

The Ohio Division of Wildlife offers **Wildlife Conservation Club Partnership Grants** to local conservation clubs, organized non-profit organizations, to promote outdoor skills such as fishing, hunting, trapping, archery, and shooting sports. These grants are designed to provide funding for activities for the sponsoring organization, and/or to fund existing programs, and on-going funding for newly established programs or activities. This application is designed to facilitate the application process, and to make the agreements easily accessible to all interested organizations. Upon completion, all applications must be returned by November 1<sup>st</sup> to the appropriate Ohio Division of Wildlife District Office.

- Wildlife District 1- 1500 Dublin Road Columbus, Ohio 43215
- Wildlife District 2- 952 Lima Ave. Findlay, Ohio 45840
- Wildlife District 3- 912 Portage Lakes Drive Akron, Ohio 44319
- Wildlife District 4- 360 E. State St. Athens, Ohio 45701
- Wildlife District 5- 1076 Old Springfield Pike Xenia, Ohio 45385

#### **WHAT IS THE “Wildlife Conservation Club Sponsorship Grant Program?”**

The “Wildlife Conservation Club Sponsorship Grant Program” is a program to encourage participation in wildlife related recreation activities (fishing, hunting, trapping & shooting sports education) on a local level. Participation by youth or individuals unfamiliar with wildlife related recreation is emphasized. Projects focusing on public access to property or facilities, education and informing youth in safe participation in wildlife related activities, developing long term mentorship programs in fishing, hunting and shooting sports education are encouraged.

#### **FUNDING?**

Funding for the Conservation Club Partnership Grant Program is comprised of money from license/permit revenues and the Wildlife and Sport Fish Restoration Program. For more information about this program please refer to page 5 of this application packet, or following this link (pdf attached)

<http://wsfrprograms.fws.gov/Subpages/AboutUs/WSFRProgramBrochure2011.pdf>

#### **WHO IS ELIGIBLE TO APPLY FOR THE GRANT?**

**County conservation clubs, organized not-for-profit, regional/state conservation organizations whose constitution and bylaws state that conservation functions and the promotion of fishing, hunting, trapping & shooting sports education are the principal purposes of the organization. In addition, the organization must meet two of the three following criteria:**

- The conservation clubs must have been in existence and active for not less than 2 years prior to applying for a sponsorship agreement.
- The conservation club must have active memberships of at least 25 (documented) and conduct not less than four meetings annually.
- The conservation club owns or leases land located in the State of Ohio. The lands must be used primarily for fishing, hunting, shooting sports education or other wildlife-related outdoor recreation.

**NOTE:** Private individuals are not eligible

## HOW MUCH MONEY IS AVAILABLE?

Funds are available up to \$15,000 total per club, and can be divided between as many as ten (10) separate project proposals. Each proposal must include a detailed budget indicating how the funds will be spent.

## WHEN IS THE APPLICATION DEADLINE?

Organization must apply by November 1<sup>st</sup> for all projects that will take place in the following calendar year. Applications received after November 1<sup>st</sup> will not be considered.

## WHAT CAN GRANT FUNDS BE USED FOR?

- Provide equipment/supplies for local schools for NASP, 4-H shooting sports or local SCTP programs. NOTE; NASP schools can receive \$3,000 each to cover the cost of an archery kit to carry out NASP training.
- Trapping supplies for Youth Trapping Workshops
- Insurance for events/activities
- Food/refreshments/picnic supplies for participants necessary to carry out the proposed event/activity.
- Ammunition, Shooting Supplies, Targets, and Clay Targets, Trap Throwers, Fire arms, bows (shooting sports equipment that will be used to provide shooting opportunity by the club for on-going programs for the public.
  - Note: Any equipment purchased must remain on the club/organizations inventory & maintained until the end of its useful life. These items must be available for inspection upon request by the ODNR, Division of Wildlife, State and/or Federal Auditors. Failure to comply will result in forfeiture of equipment and unused grant funds.
- Live Bait and Terminal Fishing Tackle, fishing equipment, (fishing & aquatic education equipment that will be used to provide angler or aquatic education by the club for on-going programs for the public.
- Advertisement flyers and brochures for the Scheduled Event
  - (ODNR- Division of Wildlife & Wildlife Sport Fish Restoration Logos must appear on all advertisement flyers or brochures for the event/activity. Logos are available by contacting the ODNR-Division of Wildlife Central Office)
- Special Population Supplies and Services (interpreters, adaptive equipment)
- Developing a mentored or learn to hunt program.
- Stocking fish for youth fishing events/activities
- Stocking Pheasants for youth outdoor hunting events/activities. Note: Events must directly affect the participant's knowledge, skills and abilities of hunter education and there must be an educational hands-on element.
- Sponsorship or tuition for individuals or groups to attend outdoor education camps that focus on hunter education, shooting sports education or aquatic education.

## WHAT CAN GRANT FUNDS NOT BE USE FOR?

- Personnel & other overhead costs for the club or its members
- Donations to outside organizations that are not directly linked to training the public in hunter education, shooting sports education or aquatic education.
- Events/activities that do not focus on increasing participation in hunter education, shooting sports education, or angler/aquatic education.
- Membership fees for the club/organization or its members

## HOW LONG DOES THE GRANT PROCESS TAKE?

The Division of Wildlife, Outdoor Skills Section will review application and approve acceptable projects. Applicants will be notified within 60 days of their approved projects and must submit a signed contract (provided by the Division), along with a W-9 Tax ID Form, a completed Standard Affirmation and Disclosure form, a new vendor information form and a dated invoice to receive funds from the Division of Wildlife (*Invoices: Once applications have been approved each organization will receive a letter explaining how much they are eligible to receive and how to fulfill the invoice process*). A club sponsorship agreement cannot be awarded for a project that has already taken place.

## HOW OFTEN CAN AN AGENCY OR ORGANIZATION APPLY?

Organizations can apply once annually. An organization may apply for multiple projects at one time. The club sponsorship grants are competitive in nature and are awarded based on a scoring system evaluating the expected benefit of the project to Ohio's sportsmen and women. The Division of Wildlife reserves the right to limit the number of approved projects to a specific organization in order to allocate limited funds across the state if necessary.

## WHAT ARE SOME SUGGESTED ACTIVITIES THAT ARE ELIGIBLE FOR FUNDING?

- Family Fishing Days (fishing and aquatic education activities)
- Outdoor Skills Days (shooting and fishing activities)
- Shooting Skills Days (rifle, shotgun, muzzleloaders, archery shooting)
- Beginning Trapping Skills Days (hands-on trapping activities)
- Hunter Education Classes
  - Note-(Live fire activities are eligible, but they must be held after the hunter education class and in accordance to Policy #9 of the Hunter Education Instructor Manual)
- Advanced Hunting Clinics (species specific to include hands-on participation)
- National Hunting and Fishing Day Activities
- Free Fishing Days Activities and Celebration
- National Fishing Week Activities
- Development of mentorship programs that teach the public how to hunt, fish and shoot.

**NOTE:** Activities involving competition are not eligible. Events or activities must have an educational value and include a hands-on component.

## WHAT ITEMS AND SUPPORT MUST THE GRANT RECIPIENT PROVIDE?

- Appropriate site and facility for the event/activity (the recipient doesn't have to own the facility)
- Coordination and planning for the event/activity
- A final report form that captures volunteers name, signature, activity, and breakdown of hours traveled, hours for preparation and instruction time. (Final report form provided)
- Personnel and staffing for the event/activity
- Acknowledgment of the Department of Natural Resources, Division of Wildlife & Wildlife & Sport fish Restoration Program as co-sponsors of the event or activity.

## **HOW ARE PROPOSALS JUDGED FOR APPROVAL?**

Scoring criteria are based on the projects value to sportsmen and the Division of Wildlife's mission. The evaluation of the project will consider: the number of participants, whether the event is open to the public, does it open access to private land to the public (i.e. a club opens its shooting range to the public for an event, or a club owns land or leases a farm field for dove hunting or a youth hunt), does the activity focus on recruiting youth, women, minorities or disable persons to hunting, fishing or shooting sports activities, will club funds also be used for the event, are other partners or organization involved in the event, is there a history or tradition to the event, does the event improve skills , ethics or safety, does the event inform sportsmen or public on the importance of the Wildlife & Sport Fish Restoration Program.

## **WHO CAN PARTICIPATE IN THE SCHEDULED EVENT OR ACTIVITY?**

All activities supported by the Division of Wildlife must be open to all citizens regardless of race, color, national origin, sex, age, mobility, visual disabilities, or learning disabilities. Risk management and safety considerations, however, may limit active participation by some age or ability groups.

## **WHO IS RESPONSIBLE FOR COORDINATION OF SAFETY AND RISK MANAGMENT CONCERNS?**

The grant recipient is responsible for all safety and risk management concerns. The Ohio Division of Wildlife does not accept any liability for damage or injury resulting from activities supported through the Conservation Club Partnership Grant. The cost of liability insurance, however, can be purchased with grant funds.

## **IN ADDITION TO THE COMPLETED APPLICATION, WHAT ELSE IS REQUIRED?**

In addition to a completed grant application, the applying agency or organization must submit:

- a completed W-9 Tax ID Form
- New Vendor Information Form
- Completed Certificate of Authority
- Completed Standard Affirmation and Disclosure form
- Submission of a final report must be received within 30 days after the event/activity. Failure to submit this report may exclude the organization from future support from the Division of Wildlife.
- Each applicant will receive a letter that indicates the total approved grant amount once the applications are reviewed by the Division of Wildlife

*Applications without these components will not be accepted.*

#### *Hunter Education and Safety Program*

The Hunter Education and Safety (HE) Program was created in 1970, when Congress amended PR to allow a portion of the funding to be used for hunter education and safety programs. Projects must have objectives related to one or more of the following: hunter and sporting firearm safety programs; hunter development programs; the enhancement of interstate coordination and development of hunter education and shooting range programs; archery ranges, and the updating of safety features of firearm shooting ranges and archery ranges. In 2000, Congress approved the Enhanced Hunter Education program that directs additional resources to this effort.

#### *Sport Fish Restoration*

The DJ program is a cooperative effort involving Federal and State government agencies, the sport fishing industry, anglers and boaters. The program increases sport fishing and boating opportunities through wise investment of excise tax dollars in sport fishery development and management projects. Funds are derived from a 10 percent Federal excise tax on selected fishing tackle and equipment. The Wallop-Breaux Amendment of 1984 expanded the program by adding more tackle and sport fishing equipment under the excise tax and included the Federal fuel taxes attributable to motor boats and small engines. The program has helped State wildlife agencies restore and better manage America's fisheries resources. As of 2011 the SFR Program provided about \$7 billion in funds utilized by the States for a variety of eligible activities.

*Unquestionably, the Sport Fish Restoration program is a cornerstone of excellence for anglers, boaters and fisheries resources.*

#### *Aquatic Resource Education*

The Aquatic Resource Education Program is authorized in the DJ Act. Up to 15 percent of the State's total DJ funding may be used for aquatic resource education. The Program provides grant funds to States for angler education, including stewardship and conservation to enhance public understanding and conservation of the nation's water resources and associated aquatic life forms.

#### *Boating Access*

The Boating Access (BA) Program funds projects that provide recreational boaters with access to America's waterways by developing new access facilities and renovating or improving existing facilities. The program mandates that States use 15 percent of DJ funding on recreational boating access projects. In addition, the BA program funds fish cleaning stations, parking areas, and restrooms, among other boating amenities.

#### *Boating Infrastructure Grant Program*

The Boating Infrastructure Grant (BIG) Program was established through the Sport Fishing and Boating Safety Act of 1998. BIG provides grant funds for facilities to support transient boaters in vessels 26 feet or more in length. BIG also funds information and educational materials about the program. Two percent of the Sport Fish Restoration and Boating Trust Fund comprises the annual funding for this nationally competitive program.

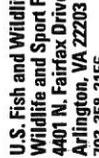
#### *Clean Vessel Act Program*

The Clean Vessel Act (CVA) Program was authorized by the Clean Vessel Act of 1992. Two percent of the Sport Fish Restoration and Boating Trust Fund comprises the annual funding for the CVA Program. CVA provides nationally competitive grant funds to States to construct, renovate, operate, and maintain pumpout stations and waste facilities for recreational boaters. Also funded are educational programs that inform boaters of the importance of proper sewage disposal.

#### *What's in a logo?*

When you see these logos on outdoor sports equipment, the manufacturer has paid an excise tax on the product. Proceeds go to support fish and wildlife management and conservation to enhance and expand access to recreational resources.

Look for these logos at a shooting range, hunter education class, wildlife management area, fish hatchery, boat ramp or a project site. These logos say WSFR funds are at work!



June 2011

<http://wsfrprograms.fws.gov>

4401 N. Fairfax Drive, Suite 4020  
Arlington, VA 22203  
703-358-2156

U.S. Fish & Wildlife Service

# Wildlife and Sport Fish Restoration Program



*This program and the partnerships it fosters are among the most successful conservation efforts in the nation's rich history of fish and wildlife management.*

**Program Overview**

The Wildlife and Sport Fish Restoration (WSFR) Program addresses the challenges of managing America's natural resources with effective, targeted grant programs designed to benefit fish and wildlife while capitalizing on recreational opportunities across the country. The Pittman-Robertson Wildlife Restoration Act (PR), passed in 1937, and the Dingell-Johnson Sport Fish Restoration Act (DJ), passed in 1950, authorized grant programs that provide funding to States and territories for on-the-ground wildlife and fisheries conservation. The majority of PR funds are spent on acquisition, development, and operation of wildlife management and public use areas involving about 68 million acres. The PR Hunter Education Program trains students on conservation values and safe, responsible use of firearms. Various DJ funded programs address conservation and public recreation needs in fresh, estuarine and marine waters. DJ funds support projects that improve and manage aquatic habitats and fisheries resources, protect coastal wetlands, and provide critical infrastructure for recreational boaters. The DJ funded Aquatic Resources Education Program reaches into classrooms and other environments to teach aquatic conservation principles.

The WSFR Program also administers the State Wildlife Grant program which supports a strategic national conservation framework through individual State Wildlife Action Plans. These plans, developed in coordination with government agencies, conservation organizations and the public, are integral to national efforts to effectively address threats to priority habitats and species of greatest conservation need. The core value of all WSFR Programs is fostering cooperative partnerships between Federal and State agencies, working alongside hunters, anglers, and other outdoor interests, to enhance recreational opportunities while advancing sustainable resource goals. This publication elaborates on the PR and DJ grant programs and their primary as stalwart national funding sources for state efforts.

**How does PR and DJ Work?**

*Collecting the funds*

Industry partners pay excise taxes and import duties on equipment and gear manufactured for purchase by hunters, anglers, boaters, archers, and recreational shooters. Federal taxes on motorboat and small engine fuels are also a source of DJ funding. Federal tax collection agencies are responsible for collecting the excise taxes. The Alcohol and Tobacco Tax and Trade Bureau collects taxes on firearms, and ammunition. The U.S. Customs and Border Protection collects taxes on goods imported for sport fishing and boating. The Internal Revenue Service collects excise taxes from fishing and archery items. The collecting agencies deposit PR and DJ funds into the Wildlife Restoration Account, and the Sport Fish Restoration and Boating Trust Fund, respectively.

*Eligible Recipients.*

The PR and DJ Acts authorize funding for fish and wildlife agencies in the States, Commonwealths of Puerto Rico, the Northern Mariana Islands, the District of Columbia, and the territories of Guam, U.S. Virgin Islands and American Samoa, collectively referred to as the States. To be eligible, States must have passed laws that include a prohibition against the diversion of license fees paid by hunters and anglers for any other purpose than the administration of the State fish and wildlife agency.

*Distributing the Funds.*

Eligible States receive PR and DJ funds through formula-based permanent appropriations. The distribution formulas are based primarily on land and water area and the number of paid recreational hunting and fishing license holders in each State. The State fish and wildlife agencies make their own management decisions as to how the funds are utilized. State agencies can use funds for a variety of purposes, as long as they accomplish program goals and are eligible under the Acts. Grants typically fund up to 75 percent of the project costs. Most States must provide a matching share of up to 25 percent. Usually the matching share comes from State hunting and fishing license revenues.

**No other single conservation effort in the United States can claim a greater contribution to fish and wildlife conservation than the excise tax-funded portion of the WSFR Program.**

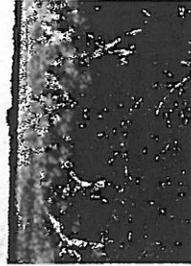
**Your Excise Taxes at Work**



**Who benefits from the Program?**

The American public benefits from the PR and DJ programs. Outdoor enthusiasts get more and better places to hunt, fish and recreate; the industry gets a growing base of hunters, shooters, anglers, boaters, archers, and other recreational users who purchase more supplies and equipment; and State and Federal agencies get more funds to meet on-the-ground conservation needs. The general public benefits from better stewardship of the nation's natural resources.

**With your help, we create better fishing, hunting, recreational shooting and boating opportunities for the future.**



**How are the funds used?**

The funds are used for activities such as: fish and wildlife population management; habitat management; research; surveys and inventories; land acquisition; construction and maintenance of wildlife management areas and hatcheries; facilities construction; technical guidance; aquatic resource education; construction and maintenance of public shooting and archery ranges; hunter education and safety training; fishing and hunting opportunities and access; and boating access facilities, including ramps, piers and parking. As of 2011, the WSFR Program Federal/State partnership has resulted in about \$14 billion of Federal funds, matched with approximately \$3.5 billion provided by the States.

**Land acquisition is an investment for the future, providing for conservation of species and habitat in perpetuity.**

**What are the Core Grant Programs? Wildlife Restoration**

The PR Act authorizes a grant program for State fish and wildlife agencies to carry out projects to restore, conserve, manage and enhance wild birds and mammals and their habitats. PR funded activities also include wildlife-related recreation, hunter education and development, and the construction and operations of shooting ranges. Funds are derived from an 11 percent Federal excise tax on sporting arms, ammunition, and archery equipment, and a 10 percent tax on handguns. As of 2011, this program has provided about \$6.8 billion in funds to the State fish and wildlife agencies.

**The Wildlife Restoration Program is the oldest and most successful wildlife management program in the nation's history.**

**Wildlife Conservation Club Partnership**

**Grant Application**

**PLEASE PRINT OR TYPE**

NAME ORGANIZATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

DAYTIME PHONE (INCLUDING AREA CODE): \_\_\_\_\_

CONTACT PERSON NAME & PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

- Does your constitution and bylaws state that conservation functions and the promotion of hunting, fishing, and trapping are the principal purposes of the organization?

**YES**

**NO**

- How many years has your organization been in existence? \_\_\_\_\_

- Number of current members in your organization \_\_\_\_\_

- Number of meetings held per year \_\_\_\_\_

- Does your organization own or lease land primarily used for hunting, fishing, trapping, shooting sports, and other wildlife-related outdoor recreation?

**YES**

**NO**

- Does your organization maintain memberships in any National, State or County sportsmen's organizations?

**YES** If yes, please list \_\_\_\_\_

**NO**

**EVENT/ACTIVITY PROPOSAL # \_\_\_\_\_**

NAME OF PROPOSED EVENT/ACTIVITY: \_\_\_\_\_

DATE / DATES OF PROPOSED EVENT/ACTIVITY: \_\_\_\_\_

LOCATION OF EVENT/ACTIVITY: \_\_\_\_\_

1. If annual EVENT/ACTIVITY, list number of year's event has occurred:

\_\_\_\_\_

2. Do you receive any other grant funds from the Division for this event/activity?

If yes, please list name of grant \_\_\_\_\_

3. Is the event/activity being co-sponsored with any other organization?

If yes, please list name(s) of cosponsors \_\_\_\_\_

4. Is this a hunter/trapper education course?

**YES**

**NO**

5. Will event/activity include shooting firearms?

**YES**

**NO**

6. Will event/activity include using archery equipment?

**YES**

**NO**

7. Will event/activity include actual trapping?

**YES**

**NO**

8. Will event/activity include actual fishing?

**YES**

**NO**

9. Will event/activity focus on youth?

**YES**

**NO**

10. Will event/activity focus on women?

**YES**

**NO**

11. Will event/activity focus on disabled individuals?

**YES**

**NO**

12. Will event/activity focus on minorities?

**YES**

**NO**

13. Is the event/activity free to public?

**YES**

**NO**

14. Is the event/activity open to the public?

**YES (10 points)**

**NO (0 points)**

15. If you are a past Conservation Club Partnership Grant recipient, did you submit a final report for the last event/activity you hosted?

**YES (10 points) (Please list year of last report submitted \_\_\_\_\_)**

**NO (proposal will not be considered for funding)**

**Not Applicable**

16. Will the event/activity be advertised in the media?

**YES (10 points)**

**NO (5 points)**

If yes, explain: \_\_\_\_\_

17. How many participants do you expect? **(Please circle one)**

- 0-25 (0 points)
- 30-50 (5 points)
- 51-75 (10 points)
- 76-100 (15 points)
- 100+ (20 points)

18. What is the cost per participant? This cost is calculated by dividing the proposal amount by the number of participants expected. **(Please circle one)**

- \$1 to \$5 (25 points)
- \$6 to \$10 (20 points)
- \$11 to \$15 (15 points)
- \$16 to \$20 (10 points)
- \$20+ (5 points)

19. What percentage of funds/supplies will be provided by the club for this event/activity in comparison to the proposal amount? **(Please circle one)**

- <1% (0 points)
- 1%-25% (10 points)
- 26%-49% (20 points)
- 50%+ (25 points)

20. How many club members will work/assist with this event/activity? **(Please circle one)**

- 1-5 (5 points)
- 6-10 (10 points)
- 10+ (15 points)

21. Will event/activity recruit new anglers?

- YES (15 points) (please explain \_\_\_\_\_)
- NO (5 points)
- Not applicable

22. Will event/activity recruit new hunters and/or shooters?

- YES (15 points) (please explain \_\_\_\_\_)
- NO (5 points)
- Not Applicable



**PROPOSAL #** \_\_\_\_\_

PROPOSED BUDGET FOR THIS PROPOSAL

(PLEASE USE WHOLE DOLLAR AMOUNT)

ITEM/CATEGORY	AMOUNT	NON-STATE DOLLARS
1) _____	\$ _____	\$ _____
2) _____	\$ _____	\$ _____
3) _____	\$ _____	\$ _____
4) _____	\$ _____	\$ _____
5) _____	\$ _____	\$ _____
6) _____	\$ _____	\$ _____
7) _____	\$ _____	\$ _____
8) _____	\$ _____	\$ _____
9) _____	\$ _____	\$ _____
10) _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

MUST EQUAL AMOUNT  
OF APPROVED PROPOSAL

FUNDS FROM THE DIVISION OF WILDLIFE \$ \_\_\_\_\_

FUNDS FROM THIS CONSERVATION CLUB \$ \_\_\_\_\_

FUNDS FROM OTHER ORGANIZATIONS \$ \_\_\_\_\_

**PROPOSAL TOTAL \$** \_\_\_\_\_

**FOR DOW USE ONLY, DO NOT WRITE ON THIS SHEET**

PROPOSAL # 1 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____
PROPOSAL # 2 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____
PROPOSAL # 3 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____
PROPOSAL # 4 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____
PROPOSAL # 5 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____
PROPOSAL # 6 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____
PROPOSAL # 7 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____
PROPOSAL # 8 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____
PROPOSAL # 9 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____
PROPOSAL #10 TOTAL \$ _____	PROPOSAL SCORE _____	Final Report Received _____

**AGREEMENT TOTAL \$ \_\_\_\_\_ TOTAL APPROVED: \$ \_\_\_\_\_**

**REVIEWED/APPROVED BY:**

\_\_\_\_\_  
**Grants Coordinator**

\_\_\_\_\_  
**Outdoor Skills Supervisor**



# CONSERVATION CLUB GRANT FINAL REPORT

## Instructor Names, Signatures, and Hours - Final Report

**TYPE OF EVENT** (Check one only):  Hunting/Recreational Shooting  Fishing/Aquatic Education  Both

**Lead Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

**Assistant Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

**Assistant Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

**Assistant Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

**Assistant Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time



Ohio Department of Natural Resources  
DIVISION OF WILDLIFE

# CONSERVATION CLUB GRANT FINAL REPORT

**TYPE OF EVENT** (Check one only):  Hunting/Recreational Shooting  Fishing/Aquatic Education  Both

Did you distribute participant survey cards?  YES  NO

GRANT RECIPIENT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY / STATE . ZIP CODE: \_\_\_\_\_

CONTACT PERSON & PHONE NUMBER: \_\_\_\_\_

E-MAILADDRESS: \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

NAME OF EVENT OR ACTIVITY: \_\_\_\_\_

DATE OR DATES OF ACTIVITY: \_\_\_\_\_

BRIEF SUMMARY:

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**HOW MANY PARTICIPANTS WERE INVOLVED?** TOTAL \_\_\_\_\_ ; Youth \_\_\_\_\_ Adults \_\_\_\_\_

**HOW MANY PARTICIPANTS IN THE FOLLOWING GROUPS?**

- WHITE \_\_\_\_\_ ; BLACK \_\_\_\_\_ ; HISPANIC \_\_\_\_\_ ; ASIAN/PACIFIC ISLANDER \_\_\_\_\_ ; NATIVE AMERICAN/ESKIMO \_\_\_\_\_ ;
- HANDICAPPED \_\_\_\_\_
- GENDER: MALE \_\_\_\_\_ ; FEMALE \_\_\_\_\_ ;

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EXPENSES THAT UTILIZED GRANT FUNDS	AMOUNT
1. _____	\$ _____ 0.00
2. _____	\$ _____ 0.00
3. _____	\$ _____ 0.00
4. _____	\$ _____ 0.00
5. _____	\$ _____ 0.00
6. _____	\$ _____ 0.00
<b>TOTAL</b>	<b>\$ _____ 0.00</b>

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Upon completion, all reports should be returned to:

**ODNR, Division of Wildlife  
Outdoor Education Section,**

**2045 Morse Road, Bldg., G-1,  
Columbus, Ohio 43229-6693**

**Assistant Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

**Assistant Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

**Assistant Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

**Assistant Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

**Assistant Instructor**

Printed Name	Signature	Activity
--------------	-----------	----------

Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

**Assistant Instructor**

Printed Name	Signature	Activity
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Hunting/Recreational Shooting		
Hour Taught	Hours Traveled	Prep. Time

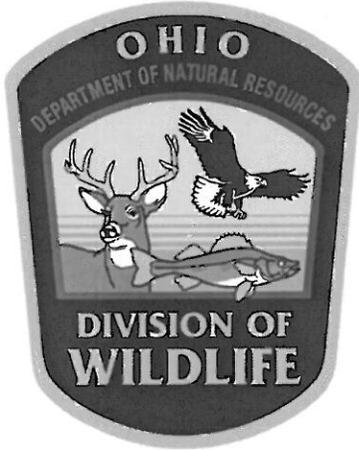
Fishing/Aquatic Education		
Hours Taught	Hours Traveled	Prep. Time

# ODNR, DIVISION OF WILDLIFE

AND

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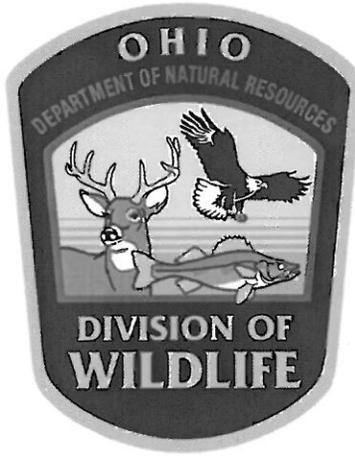
ARE SPONSORING THIS EVENT



Funding for this event is provided by the ODNR- Division of Wildlife and the Wildlife & Sport Fish Restoration Program.

For more information about this program please scan here.





Thank you for participating in today's event. In an effort to provide quality hunting, trapping, fishing or shooting event we are gathering information about your experience today. Your feedback is very important to us and we ask that you follow the QR Code below and take a short survey. Your input will allow events and activities like this to continue.



<https://www.surveymonkey.com/s/2DRJJ7C>

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
List account number(s) here (optional)		
Requester's name and address (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>  The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*  The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



# VENDOR INFORMATION FORM

All parts of the form must be completed by the vendor. Incomplete forms will be returned. The information must be legible. Ensure this is the latest version of the form at [www.ohiosharedservices.ohio.gov](http://www.ohiosharedservices.ohio.gov).

## SECTION 1 – PLEASE SPECIFY TYPE OF ACTION

- NEW (W-9 OR W-8ECI FORM ATTACHED)     CHANGE OF CONTACT PERSON/INFORMATON
- ADDITIONAL ADDRESS – (A COPY OF AN INVOICE OR A LETTER INCLUDING THE ADDRESS IS REQUIRED)
- CHANGE OF ADDRESS – (PLEASE PROVIDE OLD ADDRESS BELOW OR ATTACH LETTER)
- ADDRESS TO BE REPLACED:
- CHANGE OF TIN (W-9 & LETTER OF CLARIFICATION OF CHANGE, WHICH INCLUDES NEW & OLD TIN IS REQUIRED)
- CHANGE OF NAME (W-9 & LETTER OF CLARIFICATION OF CHANGE, MUST INCLUDES NEW & OLD NAME IS REQUIRED)
- CHANGE OF PAY TERMS     CHANGE OF PO DISPATCH METHOD     OTHER \_\_\_\_\_

## SECTION 2 – PLEASE PROVIDE VENDOR INFORMATION

LEGAL BUSINESS OR INDIVIDUAL NAME: (MUST MATCH W-9 OR W-8ECI FORM)

---

BUSINESS NAME, TRADE NAME, DOING BUSINESS AS: (IF DIFFERENT THAN ABOVE)

---

FEDERAL EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (ssn):

--	--	--	--	--	--	--	--	--	--

## SECTION 3 – PLEASE PROVIDE COMPLETE ADDRESS

ADDRESS:		COUNTY:
CITY:	STATE:	ZIP CODE:

## SECTION 4 – ADDITIONAL ADDRESS (IF MORE THAN 2 ADDRESSES, PLEASE INCLUDE A SEPARATE SHEET)

ADDRESS:		COUNTY:
CITY:	STATE:	ZIP CODE:

<b>SECTION 5 – CONTACT INFORMATION &amp; PERSON TO RECEIVE PURCHASE ORDER</b>		
NAME:		
WEBSITE:		
PHONE:	FAX:	EMAIL:
<b>PREFERRED METHOD OF BEING CONTACTED: (CHECK ONE)</b> <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL		
<b>SECTION 6 – INDIVIDUAL TO RECEIVE EMAIL NOTICE OF BID EVENTS - A USER ID &amp; PASSWORD WILL BE SENT TO THE EMAIL ADDRESS BELOW</b>		
NAME:		
EMAIL:	PHONE:	
TO ADD AN ADDITIONAL OR REPLACE A STRATEGIC SOURCING CONTACT PERSON		
<input type="checkbox"/> ADDITIONAL CONTACT PERSON <input type="checkbox"/> REPLACE CONTACT PERSON (WILL BE MARKED INACTIVE)		
NAME:		
EMAIL:	PHONE:	
<b>SECTION 7 – PAYMENT TERMS (PLEASE CHECK ONE – IF NONE IS SELECTED THEN NET 30 WILL APPLY)</b>		
<input type="checkbox"/> 2/10 NET 30 <input type="checkbox"/> NET 30 <input type="checkbox"/> NET 45 <input type="checkbox"/> NET 60 <input type="checkbox"/> NET 90		
<b>SECTION 8 – PURCHASE ORDER DISTRIBUTION – OTHER THAN USPS MAIL</b>		
EMAIL <u>OR</u> FAX:		
<b>SECTION 9 – PLEASE SIGN &amp; DATE</b>		
PRINT NAME:		
SIGNATURE:	(DIGITAL SIGNATURES NOT ACCEPTED AT THIS TIME; PRINT & SIGN)	DATE:
<b>SECTION 10 – STATE OF OHIO AGENCY CONTACT PERSON (AGENCY RECEIVING PAYMENTS FROM)</b>		
AGENCY CONTACT NAME/EMAIL/PHONE:		

COMMENTS:

Note: This document contains sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.

<p><b>SUBMIT FORM TO:</b></p> <p><b>Mail:</b> Ohio Shared Services Attn: Vendor Maintenance P.O. Box 182880 Cois., OH 43218-2880</p> <p><b>Email:</b> <a href="mailto:vendor@ohio.gov">vendor@ohio.gov</a></p> <p><b>Fax:</b> 1 (614) 485-1052</p>	<p><b>QUESTIONS? PLEASE CONTACT:</b></p> <p><b>Phone:</b> 1 (877) OHIO - SS1 (1-877-644-6771) 1 (614) 338-4781</p> <p><b>Website:</b> <a href="http://www.ohiosharedservices.ohio.gov/">www.ohiosharedservices.ohio.gov/</a></p> <p><b>Email:</b> <a href="mailto:vendor@ohio.gov">vendor@ohio.gov</a></p>
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**CERTIFICATE OF AUTHORITY**

**OHIO DIVISION OF WILDLIFE CONSERVATION  
SPONSORSHIP PROGRAM**

I, \_\_\_\_\_ do hereby certify that I am the  
President or principal legal officer of \_\_\_\_\_  
(Name of Conservation Club)

and that the \_\_\_\_\_ is a legally constituted  
(Conservation Club)

public body or nonprofit organization with full authority and legal capability to  
perform all obligations and terms of the proposed Ohio Division of Wildlife of  
Conservation Sponsorship Program contract with the Ohio Division of Wildlife,  
for the amount of \$ \_\_\_\_\_.

I further certify that all state and local laws regulating and governing the  
procurement of goods and/or services have been followed and adhered to by  
\_\_\_\_\_ in the award of the above Wildlife  
(Conservation Club)

Conservation Sponsorship Program, and payment of expenses thereunder.

In witness whereof, I have made and executed this Certificate of Authority  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

President/Legal Counsel for \_\_\_\_\_  
(Conservation Club)

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**STANDARD AFFIRMATION AND DISCLOSURE FORM**

**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds on Offshore Services**

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations, and statements of work.

This information is to be submitted as part of the response to any of the procurement methods listed.

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**CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:**

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Bidder/Offeror to sanctions, termination or a damages assessment. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)