

Article I. NDWF Grant Programs

Section 1.01 Definition:

- (A) A grant is a fund given by the NDWF to another entity for a specific purpose (program, project, and/or events) linked to the first entities objectives. Unlike loans, grants do not need to be paid back.

Section 1.02 Purpose:

- (A) The NDWF has various grants available to fund programs, projects and/or events that are within the NDWF's mission, supporting affiliate group activities, sport shooting programs and R3 activities.

Section 1.03 Available NDWF grants include:

(A) Educational Grant (AKA Scholarship)

- (I) To qualify for an Educational Grant (Scholarship), the requester needs to be enrolled in a college level wildlife related educational program. These programs include but are not limited to Fish and Wildlife Management, Wildlife Law Enforcement, Biology or Zoology, etc.
- (II) Funded by the NDWF's Gaming Account.
- (III) The amount of funding available is dependent on the amount of funds in the Gaming Account.
- (IV) The Executive Committee along with the Education, Grant & R3 Committee will review the applications for the Educational Grant (Scholarship), and determine the status of the application and the allocation of grants funds.
- (V) Educational Grant (Scholarship), requests that are a first time applicant have preference.
- (VI) Refer to Section 3.04 for Grant funding availability.

(B) High School Clay Target League Grant

- (I) Available for wildlife educational programs and/or North Dakota High School Clay Target League Team support.
- (II) Funded by the NDWF's Gaming Account.
- (III) The amount of grant funding available is dependent on the amount of funds in the Gaming Account.

- (IV) To qualify for a High School Clay Target League Grants, the requesting group needs to foster a working relationship with their local NDWF affiliated club prior to the application. Without this relationship, this grant funding is not available.
- (V) The grant funding that supports the High School Clay Target League Teams is intended to assist the various teams in getting their programs established.
- (VI) The grant funding that supports the High School Clay Target League Teams is not intended to be a long-term funding source for the High School Clay Target League Teams.
- (VII) The Executive Committee along with the Education, Grant & R3 Committee will review the applications for the High School Clay Target League Team and determine the status of the application and the allocation of grants funds.
- (VIII) High School Clay Target League Team that are a first time applicant have preference vs a Team that has received previous funding.
- (IX) Refer to Section 3.04 for Grant funding availability.

(C) NDWF Affiliated Members Grant

- (I) Available to NDWF affiliates to assist local programs, projects or events that they are planning.
- (II) Funded from the NDWF's Affiliate Account (Lindsoe Estate).
- (III) The Executive Committee along with the Education, Grant & R3 Committee will review the Affiliated Member Grant Application and determine the status of the application and the allocation of grants funds.
- (IV) Refer to Section 3.04 for Grant funding availability.

(D) R3 (recruitment, retention and reactivation) Grant

- (I) Available for R3 activities, (such as a hunt for first time hunters).
- (II) NDWF supports and promotes "Fair Chase" principles for all types of hunting and fishing activities. It is expected that the grant recipients follow Fair Chase principals when planning and executing their hunting or fishing activities. If these principals are not followed, the recipient will not qualify for future grant funding.

- (III) Funded would come from the NDWF Affiliate Account (Lindsoe Estate), the Gaming Account, or the general account upon the approval of the Executive Committee.
- (IV) The Executive Committee along with the Education, Grant & R3 Committee will review the R3 Grant Application and determine the status of the application and the allocation of grants funds.
- (V) Refer to Section 3.04 for Grant funding availability.

Section 1.04 Grant funding availability:

- (A) The level of NDWF grant funding is dependent on income generated by the Federation's investments or the amount raised through its gaming activities and other sources. These amounts can and do vary, contingent on the funding source performance in any given year.
- (B) No single grant shall be for an amount greater than \$2500.00.
- (C) With the exception of the Educational Grant (Scholarship), no grant funding will be provided to an individual.

Section 1.05 Application Prerequisites:

- (A) Educational Grant applicants **must be enrolled in an accredited degree-granting area (PhD, MA, MS, BA, BS, AA or AS) related to Wildlife Management, Law Enforcement, Biology or Zoology and must demonstrate a commitment to a career in Fish and Wildlife Management.**
 - (I) *Educational Grant application must include the information about the program in which the individual is enrolled.*
 - (II) *Must maintain a "C" average as shown in the applicants transcripts.*
- (B) High School Clay Target League Grant requesters must have an NDWF affiliated club sponsor to qualify for the NDWF grant.
- (C) NDWF Affiliated Members Grants are targeted on project, activities and events managed directly by a NDWF Affiliate member organization.
- (D) R3 Grants are available to affiliated organizations and non-affiliated organizations in support of recruitment, retention and reactivation program, activities and events.
- (E) For the High School Clay Target League Grant, NDWF Affiliated Members Grants, and the R3 Grants, the grant requesters must match the NDWF provided funds. The grantee's match may be the organizations general account funds, cash, purchased materials, in-kind services or volunteer labor.

- (F) For the High School Clay Target League Grant, NDWF Affiliated Members Grants, and the R3 Grants, NDWF grant funds will cover no more than 50 % of the total project or event cost.
- (G) All funded activities / programs will take place in North Dakota, unless it is part of a regional or national event / program. Details of the use of the grant funding outside of North Dakota must be included in the application.

Section 1.06 Grant application process (is similar for all NDWF grants):

- (A) A grant request may be submitted at any time throughout the year. The requestor needs to understand that there may be a time lag between the date of application and the possible approval of the request.
- (B) The requestor needs to download the appropriate grant application from the NDWF website. <https://www.northdakotawildlife.org/grants>.
- (C) For the High School Clay Target League Grant, NDWF Affiliated Members Grants, and the R3 Grants the requestor must completely fill out the application form, including details about the project / activity, the start date, the matching funds cost share showing the amount of cash, other funding sources, cost of materials, in-kind services or volunteer labor and labor rate per hour. If any part of the project / activity will take place outside of North Dakota, the requestor must explain these circumstances.
- (D) A completed grant application is sent to the NDWF Executive Director (ED) either electronically at contact.ndwf@gmail.com, or conventional mail at North Dakota Wildlife Federation, P.O. Box 1091, Bismarck, ND 58502, whichever is prudent.
- (E) The ED will insure the application is completed correctly. The ED will send copies of the completed grant request to members of the NDWF Executive Committee and the Education, Grant & R3 Committee for review.
- (F) Copies of each grant application may be sent either electronically or by conventional mail, whichever is prudent.

Section 1.07 Grant application review

- (A) NDWF Executive Committee and Education, Grant & R3 Committee members will meet as needed throughout the year to act upon the grant requests.
 - (I) Meeting may be virtual or in-person whichever is prudent.
 - (II) Voting by the committee members may be electronic or in person.

- (III) A record of the emails and votes of the EC & EGC members need to be recorded to providing evidence of the member's action regarding the grant requests.

Section 1.08 The NDWF Executive Committee and Education, Grant & R3 Committee members have the discretion to do the following:

- (A) Act on the grant application as written (approve or reject).
- (B) Approve the grant application but, based on funding availability and number of applications, allocate a lesser amount than was requested.
- (C) Request additional information regarding the project, program or event.
- (D) Table action on the application, deferring it to the next quarterly meeting of the NDWF board of directors.

Section 1.09 Once the grant is either approved or rejected.

- (A) The NDWF will inform the requestor of the status of the grant request.
- (B) If the grant request is approved, the NDWF will process the request, administering a check for the approved amount from the appropriate NDWF account, and send the check to the requesting entity.
- (C) If the grant request is approved, the check(s) will be processed and mailed following the NDWF standard operating procedures.

Section 1.10 Follow-up by grant recipient

- (A) With the exception of the Educational Grant (Scholarship), all grant recipients are REQUIRED to submit a written report within 60 days of the conclusion of the project or activity, outlining the use of the NDWF grant funds.
- (B) The follow-up report for the grant must include the following.
 - (I) Total number of participants in the program/event.
 - (II) Other sources of funding utilized used to support the program / event.
 - (III) Total costs once the project, program or event was completed.
 - (IV) For NDHSCTL, the number of new shooters in the program.
 - (V) For NDHSCTL, a narrative on how this program led to growth in the affiliate club membership and/or an increase in other conservation activities, such as mentored hunts for new shooters.
- (C) If a written report is not received, the applicant is NOT eligible for future grants.

The receiving group may be requested to make a live presentation on their project / activity at the NDWF's annual convention.