



# ***OHIO ARCHERY***



***NATIONAL ARCHERY IN THE SCHOOLS PROGRAM***

***GRANT APPLICATION***

***2016/2017***

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- ❖ ***NOTE: All of the forms including NASP order form, W-9, Ohio Shared Services Supplier form are available online at <http://wildlife.ohiodnr.gov/education-and-outdoor-discovery/nasp>***

# ***Section 1***

## ***Grant Application***

This grant application needs to be filed out completely and thoroughly. All line items within the grant packet should be addressed and filled out correctly. Additional copies of this grant application can be found at <http://wildlife.ohiodnr.gov/education-and-outdoor-discovery/nasp>

### ***How does this all work?***

- Your school staff makes the commitment to be trained and offer NASP as part of the students **IN SCHOOL** curriculum.
- After your training you will secure matching funds and submit an application for the NASP Grant.
- Once your application is received and approved a contract agreement will be drawn up and sent to you for signatures.
- Once we receive the signed copy of the agreement contract it will take 90 – 120 days to issue payment.
- You will receive a signed copy of the executed contract and your payment will arrive via Electronic Funds Transfer to your schools account soon after.
- Once you have received your grant funds it is the schools responsibility to order their equipment and begin their NASP program.

### ***Grant tips***

- If seeking the full \$2500.00 a 25% match is at minimum \$833.00
- 25 % match can come from donated supplies or from a direct cash match. All match dollars and donations need to be accounted for and where it originated. There is space at the bottom of the budget page to list your match sources.
- School fiscal information section on the grant cover page is the physical address associated with your schools tax ID number. This is typically your school district office. Your school treasurer will know for sure.
- All applications must be accompanied by a NASP Equipment order form. An order form can be found at [www.naspschools.org](http://www.naspschools.org)



## **National Archery in the Schools Program**

### **Grant subsidy application**

The Ohio Division of Wildlife is extending grant/subsidy agreement opportunities to Schools that want to be involved in the National Archery in the Schools Program (NASP). This grant/subsidy agreement opportunity is designed to help each new school in the program get NASP started in their school and will be used towards the purchasing of necessary equipment.

### **What is NASP?**

It's a joint venture between state departments of Education and Wildlife. The program promotes student education and participation in the lifelong sport of archery. The program's focus is to provide international-style target archery training in physical education classes for grades 4-12

Educators are looking for a physical education program that bridges genders, racial, ethnic, and economic backgrounds. They need a program that offers both individual and group achievement while teaching life lessons like self-respect, self-improvement, pride, social interaction, and discipline that can be easily incorporated into related courses like math, history, geometry, physics, writing, and science. Further, if it could meet national standards for physical activity and range of motion, is measurable, and allows everyone the ability to participate.

NASP engages students in the learning process and helps increase academic achievement by increasing student participation in their school. NASP provides opportunity for individual and group achievement and allows students to excel based on individual effort and practice. NASP provides an equal learning opportunity to all students by using standardized equipment, training, and implementation. Students become a part of something, they feel good about themselves, have improved self-esteem, and improved confidence. For many students, that results in increased school participation.

### **How is NASP grant/subsidy funded?**

The Ohio Division of Wildlife receives the majority of their funding through federal grants. Two grant programs, the Federal Aid in Sport Fish Restoration and the Federal Aid in Wildlife Restoration, have been particularly important. These programs were initiated by sportsmen and conservationists to provide states with funding for fish and wildlife management and research, habitat acquisition and sportsmen education programs.

## **Federal Aid in Wildlife Restoration**

The Federal Aid in Wildlife Restoration Act, popularly known as the Pittman-Robertson Act, was approved by Congress on September 2, 1937, and began functioning July 1, 1938. The purpose of this Act was to provide funding for the selection, restoration, rehabilitation and improvement of wildlife habitat, wildlife management research, and the distribution of information produced by the projects. The Act was amended October 23, 1970, to include funding for hunter training programs and the development, operation and maintenance of public target 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. These funds are collected from the manufacturers by the Department of the Treasury and are apportioned each year to the States and Territorial areas (except Puerto Rico) by the Department of the Interior on the basis of formulas set forth in the Act. Appropriate State agencies are the only entities eligible to receive grant funds. Funds for hunter education and target ranges are derived from one-half of the tax on handguns and archery equipment.

Each state's apportionment is determined by a formula which considers the total area of the state and the number of licensed hunters in the state. The program is a cost-reimbursement program, where the state covers the full amount of an approved project then applies for reimbursement through Federal Aid for up to 75 percent of the project expenses. The state must provide at least 25 percent of the project costs from a non-federal source.

### **Grant qualifications**

1. Your program must be the National Archery in the Schools Program curriculum. One or more of your teachers must have attended a NASP Basic Archery Instructor certification training and been certified as a BAI instructor prior to submitting the grant application.
2. Your program must be incorporated as a component of the in-school physical education curriculum at your school.
3. You must agree to submit a final report at [www.naspbai.org](http://www.naspbai.org) annually on the total number of students that participated, total hours of instruction, names of those that instructed the program and assisted with instruction, and a short summary of the students and instructor feedback regarding the course.
4. Your program must include the opportunity for all students to participate.

These subsidy agreements will provide 75% of all startup costs up to \$2500.00. The remaining 25% must be provided by the grantee in the form of non-federal match dollars. Please complete the budget table on the grant application to provide an itemized budget and provide as much detail as possible. Use these guidelines to provide an accurate program budget and to calculate matching funds.

Example: If your request is \$2500.00 in grant funds from DOW. You must provide a 25% (\$625.00) match in non-federal funds.

### **What qualifies as matching funds?**

- Any funds provided by the school that come from a non-federal source. Example: school funds, sponsor donations, non- Division of Wildlife grant funds
- Equipment or supplies purchased or donated for the NASP program

In general the Ohio National Archery in the Schools Program grant/subsidy agreement is designed to facilitate the startup and development of the archery program in schools. (This agreement is not designed to provide annual funding of any type)

All schools applying for this subsidy must provide the information on the grant application. This information designed to facilitate the application process, awarding process, and accurate records keeping.

Grant applications usually take 90-120 days to process. This time may vary but can be reduced significantly if all procedures and paperwork are completed correctly. Following the review and acceptance of the application, a standard contract with the application attached will be returned to you for the appropriate signatures. The contract states that the grantee agrees to complete the program as proposed. In addition an invoice will be generated from the information on your grant application and will be provided along with contracts to be signed and returned to the Division of Wildlife. All grant applications and contracts can be sent via standard mail, email or FAX to:

Matt Neumeier,  
Outdoor education section  
Ohio Division of wildlife  
2045 Morse rd., Bldg. G-1  
Columbus, Oh 43229

Email [matt.neumeier@dnr.state.oh.us](mailto:matt.neumeier@dnr.state.oh.us)

FAX: 614-262-1171

Once your school has received your grant money and purchased equipment you must retain copies of all receipts showing the total costs of equipment, the amount of grant dollars used and your 25% matching funds. Failure to retain receipts showing these costs may result in the forfeiture of all grant dollars and/or equipment.



NASP Grant Application **EXHIBIT A**

<b>Ohio Department of Natural Resources</b> <b>Division of Wildlife</b> <b>NASP equipment Grant</b> <i>Please type or print</i>		<i>Department use only</i> <b>Tax ID #</b> <b>Date received</b> <b>Grant year</b>	
School District		School Name	
Mailing address			
Telephone		Fax	
Contact person for this application		Email	
Project title	NASP equipment grant		
Total project cost		<i>Maximum grant award is 2,500 with at least 25% local match.</i>	
Total Grant Amount Requesting			
<b>School fiscal information:</b> Mailing address below must match the address associated with the Tax ID number, this is typically your school district address.			
Tax ID#	Fiscal Officer	Title	
Mailing Address		Phone	
Person authorized to sign contracts		Title	
<b>List of Certified BAI instructors</b>			



**EXHIBIT A**

<b>PROGRAM DESCRIPTION</b>
<b>Name of Program:</b>
<b>Location of Program:</b>
<b>Demographic of the school District, Population it serves, approximate number of students that will go through the program</b>
<b>Description of how you plan to use NASP in your school.</b>
<b>Program Objective(s):</b>



**EXHIBIT B**

**BUDGET WORKSHEET**

*Use this worksheet to develop a cost estimate. Additional categories may be used if needed.*

Applicant (School)		School Tax ID
Project Title	NASP equipment grant	
GRANT AMOUNT REQUESTED: (75% of total project costs)		\$
TOTAL MATCH DOLLARS (25% OF TOTAL PROJECT COSTS)  Please list match sources and dollar amounts below		\$
TOTAL PROJECT COSTS (Grant amount requested + Total match dollars)		\$

Please list below all match dollars and donated supplies. What organizations are providing funding for this project and how much. List donation sources, what was donated and its value:

## ***Section 2***

### ***Final Report***

Final reports for the National Archery in the Schools Program are used by the Division of Wildlife for collecting program data and are essential for evaluating programs strengths and weaknesses. In addition to internal use, NASP uses the reporting to determine tournament eligibility for schools and BAI certification requirements for instructors.

#### ***Final report guidelines***

**ALL FINAL REPORTS ARE SUBMITTED AT:**

**[WWW.NASPBAI.ORG](http://WWW.NASPBAI.ORG)**

- Final reports must be submitted annually for 5 years for the life of the contract agreement between your school and the Ohio Division of Wildlife
- Final reports should be submitted within the reporting period of 4/1/17 – 5/31/17
- Final reports should be filled out for all in classroom NASP programming and a separate final report should be submitted for after school archery activities
- All final reports must be recorded at [www.naspbai.org](http://www.naspbai.org)
- Failure to submit a final report may be grounds for revocation of grant funding and you will not be eligible for future state support.
- You can find final report guidance on line at [www.naspbai.org](http://www.naspbai.org)