

Volunteer Information about ODNR Division of Wildlife Conservation Club Competitive Partnership Grants

This document was developed as a help sheet for 4-H volunteers working with their Extension Educators to apply for and manage these grants

Office of Sponsored Programs (OSP) at OSU

- Funding for these grants comes from the Pittman-Robertson Act of 1937 and the Dingell-Johnson Act of 1950 making them federal funds. **These grants MUST run through OSP.** Ohio 4-H clubs and committees may not apply for and receive these funds directly, without being their own 501c3.

About the Program

- The purpose of the program** is to encourage participation in wildlife related recreation activities (fishing, hunting, trapping, and shooting sports education) on a local level. Participation by youth or individuals unfamiliar with wildlife related recreation is emphasized. Projects focusing on public access to property or facilities, education and informing youth in safe participation in wildlife related activities, developing long term mentorship programs in fishing, hunting, and shooting sports education are encouraged. Priority will focus on applications that lead to Recruitment, Retention, and Reactivation (3R) of hunting and fishing license sales.
- Funding Amounts:** Up to \$15,000 per fiscal year per club/program. Funds can be divided between up to ten separate events, *but every event proposal becomes another grant if funded, making grant management is more intensive.* We recommend a series of practices written as one event. A detailed budget indicating how the funds will be spent must be included in the application.
- Eligible Organizations:** County conservation clubs, organized non-profits, regional/state conservation organizations, and other family- or youth-oriented organizations that promote outdoor skills such as fishing, hunting, trapping, archery and/or shooting sports. Ohio 4-H Shooting Sports clubs and programs are eligible.
- Eligible Activities:** Activities and events must have an educational value and have a goal of increasing participant knowledge, skills, and attitudes associated with hunting and/or angling. Funds must be used for events specified in the grant and each item purchased must be necessary for delivery of the program. Once the grant is awarded any budget changes must receive approval from ODNR Division of Wildlife.
- Basic Timeline:**
 - ◇ Grant Event Period: July 1st through June 30th.
 - ◇ Application Period: Early February - Mid March
 - ◇ Award Notifications: Early June
 - ◇ Grant Dollars available: Late July
 - ◇ Goal Date to have all funds spent: May 1st (to allow for necessary processing)



BEFORE You Apply:

- **Educator / Coordinator Partnership:** All 4-H Shooting Sports Clubs/Programs MUST WORK WITH THEIR COUNTY Extension Office to apply. The County 4-H Educator/Area Leader must be willing/able to be a co-PI for the grant (see next section for details). **The 4-H Educator *should* be the one to submit the grant application and receive grant notifications.** If volunteer coordinators submit the grant, they will get the notifications and communications. This information needs to be shared with the county educator, State Shooting Sports Coordinator and OSP Office.
- **Discuss county needs:** We suggest the 4-H Educator and 4-H Shooting Sports Coordinator begin discussing the grant process and county needs in January.
- **ODNR Grant Information Meetings:** It is important that the Grants Coordinator and/or 4-H Educator attend or watch a recorded informational meeting held in February each year. These meetings discuss important changes in the grant program from year to year.
- **Budgets need to be reviewed** by the Extension staff (Office Associate, Educator or State Shooting Sports Coordinator) for restricted items and ensure items on proposal can be purchased.
 - ◇ **Every penny of the grant must be spent.** Unspent funds will be returned and ODNR does not want to process any unused funds. Any amount over the grant award must be paid with county funds.
 - ◇ All OSU purchasing policies and tools apply to these grants, including restricted items and/or required vendors for some categories.
 - ◇ ODNR also restricts some items or amounts you can spend on items, such as food.
 - ◆ Common unallowable items: Paintball guns or accessories, bounce houses, gifts or event swag like keychains, mugs etc., taxidermy, facility construction/repairs, competitions, gasoline/fuel, hunting/fishing licenses fees, tag fees, equipment maintenance fees, vehicle rentals, club membership fees, donations to other organizations and utility fees.
 - ◆ Other restricted/regulated items may be permitted with restricted amounts/limits: Participation incentives must be \$25 or less per person; food/meals for participants must not exceed US General Service Administration per diem rates per person; lodging of participants cannot exceed the US General Service Administration for daily lodging threshold.
 - ◆ See the grant Eligible or Ineligible cost guidelines on the grant website for details and examples. Note - these may change from year to year.
 - ◇ Commonly allowed items include the following but must be used for events specified in the grant.
 - ◆ Targets, stands, game calls, decoys, fishing poles, tackle, bait, safety equipment, educational supplies, facility rental fees, canoe/kayak rental fees, marketing materials, port-a let rental, insurance for event, speaker fees
 - ◆ *Allowable but require additional fiscal processes or exemptions and/or require appropriate branding:* Ammunition, Firearms, Bows, Arrows, game animals for stocking events, fish stocking, printing advertisements
 - ◇ OSP does not track in-kind expenses, but ODNR asks for them and awards points for them. If you choose to include them in your budget, please ensure these expenses /donations are able to be well-documented and keep that documentation with all other grant documentation for at least three years after the close of the grant.

Application Process:

<https://ohiodnr.gov/buy-and-apply/apply-for-grants/grants/conservation-club-competitive-partnership>

- **Organization:** Please be sure the Project Name on the application includes “OSU EXTENSION - YOUR COUNTY” and “4-H.” (This can be your club or shooting sports program name.) ODNR specifically watches for the words 4-H and OSU EXTENSION to connect these grants to OSU/OSP and flags them to copy the State Shooting Sports Coordinator on essential communication.
- **Organization Information & Identification Numbers:**
 - ◊ *By working through the OSU Extension financial system, they can provide these numbers for your grant application. You must have these numbers to complete the grant applications, therefore it is extremely important that you work WITH your local county office from the very beginning of the grant process. You will also need the address that matches the OAKS Supplier ID the signers name, title and contact information for OSP, which your Extension office can supply.*

OSP Grant Award Process - Accessing and Using Funds

- It is very important to work with your 4-H Educator to purchase items so the correct purchasing process and tools can be used for each item. Most purchase must be made directly through OSU. Do not make purchases with personal funds anticipating a reimbursement without prior approval from OSU.
- Please note that some items require additional approvals, specific vendors, or other processes which can take an extended time.
- Funds Availability: You will not have funds available to spend until at least late July or August. If you anticipate a need before this time, please work with your educator as early as possible

Grant Program or Budget Changes

You may NOT change your project objective, event, or budget without prior approval from ODNR Division of Wildlife.

- For changes, questions or concerns please discuss changes through your 4-H Educator and work together to request the change by emailing the grant's direct email at: WildlifeGrants@dnr.ohio.gov
- Examples of changes: Items cost significantly more or less than the budgeted amount, changing event details/dates, replacing an event with another due to cancellation.
- Communication with ODNR is key. They are typically easy to work with but need to be part of the planning process for any changes as early as possible.

Final Electronic Reports and Financial Tracking

At the conclusion of your program/event you must submit a final report.

- This report must include
 - ◊ Proof of all advertising (flyers, screenshots, etc.)
 - ◊ A paper copy of Instructor/Volunteer information, including signatures of volunteers and their hours volunteered for the project, (round to nearest quarter hour). There is an ODNR form for this. You enter the hours online and also submit the paper forms.
 - ◊ All receipts, and equipment purchased with the grant using inventory sheets and equipment logs that include the equipment cost. You will also need a summary of your events, basic demographics, and documentation of any in-kind donations.

Contact for Additional Information

- Questions about your county program, equipment and supply needs, using grant funds:
Contact your county educator.
- Questions about 4-H Shooting Sports programs and policies and weapons exemptions:
Tracy Winters (winters.5@osu.edu) - Ohio 4-H Shooting Sports State Coordinator
- Questions about OSU buying tools, restricted items, or fiscal policies:
Jesse Buxton (buxton.26@osu.edu) - County Fiscal Officer, OSU Operations
- Questions about grant applications process or programs issues/changes:
ODNR Staff - Jonathan Sorg (614-265-6720 / Jonathan.sorg@dnr.ohio.gov) or Ricardo Granados (614-265-6347 / Ricardo.granados@dnr.ohio.gov) or grant email (wildlifegrants@dnr.ohio.gov)

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