

The Idaho Department of Fish and Game considers the following document to be an agency guidance document for purposes of Idaho Executive Order 2020-002. The guidance document is not new law; it is the Department's interpretation or implementation of existing law.

Department Point of Contact (to obtain additional information or provide input):

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IDAHO DEPARTMENT OF FISH AND GAME

600 S Walnut / P.O. Box 25
Boise, Idaho 83707

Brad Little / Governor
Ed Schriever / Director

DATE

Dear XXX

The Idaho Fish and Game Commission is pleased to announce the development of the **Commission Community Challenge Grant** program. This exciting new grant program provides competitive funding for officially recognized non-profit organizations to implement projects that are broadly supported by the local sportsman community and enhance fish and wildlife habitat, populations, or associated recreational opportunities.

The Commission Community Challenge Grant program consists of two different awards:

- *Regional Grants*: Projects that benefit a local or regional scale are eligible for up to **\$10,000** made available through each Fish and Game Region.
- *Statewide Grants*: Projects that benefit the state or multiple regions are eligible for up to **\$30,000** made available for the entire state.

Who may apply:

Groups eligible for Community Challenge Grant monies include any officially recognized non-profit (e.g. 501(c)(3)), business (having a state/federal tax ID number), corporation, or recognized regional/state/national sporting organization (such as *Ducks Unlimited*, *Rocky Mountain Elk Foundation*). Private individuals are not eligible for grant funding. Applicants must be willing to provide match, either cash or in-kind support.

When to apply:

Grant applications will be accepted from March 1 through April 15, 2019, with grant awards announced during the July 25, 2019 Commission meeting in Idaho Falls. Successful applicants will have until June 30, 2020 to complete the project. Project extensions may be granted for extenuating circumstances at the discretion of the Fish and Game Department.

Where to apply:

Grant applications for Regional Grants should be sent to the nearest regional office, care of the **Regional Supervisor**. Grant applications for Statewide Grants should be sent to the headquarters office in Boise, care of the **Deputy Director**. Addresses are provided at the end of this letter.

How to apply:

Submit a proposal letter that includes the following information:

- Applicant name – name of the organization and a brief description (or website link) describing the mission of the organization.
- Amount of funding requested.
- Need – a description of the need for the project and how it will benefit fish, wildlife, and/or associated recreation.

Keeping Idaho's Wildlife Heritage

- Project details – a description of the actions that will be taken to complete the project.
- Budget details – a description of how the budget will be used, with anticipated line-item expenditures. Include description of match, whether it be cash or in-kind support.
- Project closeout – a description of when the project will be completed and a completion report submitted.

Grant Application Evaluation Criteria:

A panel consisting of Fish and Game Commission members and staff will evaluate applications and rank them based on the following criteria:

- ✓ Project supports fish and wildlife-based recreation, including hunting, fishing, or trapping;
- ✓ Project addresses a high-priority regional or statewide management need;
- ✓ Longevity of the project (how long will benefits last);
- ✓ Number of fish or wildlife species benefitted;
- ✓ Project has a high likelihood of completion and successfully addressing the need;
- ✓ Project has strong community and/or sporting group(s) support;
- ✓ Budget is realistic and includes necessary match. There is no minimum match requirement, but consideration will be given to the level of match being contributed. Match can be in the form of cash or in-kind support.
- ✓ Project is consistent with the Idaho Department of Fish and Game mission: *To preserve, protect perpetuate, and manage the fish and wildlife of Idaho and to provide continued supplies for hunting, fishing, and trapping.*

Again, the Fish and Game Commission and Department are excited to work with local and statewide sportsman’s groups, communities, and other partners to improve fish and wildlife habitat, populations, and associated recreational opportunities in Idaho. We look forward to receiving your application. If you have any questions, please contact the Regional Supervisor at your nearest Regional Fish and Game office or the Director’s Office at Headquarters for assistance.

Headquarters Office/P.O. Box 25, 600 S. Walnut/Boise, ID 83707/(208)334-3771

Panhandle Regional Office/2885 W. Kathleen Ave./Coeur d’Alene, ID 83815/(208)769-1414

Clearwater Regional Office/3316 16th Street/Lewiston, ID 83501/(208)799-5010

Southwest Regional Office/3101 S. Powerline Road/Nampa, ID 83686/(208)465-8465

Magic Valley Regional Office/324 South 417 East, Suite 1/Jerome, ID 83338/(208)324-4359

Southeast Regional Office/1345 Barton Road/Pocatello, ID 83204/(208)232-4703

Upper Snake Regional Office/4279 Commerce Circle/Idaho Falls, ID 83401/(208)525-7290

Salmon Regional Office/99 Highway 93 North/Salmon, ID 83467/(208)756-2271

Commission Community Challenge Grant:

2 Programs: Regional Grants: \$70,000 (up to \$10,000/region); Statewide Grants: \$30,000

Competitive proposals will be evaluated on the following:

- Address a high priority management need with more points awarded to projects that meet multiple priorities
- High likelihood of success and success metrics are clearly stated
- Cost of project justifies expected results
- Project has strong community/sportsmen support
- Project outcomes should be consistent with IDFG mission and identified needs
- Project proponent's (organization submitting the proposal) mission and actions are consistent with IDFG mission and objectives
- Matching Required: cash or in-kind. **Note:** A graduated scale of point factoring for level of cost share (e.g., no cost share – ineligible; <1:1 counts for 1 point; between 1:1 and 2:1 for 2 points; and equal to or more than 2:1 for 3 points).

Proposal Review Matrix: a matrix is attached. The matrix is designed to help inform the selection process, not dictate it. Other factors relevant to the decision (e.g. entities debarred from being eligible for federal grants) may be used to determine the final selection.

Regional Grants: competitive grant of up to \$10,000 for each region (multiple grants can be awarded within region)

Selection Committee: Regional Commissioner, RS, regional program manager (RHM, RWM, RFM, RCO, RCE, or ESB)

Statewide Grant: (1 to 3) competitive grants totaling up to \$30,000 (these grants shall be awarded based on project scope and outcome relative to delivering regional or state-wide benefits.)

Selection Committee: Commission Chair and Vice Chair and (1) RS, BC and DO representative respectively.

Regional and Statewide Grants:

Eligible Applicants: Any officially recognized non-profit (e.g. 501(C)), business (e.g. state/federal tax ID number), corporation, or recognized regional/state/national sporting organization (e.g. Ducks Unlimited, Rocky Mountain Elk Foundation). Private individuals are not eligible for funding.

Application Period: March 1-April 15

Selection and Grant Award: July Commission Meeting

Project Funding: July 1 through June 30 (fiscal year starting subsequent to May approval)

Grant Duration: 12 months; grants may be extended at Commission discretion and based on spending authority

Outcome Reporting: Successful grantees will submit a final completion report, including a detailed expenditure summary report. The host region will work with successful grantees to conduct outreach on project progress and outcomes. When practicable, successful grantees would present their project during a regularly scheduled commission meeting.

Commission Challenge Cost-Share Proposal Review Matrix

	Proposal #1	Proposal #2	Proposal #3	Proposal #4	Proposal #5	Proposal #6	Proposal #7	Proposal #8	Proposal #9	Proposal #10	
											Criteria (maximum of 25 points)
											Mission Alignment (maximum of 2 points)
											Proponent actively supports fish and wildlife-based recreation, including hunting, fishing, or trapping: <i>2 points</i> . Proponent does not actively support fish and wildlife-based recreation, including hunting, fishing, or trapping: <i>ineligible for funding</i> .
											Management Need (maximum of 10 points)
											Proposal addresses priority regional or statewide management objective: <i>5 points</i> . Proposal addresses local need with little application to regional or statewide issues: <i>2 points</i> .
											Proposal provides long-term (>5 years) benefits: <i>3 points</i> . Proposal provides short-term benefits: <i>1 point</i> .
											Proposal benefits multiple priority species: <i>2 points</i> . Proposal benefits <3 priority species: <i>1 point</i> .
											Technical Merit (maximum of 5 points)
											Proposal provides adequate detail to ensure probability of successful achievement of objectives: <i>5 points</i> . Proposal provides inadequate detail or uncertainty as to whether objectives can be achieved: <i>2 points</i> . Proposal has <10% chance of achieving objectives: <i>ineligible for funding</i> .
											Community/Sportsmen Involvement (maximum of 5 points)
											Proposal has broad community and sportsmen support: <i>5 points</i> . Proposal has limited community and sportsmen support: <i>2 points</i> .
											Cost-Share (maximum of 3 points)
											Proposal includes a 2:1 cost-share, either as cash or in-kind services: <i>3 points</i> . Proposal includes less than 2:1, but not less than 1:1 cost-share, either as cash or in-kind services: <i>2 points</i> . Proposal includes less than 1:1, but more than 0:1 cost-share, either as cash or in-kind services: <i>1 point</i> . Proposal includes no identifiable cost-share: <i>ineligible for funding</i> .
											Total Points