

**GUIDELINES
FOR THE
APPLICATION AND DISTRIBUTION OF FISH AND GAME FUNDS**

Applicants MUST qualify as a not-for-profit 501(c)3.

1. Fish and Game Code Section 13100 requires that funds deposited in the County Fish and Game Propagation Fund be “expended for the propagation and conservation of fish and game or both . . . or for educational and youth activities relating to fish and game.”
2. Projects may be recommended for funding for: the protection, conservation, propagation, and preservation of fish and game in Marin County. However, joint projects between counties may be recommended where there are mutual benefits and mutual funding. Projects recommended for funding by the Fish and Wildlife Commission must be approved by the Marin County Board of Supervisors.
3. Requests for Fish and Game funds are to be submitted in the manner prescribed in the form entitled: MARIN COUNTY FISH AND WILDLIFE COMMISSION FUNDING REQUEST. All sections of the funding request are to be completed. Specifying a project description as “wildlife or fisheries enhancement” will not be deemed a satisfactory description.
4. Those applicants who have approved projects funded by the Marin County Fish and Game Propagation Fund will be required to submit a semi-annual report on how the budgeted funds have been spent. A final report is due no less than 30 days following project completion or by September 30 in the year following grant implementation. This should include a final budget with supporting receipts.
5. Each applicant, organization, or agency whose project has been recommended by the Fish and Wildlife Commission to the Board of Supervisors for approval shall enter into an agreement in the form shown in Exhibit “A”, entitled GRANT AGREEMENT FOR USE OF FISH AND GAME PROPAGATION FUNDS. The applicant must comply with all terms and conditions set forth therein.
6. The Fish and Wildlife Commission reserves the right to schedule an on-site inspection of the project site during the course of the project term. Such a visit will be scheduled well in advance.
7. The 2010-2011 grant application and evaluation procedure shall be as follows:
 - a. Project proposals are due by **4 p.m. on Friday, February 19, 2010**. Proposals submitted after that date will be considered only contingent on availability of funds.

Project requests should be submitted to the following address:

Marin County Fish and Wildlife Commission
University of California Cooperative Extension
1682 Novato Boulevard, Suite 150B
Novato, CA 94947

- b. Members of the Fish and Wildlife Commission will receive a copy of each submitted application for pre-review prior to the **March 6, 2010** meeting. Individual committee members may ask for supplemental information on any or all projects. Every effort will be made to obtain such information prior to the April meeting.
- c. At the **March 9th** meeting, the Fish and Wildlife Commission will internally review submitted project applications, set project funding levels, and vote to recommend specific projects for approval by the Board of Supervisors. The Fish and Wildlife Commission strongly suggests that each applicant plan on attending the **March 6th** meeting. Given the limited amount of grant funds and expected competitiveness of the applications, it is extremely important that the Fish and Wildlife Commission have the information by which to make an informed decision.
- d. **Funding will be available for approved projects as soon as procedurally possible after the FY 2010-2011 County budget is adopted by the Board of Supervisors.**