Kansas Department of Wildlife, Parks, and Tourism
2015 Chickadee Checkoff Small Grants Program Guidance

Proposals are due no later than, April 15, 2015. Notification of acceptance or rejection will be made no later than the 1st of May 2015. If funding remains available after proposals are approved, KDWPT may re-open request for application later in 2015. Proposals should be submitted via email in word or pdf format, if you are unable to email the proposal please send hard copy (postmarked on or before date above) to:

Chickadee Checkoff Small Grants Program Coordinator
Kansas Department of Wildlife, Parks, and Tourism (KDWPT)
Ecological Services Section
512 SE 25th Ave
Pratt, KS 67124

Inquiries and proposals may be submitted to:

Chris Berens
620-672-0771
Chris.berens@ksoutdoors.com

Program Description:

The KDWPT Chickadee Checkoff program seeks proposals for projects that addresses needs either specifically identified in this announcement or more generally described in the **Kansas Comprehensive Wildlife Conservation Plan (CWCP) "A Future For Kansas Wildlife"**. Projects that address the items listed herein under the 2015 Chickadee Checkoff Small Grant Program Project Priorities will receive additional ranking points.

The small grants program seeks to fund projects which will be completed within 12-24 months; however projects extending beyond that time period are eligible. Grants awarded for a 24 month period may be amended for an extension of time, if needed and requested prior to the end of the grant.

Grants under this program have historically been limited to no more than $5,000 (KDWPT approved amount not total project amount). The Chickadee Checkoff Small Grants program is strictly funded by voluntary donations through the Kansas income tax forms or donations sent directly to the KDWPT Chickadee Checkoff Program. These funds may be eligible as non-federal match, if you plan to submit a proposal using these funds as match for another grant; please include the other grant information in the budget narrative.

Who Should Apply:

All KDWPT partners including: formally organized clubs and organizations, educational facilities, public schools, college or university faculty, staff, and students, industry, other for-profit groups, non-profit organizations, county conservation districts, and private individuals may also be eligible to submit proposals.

Budget and Match Requirements:

The Chickadee Checkoff Small Grant Program requires that valid and documented federal or non-federal match be provided by the applicant. The minimum required matching amount that will be considered is 25 percent of total project cost unless otherwise noted in this guidance document. KDWPT will require documentation of matching funds prior to authorizing invoice payments. Matching funds may be provided as cash or as in-kind services. Eligible indirect cost from agencies/universities can only be used for meeting match requirements. At no time will indirect cost be eligible for reimbursement or payment to the applicant through the Chickadee Checkoff Small Grant Program.

KDWPT may withhold an amount not to exceed 50% of the KDWPT approved grant amount until satisfactory final project report is provided and approved by KDWPT.

Promotion of Chickadee Checkoff program:

Funding from the Chickadee Checkoff program must be acknowledged in all publications, presentations, and promotions. All project proposals shall indicate how the project will promote and acknowledge Chickadee Checkoff funds. Projects approved for funding may also be required to provide photos and short write-up of the project for use by KDWPT in promoting the Chickadee Checkoff program within department websites and publications. In addition, KDWPT will require that some projects install and/or post a Chickadee Checkoff funding sign within the project location. KDWPT may request that individuals awarded funds provide presentations at state natural resource conference or other state scientific meetings.

Proposal Requirements:

Submit one digital copy via email (if you are unable to email the proposal please mail hard copy to address on page 1). Email or hard copy must be postmarked on or before the proposal due date. A complete proposal should include the following components:

- Title of Project
- Name of Applicant
    - Primary contact's name, address, phone, email
- Objectives
    - Describe the immediate goals/objectives of the project. **Applicant must specifically list the issues/strategies from the CWCP that each objective will address.** Projects addressing 2015 priority issues/strategies (listed below) will receive additional ranking points over projects proposed to address other issues/strategies from the CWCP. All projects must benefit Species of Greatest Conservation Need (SGCN) as described in the CWCP. Failure to clearly provide issues/strategies being addressed will likely result in the project not being funded.
    - Describe whether or not the project was funded through KDWPT in the previous year. If part or the entire project was funded in a prior year; please explain if the project is a continuation of previously approved project or if additional information is being sought. Please explain how the project may differ from the previous project.
- Project Area
    - Described the area where the project will be conducted including the area's benefits to wildlife diversity.
- Species to Benefit from Project

    - List of species to benefit from the project, please include both scientific and common name.
- Procedures
    - Explain in detail how the project will accomplish project objectives.
    - For all research oriented projects, provide scientific methodology that will be used.
- Justification
    - What is the projects significance for wildlife diversity? How does the project directly contribute to issues and strategies of the CWCP? Why should we fund the project?
- Personnel
    - Identify the primary personnel responsible for planning and conducting the project work. Others who will be involved with the project should also be identified.
- Budget
    - Provide short narrative listing major components of the proposed budget (salary, fringes, indirect, travel cost, supplies, and equipment). Describe which project components will be requested as part of the grant and which will be supplied as part of the matching requirements.
    - KDWPT has provided a Budget Template spreadsheet to be used for all proposals.
    - Indirect cost will only be allowed towards match requirements. Please indicate the indirect cost percentage rate within budget narrative.
- Schedule
    - Give expected initiation time, estimated dates for each task, and date of completion. KDWPT prefers that projects be completed within 24 months. If the project will exceed 24 months, provide an explanation on why it will exceed 24 months.
    - Habitat Restoration Projects should include the length of time the project practices or other items will be maintained in the long term.
    - Education Projects should explain how the project will incorporate stewardship or maintain the project in the long term.
    - Research projects – schedule should indicate field work and when final publication will be completed. Electronic copy of scientific journal publication must be sent to KDWPT contact.
- Deliverables
    - What are the deliverable items that will be provided to KDWPT for use in future planning, recovery, and/or restoration (e.g. educational materials or value, best management practices, GIS shapefiles or georeferenced data files, models, etc.).
- Promotion of Project and Program
    - Explain how you will address the requirements for promoting the projects in various media (websites, newsletters, newspapers, publications, presentations, etc.). Funding from Chickadee Checkoff program must be acknowledged in all publications and promotions.
- References Cited
    - Please provide any references cited within the project proposal.
- Appendices
    - Please attach any appendices noted within the project proposal.
- Detailed Budget Sheet
    - Budget Template –available from KDWPT Chickadee Checkoff Small Grant Program website or requested through KDWPT contact person.
- Experience/Qualifications

- Explanation on why applicant is experienced and/or qualified to administer and implement the project. Research project applicants should provide Curriculum Vitae of all project principals.

2015 Chickadee Checkoff Small Grants Program Project Priority list: Project priorities listed below are not listed in priority order; projects that address any item listed below will receive higher ranking points than projects addressing other issues/strategies within the Kansas CWCP. Projects will be competitively ranked with other projects within the same category (Habitat, Education, or Research).

Habitat Issue/Strategy: Habitat is being altered in ways that are detrimental to species need.

2015 Chickadee Checkoff Small Grants Program Priority Habitat Projects:

- Assessment of perched culverts, bridges, and other structures creating fish passage barriers for Ninnescah and Arkansas River basins within Kansas. Identify locations, assess what is needed to remove such barrier and obtain cost of each potential barrier removal and/or replacement.
- Re-assessment of Gray Myotis (*Myotis grisescens)* populations and habitat needs in Kansas with emphasis on the storm-water drainage system of Pittsburg, KS.
- Control of woody invasion and increase of flora and fauna diversity on native prairie ecosystems through using prescribed burning as a management tool.

Education/Outreach Issue/Strategy: Lack of wildlife viewing programs inhibits development of public understanding and support of nongame programs.

2015 Chickadee Checkoff Small Grants Program Priority Education/Outreach Projects:

- Build and incorporate nongame educational displays – examples include but not limited to: 4H wildlife programs, aquariums in the schools, school purple martin colonies and observation. Proposal must detail how the display will be incorporated within the educational program (curriculum) and explain how the project will be maintained in the long term.
- Provide incentives/scholarships to educators for continued education with emphasis on nongame species education. Must provide how the education will be incorporated in to the classroom. Please provide information on specific continuing education workshop/training, if available. Match requirements may be waived if requested directly from school and/or educator and not the entity holding the workshop.

Research Issue/Strategy: Data on species populations, occurrence, and distribution is incomplete for state threatened and endangered, or species at risk of becoming candidate.

2015 Chickadee Checkoff Small Grants Program Priority Research Projects:

- Post drought evaluation of freshwater mussel communities in Kansas, emphasis on SGCN.
- Survey to verify population persistence of Plains Minnow (*Hybognathus placitus).*
- Identify Kansas amphibian populations that are affected by *Batrachochytrium dendrobatidis.*
- Evaluate prescribed burning techniques/systems implemented on native prairie ecosystems and the impacts or benefits to pollinators, amphibians, and/or reptiles.

Reporting requirements:

KDWPT intends and expects reports, especially the final report, to be carefully prepared, complete, and submitted on time according to the schedule agreed upon in the contract. Sufficient time must be incorporated to accommodate preparation of an acceptable final report prior to end of the contract. The final report should be submitted with final invoice and documentation certifying matching project expenditures.

Project Review:

A panel of wildlife professionals will evaluate the proposed projects. All applicants will be notified of the results. Emphasis will be on project need and cost effectiveness. All eligible and acceptable projects will be reviewed and ordered by priority using a pre-determined ranking system. Projects will then be funded from highest ranking to lowest ranking until funds are exhausted or until eligible and acceptable project proposals are funded.

NOTE: All Chickadee Checkoff Small Grant program projects must comply with KDWPT Scientific, Educational, or Exhibition Collecting Permit regulations. If your project involves state or federal land, a letter or email acknowledging that they fully support your project is required. This acknowledgment must be included in with your project proposal in the appendices.

Evaluation of Proposal:

Criteria used to evaluate the proposed projects are as follows:

- Fulfillment of addressing the Comprehensive State Wildlife Plan "A Future of Kansas Wildlife" including but not limited to 2015 High Priority Project Objectives.
- Goals or products of this proposal should benefit nongame wildlife in some aspect of education, conservation, species recovery/protection, habitat enhancement or management, or combination of these.
- Quality of proposal preparation: must include all items requested and in the format outline requested. Must meet match requirements.
- Species location information must be provided using GPS coordinates and/or GIS files.
- Scientific merit of proposal.
- Best use of available funds and contribution of matching funds.
- Probability of success with amount of funds requested, contributions of matching funds, and timeline proposed.
- There should be long lasting commitments to the project, habitat enhancements or management practices should be maintained for long term, research information obtained should be useful for managing species being studied, education products should be incorporated to maintain project within program curriculum and not yearly request.