

**MINI-GRANT APPLICATION**

**CAREER and OUTDOOR SKILLS**

**AUGUST 2019**

1. **BACKGROUND**
	1. **Purpose: Provide opportunities to improve outdoor skills and learn about conservation careers.**
	2. **Eligibility: All Friends groups or closely related non-profits are eligible.**
	3. **Amount: Grants are up to $1,500.**
	4. **Detailed Information:** [**https://www.fwsretirees.org/Support.html**](https://www.fwsretirees.org/Support.html)
2. **ADMINISTRATIVE DATA**

**Project Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Station\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Submission Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Leader/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Point of Contact. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Friends Group/NGO Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Contact Info: Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PROPOSAL INFORMATION**

*Describe how your proposal will address the program’s criteria as listed below.*

*[Since the application is provided as a Word Document, the information for each of the items below can be inserted and the document expanded as needed]*

1. Teaches and facilitates one or more outdoor skills to youth
2. Includes learning about conservation careers
3. Has a spending plan. [Maximum=$1500].
4. Indicate proposed in-kind, match and sources.
5. Use a spreadsheet to show items to be purchased, sources and total
6. Shows relevant to fish and wildlife conservation and recreation
7. Includes under-represented youth audiences
8. Incorporates multiple events with same audience
9. Includes a mentor component (a Retirees Asso. member may be in the area to help. The Association will assist with trying to locate contacts who may be interested in assisting with the project as mentors or in some other capacity)
10. Leads to educational opportunities that are frequent and sustained over time
11. Involves stakeholders and partnerships, i.e., State, NGO, local partners

### J. Is inclusive of all audiences (accessible/available to anyone with an interest in participating)

1. **SUBMISSION**
	1. Completion of this application form will serve as the proposal
	2. This form is prepared in a Word format, so information beyond the space shown on this form can be expanded to fit as needed. Proposals can be saved and sent in a PDF format.
	3. Send proposals electronically to grants@fwsretirees.org
2. **GRANT AWARD**
	1. Proposals selected for an award will be notified by the USFWS Retirees Association.
	2. The Grant Award letter will indicate the amount of grant funds approved.
	3. The USFWS Retirees Association Treasurer will send funds to the Friends Group noted on the proposal application.
3. **REPORTING**Within one month after completion of the proposal’s program/project, awardees need to:
	1. Prepare a short (approximately two-page) report addressing the program’s ten criteria, and lessons learned.
	2. Attach photos, including any with USFWS retirees and youth participants who participated.
	3. Submit completed report and attachments electronically to grants@fwsretirees.org