



January 20, 2018

SERVICE STATION SPECIAL PROJECT

The Retirees Association has established a small grant program to support Retirees' volunteer work at Service Stations (NWR's, NFH's, Field Stations, etc.). 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. 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 project could be 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 \$1,000.00
- Matching funds or in-kind contributions (i.e: Friends Groups, local businesses, etc.)
- Project funds cannot be used to defray travel costs for the Retiree(s)
- Project should be completed within 1 year from the grant award
- Proposed reports and documentation of project completion

Projects must be proposed for funding by August 1 and the awards will be made annually on September 1, after selection by a committee established by the Association Board. At least four projects will be funded each year.

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 of Retiree applicant and Station Manager
- Amount of funding requested
- Budget
- Description of amount and kind of matching contributions
- Proposed project documentation and completion report

Send email applications by August 1 to Board Chair <rgstreeter@gmail.com>