

Hunting Heritage Partnership: Mentored Camp Project

Application Packet



“This project is supported by the 2009 Hunting Heritage Partnership, a grant program of the National Shooting Sports Foundation, Inc.”



Deadline for Applications

Application deadline is August 12, 2009 at
5:00 pm.



**Arizona Game and Fish Department
Hunting Heritage Partnership: Mentored Camp Projects**

Questions

If you have a question about the Hunting Heritage Partnership (HHP) project or any of the application materials that is not answered in this packet, please contact the Arizona Game and Fish Department's Hunter Recruitment and Retention Coordinator at (623) 236-7567.

How to apply

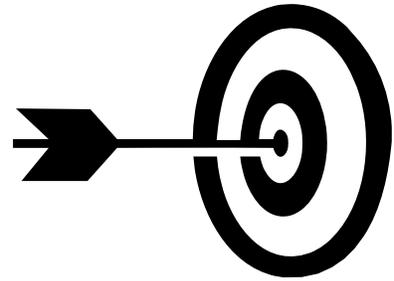
You must use the forms supplied in this packet, and include all documentation at the time you submit your application.

Three (3) complete sets of the application and supporting documentation must be submitted. The materials and documentation must be on standard, letter-sized 8.5 x 11 paper. Faxed or electronic applications will not be accepted.

Deadline: Funds will be available for 25 eligible camps based on evaluation criteria. Application deadline is August 12, 2009 at 5:00 pm. A second grant cycle may be re-initiated to award any remaining monies.

Submit your application to:

Arizona Game and Fish Department, IEED
Attn: Hunter Recruitment and Retention Coordinator
5000 W. Carefree Highway,
Phoenix, Arizona 85086



Who is eligible?

To be eligible:

1. The group must have a mission related to hunter recruitment or retention.
2. The group must be able to complete the project before January 31, 2010.
3. The group must be applying for a camp(s) related to hunter or shooter recruitment and retention through the game camp model that focuses on hunting with a firearm or skills related to firearms hunting.
4. The group must be a non-profit organization based in Arizona.
5. The group must submit an Arizona GAO-W-9 Form, also called the Arizona Substitute W-9 Form, with the application. The form can be obtained from http://www.gao.az.gov/Vendor/account_setup_home.asp on the Internet. You may also call the Arizona Department of Administration at (602) 542-5405 to request this form by mail or fax.

Applicants who do not meet these criteria will be rejected.

Examples of eligible projects include:

- Small game camps
- Game camps
- Becoming an Outdoors Family Weekend
- SCTP club Intro. To Hunting Camp

Requirements and limitations

1. Up to 25 camps each will be funded in an amount up to \$1000.00 to conduct a mentored camp. One group may apply for a single or multiple camps. Funds may be awarded to one group for more than one camp; however, these projects must be stand alone projects and a separate application is required for each camp.
2. Clubs/Organizations may partner in a grant application. Funding is limited to \$1000.00 per camp.
3. Approved projects must be completed before January 31, 2010.
4. The camps must be open to the public. Pre-registration for events and capping the number of participants is acceptable. Open to the public means that you must advertise the event and the event cannot be by “invitation only”.
5. Camp must be held in Arizona.
6. All evaluations must be submitted to the Department two (2) weeks after the camp is conducted.
7. Camps that are awarded funding must attend a Best Practices training prior to the camp.

Funding Expenditure Requirements

Funds from the Mentored Game Camp Grants may not be used for the following:

- Purchasing hunting or fishing licenses, tags or stamps.
- Group banquets.
- Raffle prizes.
- For-profit projects.

How applications are scored

Applications are scored by a panel of at least three department employees; with each employee submitting a separate score sheet. Points are awarded according to how well the proposed project meets scoring criteria.

1. Outreach Potential = 0-20 pts

- Project focus relates to hunter recruitment or retention
- Number of persons impacted in relation to the scope of the project
- Potential number of non-hunters recruited
- Emphasis on hands-on experience and participation
- Emphasis on Family Participation
- Ratio of mentors to participants
- Game camp that does not require a successful draw of a tag

2. Financial Need = 0-20 pts

- Availability of other funding sources (banquets, national group affiliation, membership dues, etc.)
- In-kind (volunteers or equipment)

3. Group's Mission – Multiple Species = 0-10 pts

- The group's mission relates to the mission of the Arizona Game and Fish Department.

4. Group's Membership – State and Local Focus = 0-10 pts

- Membership is predominantly Arizona residents
- Number of members that are participating in the event

5. Group is a local group= 0-10 pts

- Local group with no affiliation to a national organization

6. Benefit of Project to Arizona = 0-10 pts

- Public Purpose

7. Feasibility of Project = 0-20 pts

- Timeline
- Staff and Equipment

Arizona Game and Fish Department

Hunting Heritage Partnership: Mentored Camp Project Application

- Please answer every question that is applicable to your group's proposed project as completely as possible.
- Please attach separate pages if necessary.
- If you have any questions about completing this application, please contact the Hunter Recruitment and Retention Coordinator at (623) 236-7567.
- Applications must be received at the office of the Hunter Recruitment and Retention Coordinator, Education Branch, prior to 5:00 p.m. on August 12, 2009. An application delivered to any other location will not be accepted. Faxed copies will not be accepted. Applications post-marked on August 12, 2009 but not physically received at the Education Branch prior to 5:00 p.m. will not be accepted.

Application Form Instructions:

1. For Question 1, please insert a short, yet descriptive title for your group's proposed project.
2. For Question 2, please provide a brief description of your group's proposed project, including (A) the work to be performed, (B) the project period timeline, (C) an itemized list of costs to perform the work, (D) the number of persons and types of equipment needed to complete the project, (E) the public purpose served by the project, and (F) how the project will fulfill the goals of recruitment and retention of hunters or shooters. What is the potential recruitment rate (numbers or a range of numbers, if possible).
3. For Question 3, if your group's proposed project involves on-the-ground activities, please include the general location and a description of the project area, including a map.
4. For Question 4, (A) please provide the name of your group, (B) the number of members (C) Your group's mission statement.
5. For Question 5, please state the nature and amount of any additional funding source for your group's proposed project other than funds from the Hunting Heritage Partnership Mentored Camp Project. (i.e. matching funds)
6. For Question 6, please provide the name, title, address, phone number, fax number, and e-mail address of the person from your group who is responsible for the proposed project and has the authority to sign any agreement on your group's behalf.
7. For Question 7, please provide the names of any employees of the Arizona Game and Fish Department with whom your group has discussed the proposed project.

Arizona Game and Fish Department
Hunting Heritage Partnership Mentored Camp Project Application
Application Form

Project #: (For AGFD use)	Received Date: _____
1. Project Title	
2. Description of Project	
A. Work to Be Performed.	
B. Project Period Timeline, Including Start and End Dates and Project Milestones.	
C. Itemized Costs to Perform the Work (attach budget sheet).	
D. Number of Persons and/or Types of Equipment Needed to Complete the Project.	
E. The Public Purpose Served by the Project.	

F. How the Project Promotes Recruitment and Retention of Hunters and Shooters and what is the potential recruitment rate (numbers or a range if possible)

1. How many people will the project impact?
2. How many new potential hunters or shooters will the project reach?
3. Does the project provide hands-on hunting or shooting experience?
4. What is the proposed ratio of mentors to participants?

3. Location of Project, if Applicable provide maps

4. Description of Your Group

A. Name of Group

B. Number of Members, including the percentage of members who are Arizona residents or nonresidents and geographical location by county

C. Mission Statement

5. Additional Funding Sources for the Project, if Applicable

6. Contact Information for Your Group's Project Representative

A. Name

B. Title

C. Address

D. Phone Number

E. Fax Number

F. E-Mail Address

7. Name of Arizona Game and Fish Department Employee(s) Your Group Has Contacted Regarding the Project, if Any

Please mail completed application to:
Arizona Game and Fish Department, IEED
Attn: Hunter Recruitment and Retention Coordinator
5000 W. Carefree Highway
Phoenix, Arizona 85086

Sample Grant Agreement:

HUNTING HERITAGE PARTNERSHIP GRANT AGREEMENT
BETWEEN
THE ARIZONA GAME AND FISH DEPARTMENT
AND
(THE GRANTEE)

WHEREAS, The Arizona Game and Fish Department (Department) through the Hunting Heritage Partnership (HHP) Grants Program provides funding for hunter recruitment and retention projects focusing on mentored camps;

WHEREAS, the Department has authority to execute this Agreement as administrative agent for the Arizona Game and Fish Commission pursuant to A.R.S. § 17-23 (A)(1), A.R.S. § 231 (A)(2), and A.R.S. § 17-231 (B) (4); and

WHEREAS, the Department agrees to award (the Grantee) \$(insert amount) under the HHP Grant Program for fiscal year 2010 as set forth in the terms of this Agreement.

NOW, THEREFORE, the Parties agree that:

- A. This Agreement constitutes the entire Agreement between (the Grantee) and the Department for implementation of the project set forth in the Grant Application submitted by (the Grantee), which the Grant Application is attached hereto as Attachment A and incorporated herein by reference. This Agreement may be modified only by mutual written consent of the Department and (the Grantee).
- B. The project set forth in the Grant Application must be completed no later than January 31, 2010. If the project has not been completed by January 31, 2010 then (the Grantee) must immediately remit all monies provided by the Department.
- C. All funds provided to the Grantee under this Agreement shall be used solely for the purpose(s) set forth in the Grantee's Grant Application. Should the Grantee use funds provided to it under this Agreement for purpose(s) other than those set forth in the Grantee's Grant Application, then this Agreement shall terminate automatically and the Grantee shall immediately return to the Department all monies unused or misused.
- D. At its discretion, the Department may conduct an on-site visit of the project at a reasonable time.
- E. In the event of a conflict between the terms of this Agreement and the Grantee's Grant Application, the terms of this Agreement shall govern.
- F. This Agreement shall terminate automatically if funds necessary to carry out this Agreement are not allocated or available to the Department. In the event of such termination, the Department shall incur no obligation or liability to the Grantee under this Agreement.

- G. In the event that the Grantee cannot complete the project it may terminate this Agreement and must immediately return all monies to the Department.
- H. All written notices concerning this Agreement shall be delivered in person or sent by certified mail, return receipt requested, to the Parties as follows:
 - 1. For the Department:
Denise Raum
Hunter Recruitment and Retention Coordinator
5000 W. Carefree Highway
Phoenix, AZ 85086
 - 2. For the Grantee:
(Insert name and address of Grantee and its representative)
- I. This Agreement in no way restricts either Party from participating in similar activities with other public or private agencies, organizations, or individuals.
- J. All work performed pursuant to this Agreement shall be in compliance with all applicable state and federal laws and regulations.
- K. Any special terms and conditions attached hereto as Attachment B are hereby incorporated into this Agreement.
- L. The Department may temporarily suspend grant funding under the project pending required corrective action by the Grantee or pending a decision to terminate the grant by the Department by notifying the Grantee in writing. Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he or she may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.
- M. The Department may terminate the project at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the terms or conditions of the grant. In case of default, the Department will provide written notification. The Grantee will have ten days to correct the default or show cause. The Department will promptly notify the Grantee in writing of the determination and the reasons for the termination, together with the effective date. All payments made to the Grantee shall be remitted to the Department under the project terminated for cause.
- I. The Department shall:
 - A. Make one single payment of (\$) to the (Grantee) on or before two (2) weeks prior to the event.
 - B. Provide training for the National Shooting Sports Foundation Best Practices.
- II. The Grantee shall:
 - A. Maintain full accounting of all actual expenses associated with this project and provide the Department copies as requested.

- B. Remit any unused grant funds to the Department within 2 weeks after completion of the project.
- C. Publicly acknowledge the Department and the HHP program used to assist with the project. Any project related presentations, brochures, websites, and similar products will include the Arizona Game and Fish Department and the HHP logo.
- D. All evaluations set forth in Attachment C must be submitted to the Department two (2) weeks after the camp to the Hunter Recruitment and Retention Coordinator.

III. Standard Provisions both Parties agree to:

- A. Non-discrimination. In carrying out the terms of this Agreement, the Parties agree to comply with Executive Order 99-4 prohibiting discrimination in employment, the provisions of which are incorporated herein by reference.
- B. Audit. Pursuant to A.R.S. § 35-214, all books, accounts, reports, files, electronic data, and other records relating to this Agreement shall be subject to all reasonable times to inspection and audit by the State of Arizona for five (5) years after completion of this Agreement.
- C. Arbitration. To the extent required pursuant to A.R.S. § 12-1518 the Parties agree to use arbitration to resolve any dispute arising under this Agreement, with each Party to bear its own attorneys' fees and cost.
- D. Termination for Conflict of Interest. This Agreement is subject to termination pursuant to A.R.S. § 38-511.
- E. Termination for Non-Availability of Funds. Every obligation of the Parties under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds for the continuance of this Agreement are not allocated or are not available, this Agreement shall terminate automatically on the date of expiration of funding. In the event of such termination, the Parties shall incur no further obligation or liability under this Agreement other than for payment of services rendered prior to the expiration of funding.
- F. Illegal Immigration. The Parties agree to comply with Executive Order 2005-30, "Ensuring Compliance with Federal Immigration Laws by State Employers and Contractors," the provisions of which are hereby incorporated by reference.
- G. Indemnification. Contractor (Grantee) shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation, and Litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in

whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This Indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by the Contractor from and against any and all judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

IV. Project Leads:

For the Grantee

For the Department

Denise Raum

Hunter Recruitment/Retention Coordinator

5000 W. Carefree Highway

Phoenix, AZ 85086

623-236-7567

draum@azgfd.gov

V. Effective Date and Duration. This Agreement shall be effective upon signature of both parties and expires upon completion by (the Grantee) completion of the project set forth in the grant application, or January 31, 2010, whichever comes first.

For (the Grantee)

For the Department

Attachment C: Sample of Participant Survey

How many years have you lived in Arizona? Less than 1 1-5 More than 5

How did you find out about this camp?

Mail Event Intranet – AGFD Web site Media (newspaper, TV,
other) Friend/ family member Other, if so how? _____

Have you ever hunted before? Yes No

Have you ever hunted in Arizona before? Yes No

Have you ever hunted small game before? Yes No

Are you going to or have you purchased a 2010 hunting licenses? Yes No

Will you hunt in Arizona in the future? Yes No

Will you hunt small game in the future? Yes No

What did you like best about the camp?

What needs to be improved about the camp?

Additional Comments?

Optional Information:

Name: _____ **E-Mail address:** _____

Gender: Male Female

Age: _____