



General Requirements For Organizations Requesting Grants

Purpose of Grants

The principal purpose of the Waterfowl Festival, Inc. is to provide funds for the enhancement of waterfowl and other wildlife conservation through habitat preservation, education, and research. All grants must meet this purpose.

Deadlines

- The original and eight copies of each Grant application and supporting documents must be submitted by February 15, 2008.
- Notification of Grant approval will be made during May or June of 2008.
- Grant funding will be forwarded on or after August 1, 2008.

Requirements

Any Grant recipients receiving funds from Waterfowl Festival, Inc.:

- Must be a non-profit, tax-exempt organization.
- Must maintain complete and accurate records of all activities connected with the grant.
- Final Reports, both narrative and financial, must be filed at the conclusion of the project (if prior to February 1, 2009) or by February 1, 2009. Failure to report may jeopardize future grants. If project is not complete by this date, a progress report must be submitted.
- Must give credit to the WFF, Inc. in brochures, news releases, programs, publications, and other publicity materials; and send copies of all such publicity materials to WFF, Inc.
- Must notify the Waterfowl Festival, Inc. of any significant changes made in a funded program or project
- Must provide sign at project location identifying project was funded in full or in part by Waterfowl Festival, Inc. or other appropriate recognition approved by the Waterfowl Festival Appropriation Committee. See attached sample for a typical project sign (Minimum size requirement 18" X 18").

The Waterfowl Festival, Inc. does not fund:

- Capital improvements (such as buildings, permanent equipment).
- Endowment campaigns or other fund raising activities.
- Programs or projects for the exclusive benefit of the members of an organization.
- Travel funds.
- Grants to individuals, unless specifically commissioned by the WFF.
- Projects begun/completed prior to approval, by the WFF of the grant request.
- Planning or Master Plans for projects (drafts or final versions).

Evaluation Criteria

The review and evaluation of grants made by the Waterfowl Festival, Inc. is based on the following criteria:

- The merit of the proposed program or project based upon the principal purpose of grants awarded.
- The administrative ability of the requesting organization.
- The financial stability of the requesting organization.
- The significance of the proposed program or project to the waterfowl/wildlife resource.
- The ability of the requesting organization to carry out the project.
- The financial feasibility of the program or project.