



SONOMA COUNTY FISH & WILDLIFE COMMISSION GRANT APPROVAL AND CRITERIA PROCESS

- The potential grantee must provide the following information to the Commission:
 - A detailed description of the project background. If applicable, a description of the previous work by the group related to this resource protection effort.
 - A detailed map that clearly defines the site location boundaries (if on a stream, the name of the stream, the stream it is a tributary to, and the river basin).
 - A thorough description of the proposed work to be done with this grant. The project must clearly indicate how the grant funds will enhance fish, wildlife, youth, educational, restoration and enforcement activities within Sonoma County.
 - A comprehensive explanation of the approach and plan of action. This must include an organizational framework, project timing on use of the funds, and a logical sequence of events that will ensure the completion of the project.
 - A detailed list of requested services and supplies by type. If equipment is to be used, it must be noted whether it will be purchased or rented.
 - A list of other funds, in-kind services, donations, etc., applied for on this project. If no other sources of funding are being applied for (or have been applied for), "None" must be indicated.
 - The total cost of the project.
- At regular meetings, the Commission will formally conduct first readings of submitted applications and discuss them.
- The grant approval process usually requires two months as applicants may be asked to return for a second reading of the grant if the Commission did not decline the grant at the first reading. However, the Commission may require additional information, which could extend the length of the approval time.
- To increase the likelihood of receiving the grant, the Commission strongly recommends a representative for each application plan on attending all meetings, and be prepared to answer questions.
- Within 60 days of project completion, a final project report must be given along with copies of all invoices for the project or the grantee may come before the Commission to provide a brief report on the project.
- Project timelines will be tracked by the Commission via the Agricultural Commissioner's office staff to ensure the above guidelines are met.

Applications must be complete and submitted to:

**Grant Requests, Sonoma County Fish and Wildlife Commission
133 Aviation Blvd., Ste. 110
Santa Rosa, CA 95403**