



December 06, 2018

Fish and Wildlife Service STATION SPECIAL PROJECT

The Retirees Association has established a small grant program to support Retirees' volunteer work at FWS Stations (NWR's, NFH's, Field Stations, etc.). The Retiree might work with the station directly or through a Friends Group. The intent is to stimulate Retirees to work with one of their favorite stations to identify small project needs and apply for a grant to help the Retiree(s) volunteer at the station to complete the identified project. Project funds cannot be used to defray travel costs for the Retiree(s). The station could be one near to where the Retiree(s) lives or where the Retiree would like to travel to and volunteer, maybe as a winter activity. The funds could be used for anything needed at the station, including but not limited to, surveys, construction, education, interpretation, special maintenance, etc. The following criteria will be used to select and fund proposed projects:

- The project must have the support of the Station Project Leader
- The Retiree(s) must commit to volunteering to complete the project
- Total request from the Association should not exceed \$5,000.00
- Matching funds or in-kind contributions (i.e: Friends Groups, local businesses, etc.)
- Project should be completed within 1 year from the grant award
- Proposed reports and documentation of project completion

Projects may be proposed at any time. Awards will be made after selection by the Association Board and as funds are available. Funds will go to the Retiree or to a Friends Group (not directly to the station).

Applications should contain the following information:

- Name and complete contact information of the Retiree(s) applicant
- Station name, location, and Project Leader name and contact information
- Project name, brief description of the proposed work, and proposed time-frame
- Signatures and addresses of Retiree applicant and Station Manager
- Amount of funding requested and how these funds will be used
- Total Budget
- Description of amount and kind of matching contributions (\$24.00/hr. allowed for match)
- Involvement by Friends Group or other partners
- Proposed project documentation and completion report

Send email applications to Board c/o <rgstreeter@gmail.com>