

WILDLIFE HERITAGE TRUST ACCOUNT PROJECT PROPOSAL PROCESS

The Wildlife Heritage Trust Account is authorized by NRS 501.3575 and is administered by the Board of Wildlife Commissioners. The money in the account must be used for the 'PROTECTION, PROPAGATION, RESTORATION, TRANSPLANTATION, INTRODUCTION AND MANAGEMENT OF ANY GAME FISH, GAME MAMMAL, GAME BIRD OR FUR-BEARING MAMMAL AND THE MANAGEMENT AND CONTROL OF PREDATORY WILDLIFE IN THIS STATE.'

The funds are obtained from bid, auction or partnership in wildlife drawings conducted pursuant to NRS 502.250 and from a gift of money made by any person to the Wildlife Heritage Trust Account. The amount of funds available from year to year for projects meeting the above criteria will vary due to the amount of funds deposited each year and the interest earned on the account annually. NRS 501.3575 states that 'the Department may annually expend from the Wildlife Heritage Trust Account an amount of money not greater than 75 percent of the money deposited in the Account during the previous year and the total amount of interest earned on the money in the Account during the pervious year.' In the event that the annual authorized funding allowed per fiscal year is not utilized for projects and associated administrative costs, the unused portion will revert to the principal of the trust account.

In order to properly manage the funds, the Board of Wildlife Commissioners has established a project proposal and review process. The process consists of submissions of a project proposal, reviewed by the Department of Wildlife, reviewed by a committee of the Commission, and final approval/denial of the application by the full Commission.

ELIGIBILITY: Project proposals will be accepted from the Department of Wildlife, County Advisory Boards, other State and Federal Agencies, Citizen Organizations, and private individuals. All requests for funds must be submitted on the form that is approved by the Commission. The form may be obtained from the Nevada Department of Wildlife, 1100 Valley Road, Reno, Nevada 89512 or from the Department's website at www.ndow.org.

Funding priority will be given to applicants who have obtained outside funding sources as partial support for the project. Additional priority will be given for projects of habitat restoration and improvement of a long term or permanent nature.

Before applying for these funds, please review all potential tax issues that might occur if your project is approved.

No indirect cost can be charged on Heritage projects. All equipment/supplies purchased with Heritage funds and remain after the completion of the project, will be returned to the Department of Wildlife.

The project proposal forms will be available as of November 1st of each year.

DEADLINES: All proposals must be submitted to the Nevada Department of Wildlife, Headquarters Office, 1100 Valley Road, Reno, Nevada 89512 between January 1 and March 1 of each calendar year. The project year is on a fiscal year basis of July 1 through June 30. The funds must be utilized in the appropriate fiscal year. However, due to unusual circumstances, which may be documented by the applicant, the Commission may consider a carry over upon a request from organization/person that initiated the project proposal prior to the end of the project's fiscal year.

Upon receipt of the project request, the Department will complete their portion of the forms and a full copy of the project proposals will be sent to the Heritage Trust Committee and the Wildlife Advisory Board chairman of each County and a summary of the project proposals will be sent to the Wildlife Commission not later than April 15 of each year. The Heritage Trust Committee will review the requests, listen to public comment and make their recommendations to the full Commission at its annually scheduled May meeting, at which time the Commission shall review and make their final decision for the funding of the projects submitted. All organizations/individuals submitting projects will be notified as soon as practical after the Commission action as to the approval or denial of their requests.

All approved projects require a completion report within 90 working days after completion of the project and a completion report is included within this packet

STAFF ASSISTANCE: Department of Wildlife staff is available to provide advice on funding eligibility for potential projects and to provide assistance in developing the proposal. In addition, members of the Wildlife Commission may be contacted for assistance. The names and phone numbers of staff and commission members that are able to assist in this process are located on the Department's website at www.ndow.org.

REQUIRED DOCUMENTATION: All proposals must be submitted on an approved Heritage Trust Fund Project Proposal form. If additional space is required for any information, additional pages may be attached. Those submitting requests are encouraged to provide as much information as possible so that their project will receive appropriate consideration by the Commission.

All projects that have a specific location/area must submit a location map. The map must include the project title and scale of the map, a north arrow, and the date the map was created or modified. The proposal may be rejected if staff/and or the Commission cannot locate the project and/or proposal area with the information provided. More than one map may be submitted if necessary and additional information may be provided for clarification. The location map must define the location explicitly. Include any street, access roads, trails, or other terms of locations (Section, Township, Range).

A site development plan should also be submitted if needed in connection with the proposed project. This should be as specific as possible and include any information relative to planting, seeding, buildings etc..

FUNDING: Upon notification of the approval of a project, the contact person for the project will receive a packet of information advising them of the process they must follow in order to obtain the funding for their project. There are very specific

requirements set by the Department and the State of Nevada. It is also important that all funding sources are appropriately coordinated and the Department will be able to facilitate this process.

FINAL REPORTING: Upon completion of the project, a request should be made to the Department, Heritage Trust Fund Committee or a Commission Member to complete an inspection of the project. This inspection may be done at the time of the project if a member of the Department, Committee, or Commission is present. The completion report is to be submitted, not later than 90 working days after the completion of the project. The report is to be submitted to the Nevada Department of Wildlife, Headquarters Office, 1100 Valley Road, Reno, Nevada 89512. The report will be reviewed by staff and forwarded to the Heritage Trust Fund Committee Chairman for final review.

The report should contain color photographs of the project “before” and “after” if possible. Any publicity articles or photographs should also be attached. If desired, a separate “story board” may be submitted for use by the Regional or local office of the Department to display in their office as well as utilize the story board at any events that the Department may staff.

A final cost breakdown is to be attached, together with any documentation as to the donated items including hours of the volunteers. It is suggested that sign up sheets be utilized during the course of the project and that donations of any materials, equipment, supplies etc. be properly documented and that documentation should be included in the completion report.

Any additional information that would be useful to the Commission and/or the Department is also requested. Your recommendations and comments will help improve and expand the program in future years.

Your continued support for the Heritage Trust Fund is appreciated. It is through your efforts that the fund is growing and also through your efforts that the game animals of the State of Nevada will benefit.

STATE OF NEVADA
BOARD OF WILDLIFE COMMISSIONERS
WILDLIFE HERITAGE TRUST ACCOUNT PROJECT PROPOSAL
PROJECT PROPOSAL NUMBER (NDOW Use Only) # _____

Person/Organization/Agency _____
(The name on the above line will be used throughout the entire Heritage proposal process and if a contract is required, this name will be listed as the contractor.)

Primary Contact:

Name: _____
Title: _____
Address: _____
City: _____ State _____ Zip Code _____
Telephone No. (____) _____ () Home () Office
Fax No. (____) _____ () Home () Office

Secondary Contact:

Name: _____
Title: _____
Address: _____
City: _____ State _____ Zip Code _____
Telephone No. (____) _____ () Home () Office
Fax No. (____) _____ () Home () Office

Project title:

Description of project (Include site plan if applicable):

How does this project meet the objectives of the Wildlife Heritage program?

Project location (attach map): _____

Project duration: _____

Anticipated inception date: _____

Anticipated completion date: _____

Please note, your TOTAL PROJECT FUNDING must equal your TOTAL PROJECT COSTS

PROJECT FUNDING BREAKDOWN

Total Heritage Trust Fund requested \$ _____

Nevada Department of Wildlife funding \$ _____

Applicant cash funds contributed \$ _____

Federal Government cash funding (agency):

\$ _____

\$ _____

Other cash funds:

\$ _____

\$ _____

\$ _____

\$ _____

Donated/non cash funding :

\$ _____

\$ _____

TOTAL PROJECT FUNDING

\$ _____

(All funding provided by the federal government or "other," require a letter of funding intent by each agency, group or individual.)

PROJECT COST BREAKDOWN

Pre Agreement costs:

\$ _____

Project/Development costs:

\$ _____

Land Acquisition costs:

\$ _____

Personnel costs:

(NDOW employee salary costs are not included in Heritage project total)

\$ _____

\$ _____

\$ _____

Equipment costs:

\$ _____

\$ _____

\$ _____

Miscellaneous costs:

\$ _____

\$ _____

\$ _____

Per Diem/Mileage costs:

(NDOW employees must separately list per diem and mileage)

\$ _____

\$ _____

\$ _____

Donated/non cash costs:

Is there to be non-cash donations or in kind match?

() No () Yes If yes, please list the types:

Estimated labor hours: ____ x rate per hour \$ _____

Equipment item & fair market dollar value:

\$ _____

\$ _____

Other item & fair market dollar value:

_____ \$ _____
_____ \$ _____

TOTAL PROJECT COSTS: \$ _____

(Reimbursement will only be made for actual delivered goods or services of outside vendors.)

Is there going to be any ongoing costs for this project? () No () Yes

If yes, will these costs be: () Annual () Monthly () Other: _____

Type of costs:

_____ \$ _____
_____ \$ _____
_____ \$ _____

If there are ongoing costs associated with this project, is there an anticipated funding source to provide for such ongoing cost? () No () Yes

If yes, what is the anticipated funding source:

_____ \$ _____
_____ \$ _____

Describe if proposed project addresses any current issues or specific concerns:

What publicity do you have planned for this project?

How will you give credit to the Heritage Trust Account and other funding sources?

Describe any potential negative side effect that this project may create:

Some projects may require applicant to obtain additional permits/studies/clearance documents and these items should be attached, or if they will be obtained at a later date, the estimated date and name of document/approval should be indicated by an attachment to this application. Assistance in determining which permits/studies/clearances might pertain to your project, please contact the Nevada Department of Wildlife. Some examples are as follows:

May require verification of compatibility with appropriate federal land management plan.

May require appropriate NEPA Compliance Document.

May require appropriate cultural resource clearance

May require appropriate special use permit or permission as deemed appropriate by the Federal Land Management Agency.

May need to confer and if necessary consult with USFWS under Section 7 of Endangered Species Act and provide appropriate documentation.

May require coordination with US Army Corps of Engineers and may require permitting.

May require coordination with other State of Nevada and/or Governmental Agencies.

AUTHORIZING SIGNATURE:

DATE:

(Revision date 11/09/06)

STATE OF NEVADA
BOARD OF WILDLIFE COMMISSIONERS
WILDLIFE HERITAGE TRUST ACCOUNT PROJECT
COMPLETION REPORT

(Must be submitted no later than 90 days after completion of project)

Person/Organization/Agency:

Contact:

Name: _____

Title: _____

Address: _____

City: _____ State _____ Zip Code _____

Telephone No. () _____ () Home () Office

Fax No. () _____ () Home () Office

Project title: _____

Project location: _____

Date of original Commission approval: _____

Amount of grant approved: _____

Date project initiated: _____

Date of completion: _____

Date inspected by Department/Commission representative: _____

Total completed cost: _____

(Attach cost breakdown and funding sources)

Please attach photographs of project showing before and after. Photos should be in color and will remain the property of the Wildlife Commission and the Nevada Department of Wildlife. (An additional set of photos and a storyboard may be submitted for use at the local office of the Nevada Department of Wildlife as a display at the office or other events showing your participation in the Heritage Trust Fund Project. These will be returned to you upon request.)

Please provide copies of any articles or other media information naming the Heritage Trust Fund and other agencies/entities/individuals as funding sources for your project.

Additional comments:

Recommendations:

AUTHORIZED SIGNATURE:

DATE:

Name & Title

FOR DEPARTMENT OF WILDLIFE USE ONLY

Date received: _____

Staff/Commission member: _____
(Name & Title)

Date submitted to Wildlife Heritage Committee: _____

Committee comments/recommendations:

(Revision date 11/09/06)