



## AQUATIC EDUCATION GRANT PROGRAM

Each year, the Ohio Department of Natural Resources Division of Wildlife allocates funds received from the Sport Fish Restoration Act to be awarded as Aquatic Education Grants. For more information on the Sport Fish Restoration Act, refer to:

[bit.ly/aquatic\\_ed](http://bit.ly/aquatic_ed)

This document provides an overview of the Ohio Division of Wildlife's Aquatic Education Grant Program and addresses the following:

- Eligible applicants
- Eligible program types and elements
- Grant application and implementation timetables
- Selection and approval process

### Eligible Applicants

Schools, park and recreation departments, conservation groups, local governments, and other non-profit organizations that wish to sponsor an aquatic or angler education program within the state of Ohio are eligible. Multiple agencies may work cooperatively to conduct a program or event, but only one grant application may be submitted. The grant applicant is responsible for contract administration, permitting, fund management, and final report submission.

### Eligible Programs

The Aquatic Education Grant Program is designed to increase aquatic stewardship and sport fishing participation. Applicants must address the following criteria:

The project must include an opportunity for the participants to engage in an aquatic education learning experience. Examples of activities include Passport to Fishing, water quality monitoring, or a fish hatchery tour.

The project must include a hands-on fishing opportunity.

A final report must be submitted to the Ohio Division of Wildlife upon completion of the project. The Ohio Division of Wildlife will provide a reporting form and instructions for submission.

### Examples of Recent Programs

- Multi-day youth fishing camp at Camp Muskingum hosted by the Lake and Trails Organization
- "Fishing with Dad" event hosted by the Columbus Urban League
- Single-day fishing clinic with Passport to Fishing program hosted by The Woods and Waters Club
- Trout stocking and fly fishing clinic hosted by the Clear Fork River Chapter, Trout Unlimited
- "Antlers and Anglers" event featuring portable fishing pond hosted by the Boardman Township Park District
- Aquarium and start-up equipment for Trout In The Classroom (T.I.C.) program.

## Ineligible Program Expenses

No grants will be issued for overhead costs, program administration (i.e., staff wages), planning or research. Prize items are also an ineligible expense. Food and beverage expenses greater than 20 percent of the total funding request will not be permitted. Transportation expenses greater than 20 percent of the total funding request will not be permitted. Grants will only be issued to non-profit or governmental organizations.

## Grant Application

Applicants are limited to one aquatic education grant per fiscal year. Programs may consist of a single event or multiple events. Please complete all sections of the grant application and provide as much detail as possible. Applicants must provide an event budget worksheet for each event in the proposed aquatic education program. The "Total Budget Worksheet," found in the application packet, is a summary of each event budget and the volunteer in-kind value.

The following guidelines will assist the applicant in calculating program budget and volunteer in-kind:

- The proposed budget must be within the range of \$800 - \$5,000. Complete an event budget worksheet for each event listed on the grant application.
- Applicants must provide a minimum of 25 percent matching funds for the proposed project. Example: A project with a proposed budget of \$5,000 must provide proof of \$1,250 in matching funds. Volunteer labor is the only acceptable form of matching funds for this grant. Volunteer in-kind contributions are calculated using the following method:  
***Volunteer in-kind = Number of volunteer hours x \$36.39 (labor rate)***  
Example: In the grant application, an applicant claiming 100 hours of volunteer labor will provide matching funds of \$3,639.
- When calculating volunteer in-kind, take into account teaching time, travel time, and preparatory time. On the final report, volunteer time will be split into these three categories.
- Complete the "Total Budget Worksheet" by listing the estimated volunteer in-kind match value for each event. Please remember to calculate in-kind labor hours using the equation above.

## Application Review and Approval

Acceptance of a proposal is based upon several factors such as depth and scope of the program, match funding and support, community involvement, actual fishing opportunities, high quality aquatic education lessons, and the number of participants reached.

Grant funding will be distributed at the discretion of the Ohio Division of Wildlife. Funds may be distributed prior to the proposed program or on a reimbursement basis.

Upon completion of the program, grant recipients must submit copies of receipts to verify monies were spent appropriately. Also, recipients must submit a final report including volunteer signatures and hours. Volunteer names, signatures, and hours must be recorded on the final reporting form provided by the Aquatic Education Coordinator. Recipients failing to submit a final report and receipts will be disqualified from receiving future aquatic education grants.

Approved programs with a budget ranging from \$800-\$999.99 do not require a subsidy agreement. For programs with a budget ranging from \$1,000-\$5,000, the aquatic education coordinator will draft a subsidy agreement for grantee review and signature. A signed copy of the subsidy agreement must be returned to the Division of Wildlife for final approval. The signed document may be returned via fax (614-262-1171) or email (aquatic.education@dnr.state.oh.us). The subsidy agreement is submitted for final approval and signatures from the Chief of the Division of Wildlife and the Director of the Department of Natural Resources. The agreement will not be approved until all signatures are received. After the subsidy agreement has been approved, a signed contract will be delivered to the grant

recipient. This will serve as a final approved copy of the contract.

**For proposed programs taking place between July 1, 2014 and January 1, 2015:**

The application period opens on October 1, 2013 and completed applications are due to the Aquatic Education Coordinator by January 15, 2014.

Applications will be scored using standard criteria and applicants will be notified of final funding decisions by February 28, 2014. All approved projects must be completed by June 30, 2015.

**For proposed programs taking place between January 2, 2015 and June 30, 2015:**

The application period opens on April 1, 2014 and completed applications are due to the Aquatic Education Coordinator by July 15, 2014.

Applications will be scored using standard criteria and applicants will be notified of final funding decisions by August 29, 2014. All approved projects must be completed by June 30, 2015.

Applications can be sent via email to [aquatic.education@dnr.state.oh.us](mailto:aquatic.education@dnr.state.oh.us), or mailed to:

Ohio Division of Wildlife  
Aquatic Education Program  
2045 Morse Road; G-1  
Columbus, OH 43229-6693



# AQUATIC EDUCATION GRANT PROGRAM GRANT APPLICATION FORM

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION.**

An electronic version of this form can be obtained by contacting the Aquatic Education Coordinator at [aquatic.education@dnr.state.oh.us](mailto:aquatic.education@dnr.state.oh.us).

## Applicant Information

Name of Business/Organization:		
Type of Business:	Federal Tax ID No. (FIN)	
Mailing Address:		
City:	State:	Zip Code:
Project Contact:	Title:	
Phone Number (Area Code):	E-mail:	

## Program Description

Name of Program:
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## Event 1

Name of Event:	Date:
Description:	
Location:	

## Event 2

Name of Event:	Date:
Description:	
Location:	

**Event 3**

Name of Event:	Date:
Description:	
Location:	

**Event 4**

Name of Event:	Date:
Description:	
Location:	

**Event 5**

Name of Event:	Date:
Description:	
Location:	

**Event 6**

Name of Event:	Date:
Description:	
Location:	

Number of Participants and Audience (including age):
Purpose and Need:
Expected Results and Benefits:



