

**GRANT APPLICATION REQUIREMENTS  
NAPA COUNTY WILDLIFE CONSERVATION COMMISSION**

**ELIGIBILITY:** All applications for Wildlife Conservation Commission grant funding must demonstrate eligibility as follows:

1. Applications must be submitted by 5:00 pm on the last day of the grant cycle as posted. Applications received after this deadline will not be accepted.
2. Project must be located within Napa County.
3. Project must be accomplished within the fiscal year the award is granted.
  - Exception only for applications for land acquisition, which may be submitted as multi-year funding requests.
4. Only one application for funding may be submitted per organization; however, the application may request funding for several projects.
5. For environmental education proposals submitted by or on behalf of schools:
  - No more than one (1) proposal per classroom;
  - Proposals for funding on behalf of schools shall be submitted directly by the district on behalf of individual schools with a maximum of one (1) proposal from each instructional level (i.e., one from the elementary school level, one from junior high, and one from the high school level).
6. Applications must meet the requirements for use of State Fish and Wildlife fine monies (§13103 (see attached)). Administrative costs shall be identified in the Expenditure Detail and **shall not be included** for reimbursement unless otherwise deemed necessary and approved by the Commission.
7. All applications **must** comply with the following Grant Application Format.

**GRANT APPLICATION FORMAT:**

**I. DESCRIPTION OF ORGANIZATION**

1. Type of organization or business
2. Purpose for which organization was formed
3. Tax exempt status
4. Date formed as Non-profit
5. Membership: restrictions, number of members, fees, etc.
6. Names of Board of Directors; contact person (include phone number, email address, mailing address)

**II. NEEDS ASSESSMENT/Problem Statement**

1. Clear statement of problem
2. Specific objective & specific dollar amount requested
3. Anticipated results, with time-line

4. Detailed description of methods planned to achieve objective
5. Clear statement of benefit relative to the goals of the Commission
  - a. Identify the approved expenditure item(s) the project complies with from CDFG Code §13103 (attached) and which WCC priorities as listed in Selection Criteria Priorities, below.
6. Describe how you intend to determine if the proposed activity is successful

### **III. ATTACHMENTS**

1. Expenditure detail (sample templates can be provided upon request)
2. List of other funding sources (i.e. matching funds)
3. Completion/progress report of projects completed over past 5 years with the use of Fish & Game Fine Monies.
4. For environmental education proposals: At least one (1) letter of support from a school board member, principal, teacher, etc.,
5. For land acquisition proposals or capital improvement projects, include discussion on any public access component.

### **GRANT AWARD INFORMATION**

The Commission will consider grant applications at a public meeting following the close of the grant cycle. **Representation at the Commission grant award meeting is not required but is strongly recommended in order to answer any questions from the Commission.**

Please be aware that all proposals granted by the Commission will be required to enter into a Grant Agreement with Napa County, requiring proof of Liability Insurance.

Please be advised that, for projects that fall within the categories of the CDFG Code §13103 requiring approval from the Department (i.e. items (d), (h), (i), (l), and (m)), the County will need to forward the application to CDFW for review and approval. As such, it is recommended that applicants submitting for projects subject to these categories consult with CDFW ahead of submittal.

The fiscal year term for Napa County is from July 1 to June 30. In order for reimbursements to occur before June 30, receipts/invoices are generally due no later than May 31. Upon approval of a grant, the Commission may request that a project update report be provided to the Commission Secretary (email or hard copy is acceptable).

### **SELECTION CRITERIA PRIORITIES:**

- 1. Eligible proposals which directly benefit wildlife and/or their habitat, and can meet one or more of the purposes listed in §13103 (see attached) will be given a higher priority over projects which do not have a direct benefit.**
- 2. Eligible proposals that are educational in nature and directed toward school age children will be given higher priority if it can be demonstrated that the proposal meets state educational curriculum standards and can easily be integrated into the classroom.**

- 3. Eligible proposals submitted by or on behalf of schools will be given higher priority if the funding would enhance wildlife and would provide long-term educational value over one-time events (i.e., acquisition of books vs. one-time field trip).**
- 4. Proposals which use Commission funding as a match for other funding sources will receive priority consideration.**

Amended on 12/9/2024

## California Fish and Game Code Section 13103.

Expenditures from the Fish and Wildlife Propagation Fund of any County may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department.

*\* A scientific collection permit, if required and issued by the California Department of Fish and Wildlife, indicates that the project is eligible to receive Fish and Wildlife Propagation funds*

- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.

- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Costs incurred by a county counsel in investigating and prosecuting an action for civil penalties, injunctive relief, or civil penalties and injunctive relief pursuant to Section 5650.1 resulting from unlicensed cannabis cultivation.
- (n) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.