

Instructions for Completing a Hunter R3 Grant Application (Form 8700-348)

Submitting an Application

The preferred method of application submittal is via email to DNRHunterR3Grants@wisconsin.gov. It is the responsibility of the applicant to ensure the application has been submitted by the deadline. The applicant will receive a confirmation email when the application has been received and if any additional materials are required.

If using the electronic signature option when submitting the application, the authorized representative must be the person to email in the application. If sending in an application with a wet/handwritten signature, any representative of the organization can submit the application.

Instructions for Emailing Applications:

- **Step 1:** Open the grant Application
- **Step 2:** Save the blank application to your computer.
- **Step 3:** Complete the application using [Adobe Acrobat reader](#).
- **Step 4:** Save the completed application to your computer.
- **Step 5:** Complete, print, sign, scan and save the [Authorizing Resolution](#) as a PDF.
- **Step 6:** Complete supporting documentation specified under the Applying tab on the [Hunter R3 Grant Program](#) webpage and save as scanned PDFs or Word files.
- **Step 7:** Open your email and create a new email to: DNRHunterR3Grants@wisconsin.gov
- **Step 8:** In the Subject line of your email, enter the applicant's name and project name
- **Step 9:** The application materials should not exceed 15 MB in size. If email size (including attachments) exceeds 15 MB, send documents in multiple emails with same subject line and indicate in body of email how many emails in total will be sent.
- **Step 10:** All applications must be received on or before 11:59:59 pm on the day the application is due.

You will receive an acknowledgement of your submittal within 3-business days of the deadline. Please contact the program manager if you do not.

If you are not able to submit an application by email, contact the program manager listed on the webpage. Your completed application must be postmarked by the deadline date.

Completing the Application

The application is a reactive PDF form. This means that the questions presented are dependent upon your answers within previous sections. Save the form locally to your computer prior to beginning. Save your application frequently throughout the process.

Complete all sections of the Hunter R3 Grant Application, submit application and all required supporting documentation to: DNRHunterR3Grants@wisconsin.gov

Section I: Applicant Information

Applicant: Name the applicant/organization, provide your [UEI number](#), and check the box that describes the type of applicant. **Note: By submitting this application you are agreeing to a background check of all people involved in your project.**

Authorized Representative Information: The authorized representative must be the person named and authorized by a resolution of the applicant's governing body to act on behalf of the applicant for signing the application and all grant-related documents, requesting grant payments, and taking necessary actions to complete the proposed project. A consultant hired by the applicant may not be named as the authorized representative for the project. If you are applying as an individual there is no need for an authorizing resolution.

Project Contact Name: The contact person is the person the applicant designates to perform day-to-day management and coordination of the project. The contact person may or may not be the same person as the authorized representative. The applicant may choose to designate a consultant as the contact person.

Section II: Need Statement

The need statement explains why the project is necessary. Identify the conservation issue, problem, or opportunity the project will address. Provide evidence of the need and explain what will happen if the project is NOT done.

Example:

The Learn to Bow Hunt class will be created in response to interest in bow hunting from the WDNR Learn to Hunt adult participants. Growing trends in archery and bow hunting participation nationwide (20% increase from 2012 to 2015) also suggests there is an interest and need for instructional archery workshops. (ATA Nationwide Survey, 2013-2016). Bow hunting is an involved pursuit requiring equipment and time, creating barriers to recruitment (ATA Nationwide Survey, 2015).

Section III: Purpose

Check the option(s) that apply to your project.

The purpose should state the desired outcome based on the need statement (i.e., *The need drives you to do what?*)

Example:

The purpose of the Learn to Bow Hunt class is to continue the development of safe, ethical adult hunters who have participated in the WDNR Learn to Hunt program

or a local hunter safety course. This class serves as a follow up opportunity and retention tool for novice adult hunters new to the sport of bow hunting.

Section IV: Objective and Approach

In this section you will list your measurable objective(s) and describe your approach to complete each objective. Use the example below as a guide.

To add additional objectives, click the “Add” button on the right side. Each objective will have a 200 character limit, with spaces.

The approach should explain in detail how you will complete the stated objective. It should be a start to finish description of the steps and tasks needed to complete the objective and include who, what and where.

Outline specific actions or efforts you will take to achieve the objective(s); include – time of year, type of species hunting, location of hunts, how many in the group, how many hunts planned per participant. Describe how each hunt will be designed. What animal species will be involved? If the project is education based, provide the curriculum you will be using as part of your project. Mention any related programs that have been successful (i.e., WDNR Learn to Hunt for Food program) that will be used as a guide for your project.

Objective Format

Action verb(s) _____ ? _____ how many ? _____ who or what
_____ ? _____ by when _____ ? _____

Example: Train and mentor 10 new adult bow hunters by November 30, 2022.

Approach Example

Weekly archery practices will take place at the public archery range in Rice Lake, Wisconsin, starting June 2020. Ten novice adult bow hunters have an hour to become familiar with their bows and practice hunting scenarios. Each week, we will add new challenges -- such as 3D targets or practice shooting realistic hunting scenarios from hunting blinds or elevated platforms. In the fall, novice bow hunters will be paired with a mentor for four whitetail deer bow hunts on public lands in Barron County. Each hunt will incorporate all the skills learned during the summer sessions. Mentors and novice hunters will determine the location, time, and preparation for each hunt. We will host a 'deer camp' at Southworth Memorial Campgrounds near Chetek for a weekend of a bow hunt including a wild game potluck and campfire. Creating a social atmosphere around the hunt is a successful method for retaining hunters, based on "Learn to Hunt for Food" programs.

Ten mentors attend the weekly archery practices to offer expertise and meet novice adult bow hunter to establish a relationship early. Mentors are also encouraged to continue contact and be a mentor beyond just the four hunting trips and weekend camping trip.

The approach of the "Learn to Bow Hunt" is modeled after the highly effective "Learn to Hunt for Food" program. Weekly exposure to hunting strategies, equipment, and methods followed by an organized 'hunt camp' weekend. This strategy encapsulates not just hunting

as a pursuit but as a cultural tradition. This particular strategy creates the opportunity for bonding between experienced and novice hunters.

Section V: Results and Benefits Expected

Based on the need and objective(s) of your project, what are your expected results and benefits when the project is completed? Include the results of the project and benefits to the natural resources, to participants, program etc.

Example: Each hunt will give new adult bow hunters the ability and confidence to continue bow hunting and become a mentor to new adults interested in the sport.

Section VI also includes three specific questions related to your project. Address these questions as well.

Section VI: Event Locations

For each site that participants will gather for an event as part of the whole project, add an event name and describe the event location with as much detail and accuracy as possible. Complete the additional fields for each event as well.

Section VII: Timeline and Benchmarks

List all dates, seasons, or other relevant information and specific benchmarks you expect to meet. Include at least three benchmarks on your timeline.

Example:

2020:

June 1 to September 18 - weekly practice sessions September 19-

*November 1 – scheduled mentor hunts November 6-7 – weekend
'deer camp'*

2021 – will repeat the same schedule as 2020

Section VIII: Useful Life

If applicable, this section is used to record the useful life of purchased equipment (valued at over \$5,000 each). Cite the source used to determine the useful life of the equipment.

Section IX: Budget Narrative, Cost Estimate and Grant Request

Part A – Itemized Budget Detail: Provide a detailed budget of eligible costs including wages, services and supplies needed to accomplish your project. List each item, cost, and quantity – one per line. More lines may be added if needed.

- Item Description: Describe item and explain how cost estimate for the item was determined.
- Cost Category: Pick the correct cost category for the item you are describing.
 - Salaries will either be paid staff, donated staff time or volunteer time. Staff time is a cash cost and includes salaries and wages paid by the applicant to its own employees for work directly allocable to the grant project and documented by time sheets and payroll records. If fringe is included; do not include that here, document that as a separate cost category. Donated value for salaries, includes the value of labor donated to the project and includes the value of donated professional services at the rate the professional person actually receives for similar work performed for pay. Donated labor records must conform to very strict guidelines, please see section VI.C.2. of the program guidance. Please contact the program manager if you have any questions regarding donated labor.
 - Fringe benefits include the full cost of employee benefits, list as an hourly rate.
 - Travel costs associated with your project.
 - Supplies are consumable items needed to complete the project, such as fuel for equipment.
 - Equipment is tangible property having a useful life of more than one year and a cost of more than \$5,000.00. If several items are purchased to be put together into one tangible piece of property and together the pieces purchased totaled more than \$5,000 (e.g. trap machine, cart, and transmitter), they are considered equipment.
 - Contractual Services are those cash or donated costs of contracted services for the project.
 - Construction are those cash or donated costs for construction.
 - Other costs are those needed to implement the project but are not captured in the items above.
 - Indirect costs, if you claim indirect costs, please include a copy of your NICRA statement. Reach out to the grant manager if you have questions about claiming indirect costs.
- Cash or Donation:
 - Cash costs are those costs the grant applicant expects to incur specifically for the project and will be paid for by the grant applicant, either out-of-pocket or with grant funds.
 - Donations includes items or services that the grant applicant expects to receive from an individual or another organization or business for which payment will not be required. Donations can include the value of services, goods, and labor that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means. You cannot get reimbursed for donated value, but it can be your source of match.
- Qty #:
 - List the anticipated number of units needed for the project. Examples of units are pounds, yards, hours, etc.

- Cost:
 - Enter the cost of individual item; total cost will be automatically calculated based on the “Qty #” and this field.
- Total Cost will automatically calculate for you.

Part B – Cost Estimate Summary: This is a summary of all costs from Part A. Lines 1 through 12 automatically total for you from Part A. Line 11 is the total cost of your project – it will automatically add the cash cost subtotal plus the donated value subtotal.

- Line 12 Maximum Grant Allowed: This amount will automatically figure your allowed grant amount. The grant request is always capped by the amount of cash costs from your project. You CANNOT get paid for donated value on a project. State share is capped at \$25,000.00.
- Line 13: Enter the amount of your total grant request if your request is LESS THAN the amount listed in Line 12.
- Line 14: Select whether or not you will accept partial funding.

Part C – Cost Share. This will be auto-filled based on Part A.

Section X: Certification

Be sure the representative authorized by resolution of the applicant’s governing body is the one who signs and dates the application.

Submit completed application and attachment to:
DNRHunter.R3Grants@wisconsin.gov

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