



Fish and Game Propagation Fund Fiscal Year 2024/25 Application Materials

Your grant application will be used to evaluate your funding request made to the San Mateo County Parks and Recreation Commission in conformance with Section 13100 et seq. of the California Fish and Game Code. Fish and Game Code Section 13100 et seq. regulates the expenditures of funds collected from fines and forfeitures in San Mateo County, for the protection, conservation, propagation and preservation of fish and wildlife, under the direction of the County Board of Supervisors.

50% matching funds are required. Projects are eligible for funding at any phase of project development/preparation provided that the project complies with Fish and Game Code Section 13103. For this grant cycle, projects that were completed within two years of the date the application is submitted will also be eligible for funding. Applications for prospective projects will be prioritized and receive additional points (in an amount determined by the Evaluation Committee) during evaluation; projects for retrospective projects will not be prioritized. Applications will be scored using the criteria in Appendix B. Grantees will be required to sign a grant agreement with San Mateo County, and to incur project expenses and apply for reimbursement from San Mateo County. Please fill out one application per project. One original of the application must be received by **close of business (5:00 p.m.) on Monday, August 22, 2024** at the address shown below and via email at parksandrecreation@smcgov.org. Faxed applications will not be accepted.

APPLICATION INSTRUCTIONS

EACH PROJECT APPLICATION MUST INCLUDE THESE 4 ITEMS OR IT WILL NOT BE ACCEPTED:

- 1. COMPLETED AND SIGNED "GRANT APPLICATION FORM" (SEE BELOW)**
- 2. RESPONSES TO THE 4 "PROJECT QUESTIONS" (SEE BELOW) – 2 page maximum response.**
- 3. COMPLETED AND SIGNED "PROPOSED PROJECT BUDGET" FORM (SEE BELOW)**
- 4. A ONE-PAGE DETAILED PROJECT BUDGET (SEE "INSTRUCTIONS" BELOW)**

Submit one, original of the full application, by close of business **(5:00 p.m.) Monday, August 22, 2024** to the following address (faxed applications will not be accepted) and via email at parksandrecreation@smcgov.org.

**San Mateo County Parks Department
c/o Nicholas J. Calderon, Parks Director
455 County Center, 4th Floor
Redwood City, CA 94063**



GRANT APPLICATION FORM

TYPE OF PROJECT - (Fill in <u>Project Type</u> and <u>Letter of Applicable Code Subsection</u> , using list in Appendix A).	
This is a _____ project, eligible under Fish and Game Code Section 13103-_____.	
GRANT APPLICANT (Organization, address, zip code)	Grant Request Amount: \$ _____ Plus Other (non-grant) funds to be used: \$ _____ Equals TOTAL PROJECT COST: \$ _____
PROJECT NAME and ADDRESS (or NEAREST CITY)	ASSESSOR'S PARCEL NUMBER (APN), OR PROPERTY NAME WITH ACREAGE (if multiple sites, list on separate sheet) [if applicable]
GRANT APPLICANT'S AUTHORIZED REPRESENTATIVE:	
Name (typed or printed) and Title	Email Address Phone
PERSON WITH DAY-TO-DAY RESPONSIBILITIES FOR PROJECT:	
Name (typed or printed) and Title	Email Address Phone
GRANT SCOPE: (Brief description of items of work to be completed with grant funds.)	
LAND TENURE: Land tenure is: _____ acres (total), including: <i>(fill in appropriate blanks below)</i> [if applicable] _____ # Acres owned in fee simple by applicant, or co-owned by applicant. _____ # Acres available under lease until year _____ from _____ <i>(landowner name)</i> _____ Project site(s) will be utilized by specific agreement with, and full knowledge of land owner(s)* * (If multiple sites, list all confirmed or prospective sites for your program on a separate sheet and identify by parcel number, or by providing parcel acreage with property name.)	

I CERTIFY THAT:

- I am authorized on behalf of the above-named Grant Applicant to conduct all negotiations and execute and submit all documents, including but not limited to, this application and any agreements, amendments, payment requests and so on, necessary for project completion; and
- Information contained in this project application form, including assertions of land tenure and all required attachments, is accurate; and
- All necessary CEQA and other environmental compliance requirements, and all applicable state, federal and local regulatory permits (e.g., building/grading permits if applicable), have been met/obtained for the project, or will be met/obtained (with non-grant funds) prior to initiating the project; and
- I have read and understand the important information and assurances in the application materials.

SIGNED _____	DATE _____
_____ Grant Applicant's Authorized Representative	



PROJECT QUESTIONS

Instructions: Respond to the 4 questions here or attach written response. 2-page maximum

1. Provide a description of the project, who will be involved, and what you plan to achieve.

2. Describe how this project furthers the propagation and conservation of fish and wildlife.

3. Please provide objective, measurable goals the Project will seek to achieve, and identify the measurement criteria your organization will use to evaluate success.

4. If the proposed project is for the one-time expenditure of funds please explain how the benefits from the project will be sustained and funded over a multi-year period of time.



PROPOSED PROJECT BUDGET

BUDGET GUIDELINES

50% matching funds are required. It is the intent of the San Mateo County Parks and Recreation Commission to ensure that grant funds under its authority are expended to the maximum public benefit. Grantees will be required to incur project expenses and apply to San Mateo County for reimbursement.

DETAILED PROJECT BUDGET - INSTRUCTIONS

Please attach a Detailed Project Budget (one page) identifying 4 categories of expenditures – 1.) Salaries and Benefits, 2.) Services and Supplies, 3.) Equipment, 4.) Other Expenses. Note: permit, CEQA and food costs are not eligible expenses, and no more than 10% of grant amount may be used for planning/design costs.

PROJECT BUDGET SUMMARY

Using your Detailed Project Budget, fill in a summary of your project budget information here, and sign below.

Grant Applicant: _____ Project Name: _____
(Organization)

Total Project Budget: \$ _____

Grant Funds Requested: \$ _____

SIGNATURE

Signature of Authorized Representative

Title

Date



California Fish & Game Code 13103 (a)-(m)

13103. Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes (references to "Department" here, are the California Department of Fish and Wildlife*):

(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.

(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 15 percent of the average amount received by the fund during the previous three-year period, or ten thousand dollars (\$10,000) 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) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

* Formerly California Department of Fish and Game



Evaluation Scoring Sheet for Applications for Fish and Wildlife Propagation Fund Grants

Applicant and Project Name:		
EVALUATION CRITERIA	MAXIMUM POINTS	SCORE
CLARITY OF PROPOSAL	50	
<ul style="list-style-type: none"> <input type="checkbox"/> Proposal clearly identifies how the project meets the intent of the applicable sections of the California Fish and Game Code Section 13103. <input type="checkbox"/> Applicant demonstrates the ability to undertake and complete the work effort, including identifying and obtaining any necessary permits from regulatory authorities (with separate funding). <input type="checkbox"/> Approach for accomplishing Proposed Project is reasonable and incorporates demonstrated best practices and industry standards, where applicable. 		
SUSTAINABILITY	20	
<ul style="list-style-type: none"> <input type="checkbox"/> Applicant demonstrates that the results of the project will be sustained over time. <input type="checkbox"/> The project utilizes materials and implementation approaches that provide benefits beyond the immediate project. 		
GOALS AND EVALUATION	20	
<ul style="list-style-type: none"> <input type="checkbox"/> The Proposal clearly establishes measurable goals/objectives. <input type="checkbox"/> The evaluation criteria measures both the completion of the project (e.g., goal reached or proposed quantities were provided), as well as criteria and time frame to evaluate the success of the project against the stated goals/objectives. 		
PROJECT FINANCING	10	
<ul style="list-style-type: none"> <input type="checkbox"/> Project budget is of sufficient detail to enable evaluator to determine whether Applicant can realistically carry out the proposal. <input type="checkbox"/> Budgeted expenditures are within the industry norm for similar activities. <input type="checkbox"/> Post-project funding has been identified to sustain the project. 		
TOTAL	100	