



## PROGRAM INFORMATION & ELIGIBILITY QUESTIONNAIRE

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**Thanks for your interest in the ALEA Grant Program. Please read the below information and answer the eligibility questions if you wish to apply. After review of your responses and if eligible, you will be sent the grant application.**

### **Program Purpose**

WDFW ALEA grants support individuals and organizations that utilize volunteers to implement projects throughout Washington that protect and enhance fish, wildlife, and their habitats; provide fish and wildlife recreational opportunities; educate the public about our fish and wildlife resources; and conduct fish and wildlife science.

### **Basics of WDFW ALEA Grants**

- Applications are reviewed and scored by a panel of 13 WDFW staff from across the state. Based on their evaluations, a ranked list of projects is generated and presented to WDFW's Executive Management Team (EMT) and the Director for approval.
- Grantees will have up to two years to complete their project objectives (starting July 1, 2019)
- Grant funds are disbursed on a cost-reimbursement basis. Grantees must make purchases according to state purchasing guidelines and submit backup documentation, such as invoices or receipts, to be reimbursed.
- Grant funds can't be used for salaries, wages, stipends or benefits for staff or other participants. For more information about eligible project costs, as well as other program rules, please refer to the ALEA Policies and Procedures Manual available on our website at <https://wdfw.wa.gov/grants/alea/>.
- Only project costs incurred within the grant period will be reimbursed.
- WDFW will assign one staff person to be the grantee's field contact. Field contacts are available to provide technical assistance and will conduct a project site visit and report annually.
- For certain projects, the grantee's volunteers must register as volunteers with WDFW.
- Grantees are required to submit quarterly progress reports and a comprehensive final project report.

### **Funding for the 2019-2021 biennium**

- We expect to have approximately \$867,000 available for grants this biennium.
- Individual grant requests are capped at 5% of total available funds. For the current grant round, the cap is \$43,400.

## Grant Program Timeline

- December 1, 2018-February 28, 2019: application period
- March 1, 2019 – approx. May 10: ALEA Review Panel evaluation period
- June 1, 2019: applicant notification of funding decisions
- July 1, 2019: grant period begins
- June 30, 2021: grant period ends

## Eligibility Questions

These screening questions will determine initial eligibility to proceed with applying for a grant.

1. Will the project activities that you are requesting funds to support be occurring in Washington State? YES NO
2. Will you be utilizing any volunteers (unpaid persons) to conduct your project? YES NO
3. Are you representing a for-profit business or a state or federal agency? YES NO
4. Is this project being done as mitigation for negative impacts to the environment caused by the applicant or any associates of the applicant? YES NO
5. Will your project benefit Washington's fish and wildlife resources, increase public knowledge of those resources or enhance fish or wildlife related public recreation? YES NO
6. Does your project involve rearing and/or releasing any fish or wildlife species? YES NO  
If so, has this proposed project activity already been approved by WDFW by way of a permit, contract or cooperative agreement? YES NO

**Project Name:**

**Your name:**

**Organization name:**

**Phone number:**

**Email address:**

**Date:**

mm/dd/yyyy

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1. Save a copy for your records.
2. Submit by emailing a copy to [alea@dfw.wa.gov](mailto:alea@dfw.wa.gov)