

Department of Conservation & Development

Contra Costa County



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Phone: 925-335-1227

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December 9, 2011

Dear Fish and Wildlife Committee Propagation Fund Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. Proposals must be received by 5:00 p.m. on Thursday, February 9, 2012 (a postmark of February 9, 2012, does NOT satisfy the submission deadline). Proposals may be emailed or mailed. Please note, we are in the process of moving offices and hand delivered applications may need to be delivered to our future office location (see guidelines). Any applications that are received after the due date or without a signature will be automatically rejected. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). All applications that satisfy the requirements listed in the funding application directions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to improving habitat, public education, and scientific research in the County. The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead, such as benefits or utilities. If an hourly rate is listed, costs need to be itemized separately (see grant guidelines for more details).

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2011 grant cycle a total of \$58,132.10 was awarded to 13 projects. The awards ranged from \$500 to \$8,700. Successful applicants may anticipate receiving funding awards by the late spring or summer of 2012. Recipients must submit a mid-term budget and report six months after receiving funds and must have expended all funds and submitted a final project report within a year of receiving funds from the Committee (i.e. spring or summer of 2013). Details will be outlined in the grant packet to all successful applicants.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact John Kopchik at 925-335-1227 or john.kopchik@dcd.cccounty.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Kopchik".

John Kopchik
Fish and Wildlife Committee Staff

Please review and follow the instructions below. Plan your submission accordingly. In addition to the Application Cover Page, submit the following information:

What Must Be Included in Your Proposal (not to exceed 3 pages):

- 1) Description of the project for which funding is requested. Please include an explanation of:
 - how this project will benefit the fish and wildlife of Contra Costa County
 - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.
 - If your proposal is eligible under Section 13103 (d), (h), (i), or (m), send a copy of your draft proposal by January 9, 2012, to the CA Department of Fish and Game, PO Box 47, Yountville, CA 94599, for a letter of support. (This letter does not count toward your page limit).
- 2) Project schedule - Funds need to be expended a year from the date you receive the funding (by Spring/Summer 2013).
- 3) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these may include benefits such as health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs needs to be itemized separately. The Committee generally gives preferences to funding material expenses (e.g. purchase of equipment).
- 4) Annual budget for the applying organization (NOT itemized).
- 5) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
- 6) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
- 7) List of individuals responsible for performing project and of individuals responsible for overseeing project.
- 8) Statement describing the status of permit approvals necessary to perform project (if applicable).

Format:

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Do not use less than 11 point font. Do not have less than ½ inch margins on your pages. If you are including a letter from the CA Department of Fish and Game to demonstrate eligibility under Section 13103 (d), (h), (i) or (m) of the Fish and Game Code, this will not be counted as part of your page limit. Otherwise, if you submit more than 3 pages plus required cover sheet, your proposal may be rejected without review.
- Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs or large maps.
- Do not use yellow-sticky paper (e.g. Post-It™) to express extra comments.
- Your complete application packet including signature must **arrive by 5:00 p.m. on Thursday, February 9, 2011 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of February 9, 2011 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be rejected).
- Faxed applications will not be accepted.
- Your complete application should be:
 - Emailed to: maureen.parkes@dcd.cccounty.us **OR**
 - Mailed to: Contra Costa County Fish & Wildlife Committee
c/o Contra Costa County Dept. of Conservation and Development
651 Pine Street, North Wing, Fourth Floor
Martinez, CA 94553
Attn: Maureen Parkes
- Contact Maureen by email or at 925-335-1209 if you wish to hand deliver. We are moving offices at approximately the grant due date.

Final Checklist Before You Submit Your Proposal:

Please note that your proposal will be automatically rejected if you provide more materials than required below:

- Signed Cover page (your proposal will be automatically rejected if you type your name in the signature space, submit an electronic signature, or do not provide your signature).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- Letter from the CA Department of Fish and Game only if your project is under section Section 13103 (d), (h), (i), or (m) of the Fish and Game Code. (This is NOT a part of the page limit listed above).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact John Kopchik: john.kopchik@cd.cccounty.us / (925) 335-1227.

13103. Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (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 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) 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.

**Contra Costa County
2012 Fish and Wildlife Propagation Fund
Application Cover Page**

Office Use Only:

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, for-profit, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

Signed on _____