match, if properly documented.

- For publications, itemize costs of design/layout, artwork, photos, color separations, and printing. Include the number of copies to be printed and how the publication will be disseminated.
- Funds awarded for grants may not be used for purposes to lease facilities, for student tuition or financial aid, or for programs and activities not eligible for state expenditures.
- Although not a requirement, applicants are highly encouraged to seek match opportunities whenever possible and list these within the project budget worksheet. **Any in-kind volunteer labor** anticipated to support project completion, **can and should be listed as Match/donation.** To ensure full consideration, documentation supporting match contributions and/or donations should be included with the grant.
- Requested per-diem and travel costs should not exceed Arizona government limits.
- For travel, state travel and reimbursement policies shall apply. Only travel necessary in support of the proposed grant project is allowed. List travel purpose and estimated costs.

Failure to provide a complete itemized budget worksheet in the format required may result in an application not receiving serious consideration for grant award funding.

**NOTE: The State is not liable for any pre-agreement costs incurred by an Applicant prior to an executed (signed) AGFD Grant Agreement and such expenditures will not be reimbursed.**

#### **PAGE – 4. Complete the Primary Contact List**

The first contact listed on the form is the “Application Writer/Process Contact.” It is imperative that the Department is able to contact this person regarding questions about the application or any missing required documents or information. Each of the contacts listed should be actively involved in the project. If no one is available for contact, the approval process could be delayed or the application rejected for incomplete or missing information. **All of the primary contact information must be kept current at all times during the project duration. If a project contact changes during the project, participants should notify the Wildlife Grant Administrator as soon as possible at 623-236-7530 or [rbeck@azgfd.gov](mailto:rbeck@azgfd.gov)**

**ADDITIONAL INFORMATION or DOCUMENTS:** Some projects (if applicable) require additional information or documentation that **MUST be submitted as enclosures** to your Heritage Grant application submitted. Examples of these additional requirements are listed below:

**LOCATION MAP/DRAWINGS. If applicable, Project Proposal must submit a Location Map** clearly identifying project location(s) or project proposal areas.

**General Requirements for all Project Maps.** All maps should be on 8½ X 11 paper. Each map must include the project title, scale of the map, a north arrow, and the date the map was created or modified. Applications will be rejected if staff cannot locate the project, and/or project proposal area with the information provided by the applicant. Please submit more than one map as necessary and attach additional information needed for clarification.

**Construction Projects.** These proposals include roads, trails, piers, habitat development (including schoolyard habitats), habitat restoration, etc. It is important that the **location** includes any streets, access roads, trails, or other terms of locations (Section, Township and Range). Additionally, a **Site Plan and Floor Plan(s)** must be submitted if applicable.

**Site Plan** - A site plan must be submitted if site development is part of the project proposal. It must define any existing, proposed, or future development (if known) as well as surrounding land uses. In the case of habitat development/restoration, these plans must include lists and locations of native plants to be planted, **and any** other habitat components of the habitat plan.

**Design Plans** - Design Plans (including Architectural, Engineering and/or Construction plans) must be submitted for proposed structures such as piers or interpretive kiosks. If applicable, please indicate if the landowner has approved the plans.

**Research Projects.** Provide a map(s) that defines the general location(s) where the field work and data analysis will occur. Attach documentation or letter of intent from the land owner (if other than the applicant) granting permission for the research to occur on the property.

**Class, Workshop, and Event Projects.** Provide a map(s) that shows where the majority of the project development will be completed. Additionally, define the location of these project activities.

**Media Publications-Projects.** Provide a map(s) that locates where the majority of the publication will be developed and define the distribution locations(s).

**Urban Projects.** Provide a map(s) that shows location(s) of project. If the project is located near the limits of an incorporated area, or within 5 miles of the incorporated area, show the incorporated boundary and the 5-mile limit boundary on the map along with the project location. Project areas outside of the five mile boundary, **may also** be considered if they receive significant impact from human use, as determined by the Department. An applicant is responsible to provide detailed information/justification in their application submission, about project areas outside of the five-mile boundary, in order for the Department to make a determination of eligibility for award consideration under the Urban sub-category.

#### **EVIDENCE OF CONTROL AND TENURE OF PROJECT SITE**

Proposed facilities to be developed with awarded funds must be located on land and/or water, which the applicant owns or manages. If the project site is **owned** by the applicant, a **copy of the appropriate legal document showing title in the name of the applicant and the legal description of the property** must be attached to the application. A letter from the applicant and signed by the agency signature authority is acceptable, stating that the applicant entity owns or controls the property on which the project is proposed.

If the proposed development site is **managed** by the applicant, a copy of the **lease, special use permit, intergovernmental agreement**, or other appropriate official instrument must be attached to the application. The terms and provisions of the applicant's management or control rights to the proposed site must be commensurate with the proposed investment in at least one of the following three respects:

- a. Time remaining on the use agreement must be a term sufficient, in the judgment of the Department, to ensure a period of public use commensurate with the expenditure of awarded funds.
- b. The use agreement cannot be revocable at will by the property owner and should provide for the option to renew by the managing agency.
- c. Applicant must show evidence that public access exists to the proposed project site, **unless** the purpose of the project proposal is to specifically create or limit such access.

If the proposed project is a **research project** and the proposal relates to sites **not controlled** by the applicant, a copy of the permit or agreement (or; at a minimum, a letter of intent from the land manager) allowing the research **must** be attached to the application.

If a project requires any type of ground disturbance a **AGFD State Historical Preservation Office (SHPO) Certification** is required. If applicable, contact **Robyn Beck** the Department's Wildlife Grant Administrator to discuss requirements for submission of this document at: 623-236-7530 or [rbeck@azgfd.gov](mailto:rbeck@azgfd.gov).

## **GLOSSARY OF TERMS.**

**Administrative subunit** means the branch, department, division, section, school, or other similar divisional entity of a public agency where a participant contact is directly employed, for example, an individual school, but not an entire school district; an individual field office or project office, but not an entire agency; or an individual administrative department, but not an entire city government.

**Authorized signature:** refers to the person acting on behalf of the applicant who has authority to bind the applicant to the terms of the Grant Agreement.

**Candidate species:** refers to a species or subspecies of native Arizona wildlife for which habitat or population threats are known or suspected but for which substantial population declines from historical levels have not been documented.

**Commission:** refers to the Arizona Game and Fish Commission.

**Department:** refers to the Arizona Game and Fish Department.

**Effective date:** refers to the signature date the Department Director signs the Heritage Grant Agreement.

**Eligible applicant:** refers to any public agency or organization sponsored by a public agency that meets the applicable requirements of this program and does not have a Heritage Grant Funded project in extension.

**Environmental Education (EE):** refers to EE programs dealing with basic ecological principles and the effects of natural and man related processes on natural and urban systems and programs to enhance public awareness of the importance of safeguarding natural resources.

**Endangered species:** refers to a species or subspecies of native Arizona wildlife whose population has been reduced to such levels that it is in imminent danger of elimination from its range in Arizona, or has been eliminated from its range in Arizona.

**Equipment:** items purchased for more than \$500 with Heritage funds. This equipment shall be used for a public purpose for the useful life of the equipment, or surrendered to the Department upon completion of the project, whichever comes first. If the equipment is sold, the Participant shall pay the Department the amount of any resulting proceeds in the ratio equivalent to the funds provided for the purchase.

**Facilities:** refers to capital improvements.

**Funding Window (FW):** refers to a document approved by the Department's Executive Staff based upon Commission Guidance, Department mission, strategic plan; which define the Department's priorities and listed as Eligibility CRITERIA within each of the six established Heritage Grant sub-category FWs.

**Grant Agreement:** Refers to the legal, binding contract document initiated by the Department and signed by the Heritage Grant award participant and AGFD Director that serves as the effective date of grant award.

**Habitat evaluation:** an assessment of the status, condition and ecological value of habitat and subsequent recommendations of management, conservation or other protection measures, or mitigation measures, including but not limited to, recommendation of reasonable alternatives for the proposed projects that might otherwise affect the habitat under assessment.

**Habitat protection:** refers to the process of protecting the quality, diversity, abundance, and serviceability of habitats for the purposes of maintaining or recovering populations of Arizona wildlife.

**IIAPM:** Refers to IIAPM grants and projects that preserve and enhance Arizona's natural biological diversity; and incorporate the identification, inventory, acquisition, protection, or management of sensitive elements.

**Outdoor Education:** refers to OE grants for projects that enhance awareness and involvement in conservation, ecological or biological wildlife or wildlife habitat related "field trip" activity(s).

**Participant:** refers to an eligible applicant who has been awarded a Heritage grant (**AKA the Grantee**).

**Primary Contact:** refers to the individual associated with the project that will have day-to-day knowledge of the project. This should be someone we can contact regarding questions pertaining to the application material. Each of the contacts listed on page 4 of the application should be actively involved in the project.

**Project:** refers to an activity or series of related activities described in the specific project proposal scope of work, which results in a specific product or service.

**Project period:** begins on the grant effective date and continues for up to 3-years (1-yr for OE), unless the Department grants an extension. All project business shall be completed in the project period, including all deliverable products and services, payments and/or reimbursements, and closure paperwork.

**Public Access (Access):** defined in A.R.S. § 17-296 as providing entry to publicly-held lands for recreational use where such entry is consistent with the provisions establishing those lands.

**Public agency:** refers to the federal government or any federal department or agency, and Indian tribe, this state, all state departments, agencies, boards, and commissions, counties, school districts, public charter schools, cities, towns, municipal corporations, and any other political subdivision.

**Publicly-held lands:** refers to federal, public and reserved lands, State Trust Lands, and other lands within Arizona owned, controlled or managed by the federal government or a state agency or political subdivision.

**Sensitive element:** refers to a species (e.g., bald eagle), habitat type (e.g., plains grassland), or biological community (e.g., bat roost) that the Department has determined needs, or may need, special management (including conservation or protection) attention.

**Schoolyard Habitat:** refers to **Schoolyard** grants for habitat projects that encourage wildlife education on school sites or adjacent sites through development, enhancement or maintenance of wildlife habitats.

**Term of Public Use:** refers to the projects' useful-life time period during which the project or facility is expected to be maintained for public use and access as determined by the Department, and specified within the "Special Conditions" section of the project Grant Agreement.

**Threatened species:** refers to a species or subspecies of native Arizona wildlife that, although not presently in imminent danger of being eliminated from its range in Arizona, is likely to become an endangered species in the foreseeable future.

**Urban Wildlife and Urban Wildlife Habitat (Urban):** refers to **Urban** grants for projects that conserve, enhance and establish wildlife habitats and populations in harmony with urban environments, and increase public awareness of and support for urban wildlife resources.

**Urban Grant Criteria:** refers to a project addressing wildlife that occurs within the incorporated limits of a city or town; is within 5 miles, straight-line distance, of the boundary of an incorporated area; or in an area that receives significant impact from residential development as determined by the Department.

**Wildlife:** refers to all wild mammals, wild birds, and the nests or eggs thereof; all reptiles, amphibians, mollusks, crustaceans, and fish, including their eggs or spawn.

# **Department Heritage Contact Personnel**

**Kellie Tharp**, Education Branch Chief, 623-236-7238, [ktharp@azgfd.gov](mailto:ktharp@azgfd.gov) for application questions associated with **Environmental Education, Schoolyard Habitats and/or Outdoor Education Projects**

**Al Eiden**, Landowner Relations Program Manager, 623-236-7624, [aeiden@azgfd.gov](mailto:aeiden@azgfd.gov) for application questions associated with land **Public Access Projects**

**Jarrod McFarlin**, Field Operations Coordinator, 623-236-7292, [jmcfarlin@azgfd.gov](mailto:jmcfarlin@azgfd.gov) for application questions associated with **Urban Wildlife Eligibility Criterion 1, 2, and 3 Projects**

**Scott Gurtin**, Community Fishing Program Manager, 623-236-72632, [sgurtin@azgfd.gov](mailto:sgurtin@azgfd.gov) for application questions associated with urban waterway **Public Access** or **Urban Wildlife Fish Habitat Projects**

**Mike Rabe**, Nongame Branch Chief, 623-236-7263, [mrabe@azgfd.gov](mailto:mrabe@azgfd.gov) for application questions associated with **IIAPM Eligibility Criterion 1 Projects**

**Joyce Francis**, Habitat Branch Chief, 623-236-7605, [jfrancis@azgfd.gov](mailto:jfrancis@azgfd.gov) for application questions associated with any **IIAPM Eligibility Criterion 2, Habitat or Connectivity Projects**

**Cristina Jones**, Turtles Project Coordinator, 623-236-7767, [cjones@azgfd.gov](mailto:cjones@azgfd.gov) for application questions specific to **Tortoise Habitat Enclosure Projects**

**Robyn Beck**, Wildlife Grant Administrator, 623-236-7530, [rbeck@azgfd.gov](mailto:rbeck@azgfd.gov) for any questions related to the **Heritage Grant application process** or **Heritage Grant program administration**

**Marty Herrera**, Heritage Fund Administrator, 623-236-7527, [mherrera@azgfd.gov](mailto:mherrera@azgfd.gov) for any questions related to the overall **Heritage Fund Program** or **Heritage Grant Application Materials**

**HERITAGE GRANT FORMS & APPLICATION MATERIALS.** In addition to the Heritage application manual, all additional application materials listed below (revised and dated June 1, 2015) can be found on the Department's website at: [www.azgfd.gov/w\\_c/heritage\\_apply.shtml](http://www.azgfd.gov/w_c/heritage_apply.shtml)

A hard copy of any of the application materials listed below can also be mailed or emailed if requested by contacting Robyn Beck, Wildlife Grants Administrator at (623) 236-7530 or [rbeck@azgfd.gov](mailto:rbeck@azgfd.gov)

***Heritage Grant Application Form***

***Heritage Grant Eligibility Funding Windows*** (for EE, OE, Schoolyard, Urban, Access & IIAPM)

***Heritage Grant Frequently Asked Questions (F.A.Q.s) Sheet***

***Heritage Grant Workshop Schedule***

***Heritage Grant Score Form's*** (for EE, OE and Schoolyard) & (for Urban, Access and IIAPM)

***Heritage Grant Agreement – SAMPLE***

***Heritage Grant On-Site Monitoring Inspection Checklist – SAMPLE***

***Heritage Grant Process Flow Chart's*** (for EE, Schoolyard, Urban, Access, and IIAPM) & (for OE)