



**Illinois Department
of
Natural Resources**

Office of Resource Conservation

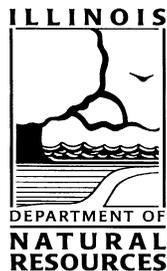
Division of Natural Heritage

Special Wildlife Funds Grant Program

Illinois Wildlife Preservation Fund

**Maintenance of Wildlife Rehabilitation Facilities That
Take Care of Threatened or Endangered Species**

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



Bruce Rauner
Governor

Wayne A. Rosenthal
Director

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**SPECIAL WILDLIFE FUNDS GRANT PROGRAM
ILLINOIS WILDLIFE PRESERVATION FUND - MAINTENANCE OF WILDLIFE
REHABILITATION FACILITIES THAT TAKE CARE OF THREATENED OR ENDANGERED
SPECIES**

SECTION I – GENERAL INFORMATION

What is the Illinois Wildlife Preservation Fund

Funded by Illinois taxpayers through contributions from their State income tax return, the Illinois Wildlife Preservation Fund provides a means to address the survival of Illinois' native plants and animals. Originally, the fund was named the Illinois Non-Game Wildlife Conservation Fund. The Nongame Wildlife Protection Act defined non-game wildlife as: "...protected wildlife and wildlife of specialized habitats - both terrestrial and aquatic types and mollusks, crustaceans, and other invertebrates under the jurisdiction of the Department of Natural Resources". Non-game wildlife is any wildlife species which are not commonly pursued, killed or consumed either for sport or profit. All rare and endangered species are termed non-game and in 1987, the General Assembly amended the Act to include native plants. All donations must be used to assist non-game wildlife and native plants in Illinois.

Program Description

The program title is Illinois Wildlife Preservation Fund – Maintenance of Wildlife Rehabilitation Facilities That Take Care of Threatened or Endangered Species. This portion of the Special Wildlife Funds Grant Program is designed to keep wildlife rehabilitation facilities that take care of threatened or endangered species in a state of good repair necessary to provide safe and sanitary conditions for threatened or endangered wildlife species being cared for in the facility and for facility staff. Individual proposals are eligible for **up to \$2,000** from the Wildlife Preservation Fund. The amount to be committed to or expended on grants for the maintenance of these facilities shall be calculated by multiplying the total amount received through the Illinois Wildlife Preservation Fund check-off on the Illinois 1040 state income tax return during the most recent calendar year for which the total of donations has been reported by the Illinois Department of Revenue by 0.05.

Who Administers the Grant Program

The Office of Resource Conservation's Division of Natural Heritage administers this special grant program. This grant program is 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 those persons who possess a current wildlife rehabilitation license/permit issued by the Department and who have provided care for threatened or endangered wildlife species during the 3-year period preceding the date of their application for grant funds. Those applicants who intend to use any portion of grant funds received from the Department to take care of migratory birds must also possess a current wildlife rehabilitation license/permit issued by the U.S. Fish and Wildlife Service allowing such activity. **There is a limit of \$2,000 awarded, per applicant, per year.**

What Kinds of Projects are Eligible for Grants

Eligible projects are limited to those designed to keep wildlife rehabilitation facilities that take care of threatened or endangered species in a state of good repair necessary to provide safe and sanitary conditions for threatened or endangered wildlife species being cared for in the facility and for facility staff. Types of projects which would fall into this category include structural repair and maintenance of existing buildings, pens, cages and appurtenant facilities used to take care of threatened or endangered wildlife species; repair and maintenance of equipment used in the diagnosis and treatment of injury to or illness of threatened or endangered wildlife species. Ineligible uses of grant funds include, but may not be limited to; salaries or benefits paid to staff; costs of veterinary services for the threatened or endangered wildlife species; construction of new facilities; expansion of existing facilities, and fund-raising or promotional activities.

SECTION II – GRANT APPLICATION AND EVALUATION PROCESS

How and When to Apply for a Grant

To receive a grant from this Special Wildlife Fund an applicant must submit detailed information on their 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 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 re-submittal. Submitting an incomplete application does not extend the application deadline date. Applications received after the deadline will not be considered and will be returned to the applicant. Only one (1) original application with supporting documentation and legally authorizing signature along with one (1) copy of the current license/permit issued by the Department and/or the U.S. Fish and Wildlife Service needs to be submitted. Applications can be submitted electronically (*a signature is required*) but not by facsimile.

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

February	Request for applications is distributed.
April 1	Applications are due to IDNR – ORC Special Funds Section by 5:00 pm.
April - July	Review and ranking of applications.
August - September	All applicants are notified of their application status.
October - January	Project agreements are sent out by IDNR Special Funds staff. Work may be initiated only upon written approval by IDNR and an executed agreement. Project expenditures incurred prior to an executed agreement are not eligible for reimbursement.

How are Applications Evaluated

All applications received on-time and containing the required information are reviewed and prioritized by Department staff according to criteria such as: completed application, past grant performance of the applicant, eligibility, feasibility, adverse impacts, quality of the proposed project, and priority for the Department. Matching funds are not used in any way by the evaluation team to prioritize proposals.

The Department staff will provide to the Director all eligible applications and a prioritized list of recommended projects deemed to be consistent with the purposes of the targeted fund. The Director shall make the determination what grants will be awarded. Applicants will be notified of the Director's decision.

SECTION III – ILLINOIS WILDLIFE PRESERVATION 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 the time the Department executes the grant agreement. An executed grant agreement is one which has been signed and dated by all parties to the agreement.

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. It is important to note that these grants are reimbursable by nature and not an advance payment grant.

The agreement will also act as the irrevocable promise by the grantee to pay the local 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 Illinois Wildlife Preservation Fund and coordinate with the Department on any publication, written document, news article, television and radio release, interview or personal presentation, if initiated by the grantee, which refers to the project. The grantee is required to submit one article to their local public media announcing the receipt of the funding for their project. This may be done either by submitting one article to or taking out advertising space in their local newspaper announcing the receipt of the funding.

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

Reporting Requirements

The 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 and/or black and white photos are acceptable, though digital images are preferred) depicting the work completed, project site, project activities, or other aspects of the Project.
5. Total project expenditures itemized to include the following: name and address of vendor; item description (if applicable), quantity purchased, and date item purchased; etc.
6. Project expenditures paid by sources other than the Illinois Wildlife Preservation Fund.

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 in a timely fashion 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: Grantor agencies may withhold or suspend the distribution of grant funds for failure to file required reports. (SB 51, 7/01/10)

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 Illinois Wildlife Preservation 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.

Any expenditure that does not comply with the grant agreement shall be disallowed and shall be returned to the Department for deposit into the Illinois Wildlife Preservation Fund. Whenever a grantee violates this Part, it shall be ineligible for further assistance for a period of 2 years.

Any project awarded grant funds cannot begin incurring costs against the grant prior to the full execution of the grant agreement by 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 aka SB 51 (07/01/10) also states that any grantees receiving grant funds are required to permit the Grantor Agency, 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 Illinois Wildlife Preservation Fund only. 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 Applicant 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 Applicant Representative.
- List the chief responsible for the applicant organization.

II Project Description

- A description of the facilities, including photographs, at which the grant funds will be used.
- A detailed description of the eligible uses for which grant funds will be expended, including drawings and /or photographs illustrating the portions of the facilities that will be maintained with grant funds.
- A detailed description of the benefits to threatened or endangered wildlife species that will result from the proposed expenditure of grant funds.
- The property location and a map of the property.
- Provide a project title. If a species is addressed, please provide the common name also.
- 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.

III Budget Summary (*Please round all figures.*)

- The funding request for an application **shall not exceed \$2,000.00.**
- 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 Summary Project Total must match the Total Cost of Project on the Detailed Budget.
- List the source and amount of any cost sharing funds (actual cash contributions expended during the effective period of the grant) that will be contributed to the project.
- Labor equity contributions should be shown.
- Provide documented price of equipment or commodities.

IV Project Objectives and Methods

- Project Location - Identify the county(s), city(s), and Section, Township, and Range.
- Project Objectives – Identify the discrete activities of the project. Number each of these objectives, and provide a one-sentence summary of each. If necessary, expand on these statements, clearly stating the extent of the work to be accomplished so that it will be clear when

the objectives have been met. Include a brief description of the information and/or other products that will be provided at the end of the project.

- Project Methods - Describe in detail the methods and materials that will be used to achieve each objective. Mention any problems that are anticipated. Make sure that the methods are delineated in such a way that one can easily see how a discrete set of activities will lead to the completion of each objective. List the procedures in chronological order of their scheduled accomplishment.
- Permits – Include a photocopy of current wildlife rehabilitation license/permits issued to the applicant by the Department and/or the U.S. Fish and Wildlife Service.

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

- List all projected expenditures associated with the Project, broken down into the categories of 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.
- Provide a program of proposed expenditures for the grant funds.

VI Attachments

- Check all applicable attachments.
- Provide a list of all threatened or endangered wildlife species cared for at the facility in the 3 years preceding the application for grant funds and the percentage of the facility's total case load comprised of threatened or endangered wildlife species during that 3-year period.
- Project Site Maps should clearly mark the boundaries of the project. Maps and/or sketches, drawings and photos should have a north arrow and key landmarks identified. Describe "Other" attachment.
- Copies of current license and/or permits issued by the Department and/or U.S. Fish and Wildlife Service.
- Do not include Professional Vitae or Publications.

APPLICATION DEADLINE

Project applications are to be received in this office no later than **5:00 PM on April 1st** (or next business day if April 1st falls on a Saturday, Sunday or holiday). Submit one (1) original application with supporting documentation including one (1) copy of any permit application necessary.

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 can be submitted electronically (*a signature is required*) but not by facsimile.

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



Office of Resource Conservation Special Wildlife Funds Grant Application

DNR use only
Application Number

for Illinois Wildlife Preservation Fund

MAINTENANCE OF WILDLIFE REHABILITATION FACILITIES THAT TAKE CARE OF THREATENED OR ENDANGERED SPECIES

(*) indicates a required field

I APPLICANT INFORMATION

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

II PROJECT DESCRIPTION

Project Title (*):
Project Description and Comprehensive Justification (*):

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

Budget Summary/Category	Project Total	Grant Funds Requested	Cost Share Funds
Personnel			
Travel			
Equipment			
Materials/Supplies			
Contractual Services			
Other			
Total (must match Detailed Budget)	\$	\$	\$
Source of Cost Share (*):		Amount	
		\$	
		\$	
		\$	

IV PROJECT OBJECTIVES AND METHODS

Project Location

County(s) (*): _____

City(s): _____

Section: _____

Township: _____

Range: _____

Project Objectives

Identify the discrete activities of the project (*):

Project Methods

Describe in detail the methods and materials that will be used to achieve objectives (*):

VI DETAILED BUDGET (Required for all applications.)

PERSONNEL

Name or Position Title	Hourly Rate	Hours	Total

TRAVEL

Position/Description	Item Rate	Quantity	Total

EQUIPMENT (provided by applicant)

Description	Price/Item	Quantity	Total

MATERIALS/SUPPLIES

Description	Price/Item	Quantity	Total

CONTRACTUAL SERVICES

Description	Total

OTHER

Description	Total

TOTAL COST OF PROJECT \$

ATTACH A PROGRAM OR TIME-TABLE FOR THE EXPENDITURES OF THE GRANT FUNDS

VII ATTACHMENTS

Detailed Proposal Project Site Map and Photos IDNR License/Permit USFWS License/Permit Other _____

Send one (1) original application (all pages) with 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. APRIL 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.