

Illinois Department
of
Natural Resources

Office of Resource Conservation

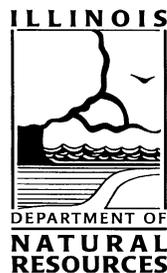
Division of Wildlife Resources

Special Wildlife Funds Grant Program

State Furbearer Fund

Deadline for proposal submission: 5:00 p.m. March 1st

Bruce Rauner
Governor



Wayne Rosenthal
Director

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SPECIAL WILDLIFE FUNDS GRANTS PROGRAM STATE FURBEARER FUND

SECTION I – GENERAL INFORMATION

What is the State Furbearer Fund

The State Furbearer Fund is one of three programs funded through the purchase of a State Habitat Stamp. The Habitat Endowment Act, enacted in 1992, provides long-term funding for the State Pheasant Fund, State Furbearer Fund and the Illinois Habitat Fund. The purpose of the Act is to provide a stable and supplemental source of money to support activities and programs undertaken by the Department and other managers of land to preserve, protect, acquire, manage habitat and to support limited research and educational projects to further advance this mission. Habitat quality is measured by such parameters as type, native diversity, size, structure, scarcity, and location. Linkage with neighboring habitat, whether existing or potential, is another important consideration. The State Habitat Stamp replaced the Pheasant and Furbearer stamps, expanding funding opportunities for enhancement to all types of habitat.

Program Description

The State Furbearer Fund is dedicated to the conservation of fur-bearing mammals. Furbearer Funds can be used for developing and improving public fur-bearing mammal habitat, for conducting surveys and investigations concerning the biology, ecology and management of fur-bearing mammals, and for education of hunters, trappers and the general public regarding hunting and trapping of fur-bearing mammals within the State. For the purpose of this grant program, “fur-bearing mammals” are defined as the following mammals found in Illinois: badger, beaver, bobcat, coyote, grey fox, mink, muskrat, otter, opossum, raccoon, red fox, skunk, least weasel and long-tailed weasel.

Who Administers the Grant Program

The Office of Resource Conservation’s Division of Wildlife Resources administers four special grant programs, namely, the Illinois Habitat Fund, State Pheasant Fund, State Furbearer Fund and the State Migratory Waterfowl Stamp Fund. These Funds are governed by Administrative Rule set forth in 17 Ill. Adm. Code 3060, a copy of which can be found at www.dnr.state.il.us/legal.

Who is Eligible to Receive a Grant

Eligible recipients are limited to appropriate not-for-profit organizations, governmental entities, educational institutions or corporations. “Appropriate Not-For-Profit Organization” means a not-for-profit corporation that is organized pursuant to the General Not For Profit Corporation Act of 1986 [805 ILCS 105], is in good standing as a not-for-profit corporation and is authorized to conduct affairs in Illinois with one of its purposes as stated in its Articles of Incorporation or Bylaws being the support, development, conservation or promotion of wild fur-bearing mammals, or wildlife rehabilitation.

What Kinds of Projects are Eligible for Grants

Eligible projects are limited to those that educate hunters and trappers of fur-bearing mammals within the State, and the general public concerning the role that hunting and trapping has upon fur-bearing mammal management; the laws associated with the harvesting of fur-bearing mammals; the techniques used in the hunting and trapping of fur-bearing mammals; the conservation, management and ecology of fur-bearing mammals; and the promotion of products made from wild fur-bearing mammals.

SECTION II – GRANT APPLICATION AND EVALUATION PROCESS

How and When to Apply for a Grant

To receive a grant from of the State Furbearer Fund an applicant must submit detailed information on the proposal. To aid in presenting this information the Department has provided an application form with general instructions for completion. This form is designed to allow the Department and its advisory committee, the State Furbearer Committee, to obtain enough information to evaluate the proposed project.

The applicant must provide all information requested on the application. Applications considered incomplete will be returned to the applicant for completion and resubmittal. Submitting an incomplete application does not extend the application deadline date. Only one (1) original application with supporting documentation and legally authorizing signature needs to be submitted. Applications can be submitted electronically (a signature is required), but not by facsimile.

The application deadline is **5:00 p.m. March 1st**. Should this date fall on a Saturday, Sunday or holiday, the deadline will be extended to the next business day.

How are Applications Evaluated

All applications received on-time and containing the required information are reviewed and prioritized by the State Furbearer Committee according to the following criteria: completed application, past grant performance of the applicant, eligibility, feasibility, adverse impacts, priority for the Department and the applicant's cost-share match.

The State Furbearer Committee will forward to the Director all applications and the prioritized list of all projects deemed to be consistent with the purposes of the targeted fund. The Director will determine which grants will be awarded after considering the recommendations of the Committee. All applicants will be notified of the Director's decision.

SECTION III – STATE FURBEARER FUND GRANT COMPLIANCE REQUIREMENTS

The Grant Agreement

When a grant has been awarded, the grantee and the Director of the Department, or the Director's designee on behalf of the Department, shall execute a legally binding Grant Agreement. In order for the costs to be eligible for funding, the project must not be initiated and costs shall not be incurred prior to full execution of the agreement by the Department.

The agreement will state the legal authority pursuant to which the agreement is made as well as identify the project scope, schedule and the work or services to be performed or conducted by the grantee. The agreement will clearly state the amount of the grant and the condition and manner by which the Department shall pay the grant amount.

The agreement will also act as the irrevocable promise by the grantee to pay the local cost-share match (if any) of the total project cost. The grantee further promises to expend the grant award and any accrued interest only for the purposes of the project as stated in the application and approved by the Department.

Grant funds for projects approved through the Special Wildlife Funds Grant Program may be made available for expenditure by a grantee for a period no longer than 2 years, except where such grant funds are disbursed in reimbursement of costs previously incurred by the grantee before the grant expired.

Acknowledgment of Funding Source

The grantee shall give proper credit to the State Furbearer Fund and coordinate with the Department on any publication, web-site, social media, written document, news article, television and radio release, interview or personal presentation, if initiated by the grantee, which refers to the project.

The grantee shall post a sign, include a logo or affix a decal, if practical and applicable, crediting the State Furbearer Fund. Signs, decals and logos shall be supplied by the Department. The State Furbearer Committee will provide guidance to the grantee for posting of signs and decals on projects awarded under the State Furbearer Fund.

Reporting Requirements

A grantee shall provide a written Final Report to the Department no later than 30 days following the ending date of the agreement. The Final Report shall include all of the following required information:

1. Project information including: grant agreement number; grantee name; address; telephone number; time-frame of the report; and the name and telephone number or e-mail address of grantee representative completing the report.
2. Project objective as described in the application and Grant Agreement.
3. A completed project description.
4. Summary of the Project accomplishments (if applicable) as follows: Introduction, Materials and Methods, Results, Discussion and Summary sections; Deliverables of five to ten digital images (color/black and white photos and slides are acceptable, though digital images are preferred) depicting the study species, project site, project activities, or other aspects of the Project; For education of the general public a list of wildlife and/or native plant resources (by species) that benefitted from the Project and how they benefitted; specific audience affected; measurable outcomes achieved, and list of products resulting from the Project;
5. Total project expenditures itemized to include the following: name and address of vendor; item description identifying details; quantity purchased; and date item purchased; etc.
6. Itemize project cost-share match paid by cash and/or in-kind. List the source(s) of the match, and for in-kind give the formula used in calculating the value. Also state the source of that formula.

For multiple year projects, the Department may require the grantee to submit an Annual Progress Report for each year during which the project is active. The Annual Progress Report shall include the same information listed for the Final Report as pertains to the current year.

Final payment will not be processed until the Final Report and Payment Request Certification are received and approved by the Department. Failure to provide the Final Report or Annual Progress Report as required may render the grantee ineligible to receive payments under the current award or make them ineligible for future awards. Deadlines for reports may be extended for just cause when requests are submitted in writing at least 2 weeks prior to the deadline. Note: The Department may withhold or suspend the distribution of grant funds for failure to file required reports.

Financial Management

The grantee shall keep adequate records relating to its administration of a project, particularly relating to all incurred costs. All assets acquired through Special Wildlife Funds shall be accounted for. These records shall be available for audit by appropriate personnel of the Department and the State Auditor General. All records shall be retained in accordance with State laws.

Any funds (including any interest earned) not expended or legally obligated at the completion of the project or at the end of the agreement, whichever is earlier, shall be returned to the Department within 45 days to be deposited in

the State Furbearer Fund. If the purchase is initiated and documented by a written purchase order or invoice prior to the end of the term of the agreement and payment is made within 60 days, the expense is allowable.

Interest earned on funds received as an advance payment shall become part of the project principal and may only be used for eligible activities.

Any expenditure that does not comply with the grant agreement shall be disallowed and shall be returned to the Department for deposit into the State Furbearer Fund.

Whenever a grantee violates this Part, it shall be ineligible for further assistance for a period of 2 years.

Equipment

Equipment means tangible nonexpendable personal property having a useful life of more than one year and acquisition cost of \$500 or more per unit. Furthermore, a group of items costing less than \$500 each, when combined, make up one functional unit with a combined cost of \$500 or more is considered one piece of equipment.

Equipment that specifically preserves, protects, perpetuates or enhances non-game wildlife and/or native plant resources through research, management or education is eligible to be purchased with State Furbearer Funds.

Grantees are responsible for the maintenance of any equipment purchased through the State Furbearer Fund Grant Program. Equipment is to be kept safe and secure by the grantee. Equipment purchased shall become the property and the responsibility of the grantee unless specified otherwise in the agreement.

The grantee shall submit an Equipment Use Report on the use of all equipment purchased with State Furbearer Funds. The Equipment Use Report shall include all of the following required information:

1. Details on the grant recipient including: name and address of the grantee; grant agreement number under which the equipment was purchased; name and telephone number or e-mail address of the person completing the report; and the time period covered by the Equipment Use Report.
2. Details on the piece of equipment including: equipment type, model number and serial number; storage location address; acre or odometer meter reading at the beginning and ending of the reporting period; contact person name and telephone number; rental rate charged and total fees collected for the use of the equipment; description of any equipment maintenance and total maintenance expenditures, supported by paid invoices.
3. Detailed information on the use of the equipment, including: date equipment was used; location of equipment use, including county, township, range and section; landowner name and full address (note if absentee owner).
4. Description of how equipment was used including: management practice completed.

The Equipment Use Report shall be submitted by December 31 during each of the first 5 years following the project award. If in a year the equipment has minimal or no use, that year does not count toward the 5 year reporting requirement. The Equipment Use Report shall suffice as the Annual Progress Report if the equipment purchase was the only aspect of the project.

Whenever it has been determined by the grantee and the Department that equipment acquired with Special Wildlife Funds assistance is no longer needed for the project purpose, or that the grantee has other good cause, the equipment, with the approval of the Department, may be disposed of in accordance with one of the following methods:

1. Equipment may be transferred at no charge at any time with the approval of the Department to another governmental agency or not-for-profit organization to use in accordance with the original project purpose.
2. Equipment held more than 5 years may be retained, sold or otherwise disposed of with no further obligation to the Department.

3. When equipment is held less than 5 years and not transferred as described above, the grantee shall forfeit its interest in the equipment and shall deliver the equipment to the Department.

Inspection and Auditing of Projects

The Department shall be authorized to enter and cross properties affected by the Special Wildlife Funds grant program to inspect progress and monitor grantee compliance, in accordance with the authorities granted it through the Civil Administrative Code of Illinois [20 ILCS 805/805-530]. Public Act 96-0795 also states that any grantees receiving grant funds are required to permit the Department, the Auditor General, or the Attorney General to inspect and audit any books, records, or papers related to the program, project, or use for which grant funds were provided.

Department personnel will use a standardized inspection report when inspecting any project site. The inspection report shall become part of the public record.

SECTION IV - APPLICATION INSTRUCTIONS

This Special Wildlife Funds Grant Application Form can be used to apply for grants from the State Furbearer Fund. Please type or legibly print application in black ink.

I Applicant Information

- List the name and other requested information for the entity that will be receiving the grant. The Representative is the person completing the application and authorized to sign for the applicant. *A signature is required.*
- Other Contact Person is for the name and other requested information of the person to be contacted regarding any questions about the application, if the contact person is different from the Representative.
- List the chief officers responsible for the applicant organization.

II Project Description

- Targeted species: List the furbearing mammal(s) to benefit from the project.
- Provide a project title.
- Describe and justify the project concisely but completely. The project objectives should be clearly stated and must be within the scope of the grant program to be considered.
- Provide the target audience for education projects, with objectives, methodology, measurable outcomes and products resulting from the project that can be used after completion.

III Budget Summary *(Please round to nearest whole dollar.)*

- Provide a summary of the **Detailed Budget** (page 3) according to budget category. For each category, identify which expenditure will come from grant funds and which will be provided by matching funds. The Project Total must match the Total Cost of Project in item V Detailed Budget.
- Cost-share match: List the source and amount of any matching funds (cash and/or in-kind) that will be contributed to the project. In-kind (non-cash) contributions are allowed as part of the applicant's matching funds. The formula and/or source of in-kind values must be specified.
- If the project will cover more than one fiscal year, break down the budget by year.

IV Education Project

- Intended audience - Specify the intended audience the project is to reach. Include an estimate of the total number of people this project will reach in a calendar year. Explain how this number was derived.
- Educational objectives - List the objectives to be attained through the project. If applicable, indicate how the objectives will be measured, documented and any follow-up.
- Methodology - Describe the methodology that will be used on the project.
- Measurable outcomes / end products - List what, if any, measurable outcomes or products, if any, will be produced through implementation of the project.

V Detailed Budget *(Required for all applications.)*

- List all projected expenditures associated with the Project, broken down into the categories of personnel, travel, equipment, materials/supplies, contractual services or other.
- List the description, unit cost, quantity and total.
- The total for each budget category is to be reflected under section III Funding/Budget Summary on page 1 of the application.
- List the source and amount of any matching funds that will be contributed to the project.

VI Attachments

- Check all applicable attachments.
- Price quotes should indicate all relevant expenditures.
- Describe “Other” attachment.
- Only one copy of the application and associated attachments are required unless the attachments are not readily photocopied (*color photographs, color maps or drawings, over-sized pages, etc.*) In such cases, ten copies of the attachment(s) must be provided.

APPLICATION DEADLINE

Project applications are to be received in this office no later than **5:00 PM on March 1st**.

Send applications to: Illinois Department of Natural Resources
 Office of Resource Conservation- Special Funds
 One Natural Resources Way
 Springfield, IL 62702-1271

Return all pages of the form. Applications may be submitted electronically, but not by facsimile. Applications that are not signed will be returned.

QUESTIONS

Any questions regarding the Special Wildlife Funds Grant Program or completing the Special Wildlife Funds Grant Application Form should be directed to the Office of Resource Conservation - Special Funds at (217) 782-2602, e-mail address: DNR.SPECIALFUNDS@illinois.gov.

SECTION V - APPLICATION FORM



Office of Resource Conservation Special Wildlife Funds Grant Application State Furbearer Fund

DNR use only
Application Number

(*) indicates required field

I APPLICANT INFORMATION

Name (*):				
Address (*):			City, State Zip (*):	
Daytime phone (*):		Fax:	E-Mail:	
Representative (*):			Title:	
Authorized Signature (*):				
<u>Other Contact Person</u> (Only if different from Representative)				
Name:			Title:	
Daytime Telephone:			E-Mail:	
Chief Officers (*): (President, Secretary, Treasurer, Chair)				
Title	Name	Address	Phone #	E-mail address

II PROJECT DESCRIPTION

Targeted Species:
Project Title:
Project Description and Comprehensive Justification: <i>(If more space is needed, please add as attachment.)</i>

III BUDGET SUMMARY (*) (Round to nearest dollar)

Budget Summary/Category	Grant Funds Requested	Cost-Share Match		Project Total
		Cash	In-kind	
Personnel				
Travel				
Equipment				
Materials/Supplies				
Contractual Services				
Other				
Total (must match Detailed Budget)				
Source of Matching Funds (*)				Amount

Funding Amounts by Year	Grant Funds Requested	Cash	In-kind	Project Total
Year 1				
Year 2				
Year 3				
Total <i>(must match Detailed Budget)</i>				

IV EDUCATION PROJECT

Specify the intended audience to be reached. (Include approximate number of people to be reached & explain how that number was derived.)

Area of state: Statewide: Yes No If No, which counties (*):

List the educational objective, how these will be measured/documentated and any planned follow-up.

Describe the methodology to be used on this project.

If any, what measurable outcomes or end-products will be produced /distributed from this project? (e.g., web-site, radio - tv segments, brochures, displays, social media, etc.)

Contact Person: _____

Daytime Telephone: (____) _____ - _____ E-mail address: _____

V DETAILED BUDGET

PERSONNEL

Name or Position Title	Hourly Rate	Hours	Total

TRAVEL

Position/Description	Item Rate	Quantity	Total

EQUIPMENT

Description	Price/Item	Quantity	Total

MATERIALS/SUPPLIES

Description	Price/Item	Quantity	Total

CONTRACTUAL SERVICES

Description	Total

OTHER

Description	Total

TOTAL COST OF PROJECT

VI ATTACHMENTS

Price Quotes Other _____

Send original application (all pages) and supporting documentation to:

**Illinois Department of Natural Resources
Office of Resource Conservation - Special Funds
One Natural Resources Way
Springfield, IL 62702-1271**

APPLICATION DEADLINE: 5:00 p.m. MARCH 1st

**Questions - Contact: DNR.SPECIALFUNDS@illinois.gov
or call (217) 782-2602**

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; (217) 785-0067; TTY (217) 782-9175.