

**GUIDELINES
FOR THE
APPLICATION AND DISTRIBUTION OF FISH AND WILDLIFE
PROPAGATION 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 wildlife or both . . . or for educational and youth activities relating to fish and wildlife.”
2. Projects may be recommended for funding for: the protection, conservation, habitat propagation, and preservation of fish and wildlife 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 Marin County Fish and Wildlife Commission must be approved by the Marin County Board of Supervisors.
3. Guidelines and Applications are available online: <http://ucanr.edu/marinfish&wildlife>
Requests for Fish and Wildlife funds are to be submitted in the manner prescribed in the form entitled: MARIN COUNTY FISH AND WILDLIFE COMMISSION GRANT 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. A final report is due within 30 days of project completion. Project to be completed within one year of receipt of funds. The final report should include a final budget with supporting receipts.
5. Each applicant, organization, or agency whose project has been recommended by the Marin County 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 WILDLIFE 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 annual grant application and evaluation procedure shall be as follows:
 - a. Project proposals are due by **4 p.m. on the first Monday of March**. Proposals submitted after that date will be considered only contingent on the availability of funds and time sensitivity urgency.

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- b. Members of the Fish and Wildlife Commission will receive a copy of each submitted application for review prior to their regular March meeting (2nd Tuesday of the Month).
- c. At the end of March, a meeting will be held for the applicant to make a presentation allowing Commission members to ask for additional information. (The applicants will be notified of meeting time, date and location.) The Fish and Wildlife Commission strongly suggests that applicants attend this meeting. Given the amount of grant funds and expected competitiveness of the grant process, it is extremely important that the Fish and Wildlife Commission have the fullest information by which to make an informed decision.
- d. At the regular April Commission Meeting, Commission Members will make a final review of the applications, set funding levels, and vote to recommend specific projects for approval by the County Board of Supervisors.
- e. The County Board of Supervisors usually hears the recommendations on their July calendar.
- f. Funding will be available for approved projects after the FY County budget is adopted by the Board of Supervisors, usually in September.