



Kansas Department of Wildlife and Parks
2025 Chickadee Checkoff Small Grants Program Guidance
ksoutdoors.com/chickadeegrants

Proposals are due no later than March 21, 2025. Notification of acceptance or rejection will be made no later than the end of April 2025. Proposals should be submitted via email in word or pdf format.

Inquiries and proposals may be submitted to:

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Program Description:

The Kansas Nongame Wildlife Improvement Program, also known as the Chickadee Checkoff, is a line appearing on the Kansas Individual Tax Forms. Since 1980, it has provided Kansans an opportunity to contribute to nongame wildlife programs and be a true force for nature in Kansas. The Chickadee Checkoff program seeks proposals for projects that address needs, either specifically identified in this announcement, or more generally described in the revised 2022 **Kansas State Wildlife Action Plan (SWAP)**. The Kansas Wildlife Action Plan can be found at: <http://ksoutdoors.com/Services/Kansas-SWAP>

This small grant program seeks to fund projects which will be completed within a 12-month period and limited to no more than \$10,000. Grants awarded for a 12-month period may be amended for an extension of time, if needed and requested prior to the end of the grant. If you are proposing a project that addresses one or more of the 2025 Chickadee Checkoff Small Grant Priorities and will need to exceed these time periods or amount, please call or email KDWP contact person above with more information on your proposed project. KDWP will work with the applicant to determine if the project will be considered for another funding source, if available.

Can You Be a Force For Nature?:

Who Should Apply? All KDWP 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 Are encouraged to submit their proposals.

2025 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 SWAP. Projects will be competitively ranked with other projects within the same category (Habitat, Education, or Research).

Conservation Issue: Lack of nature-based and outdoor education opportunities.

The Kansas (SWAP) recognizes Education and Awareness as a significant conservation action addressing natural resource issues in Kansas. Proposed projects addressing Education and Awareness as outlined in

the SWAP will be considered. The intent of these projects is to help the public build appreciation and stewardship for natural resources. 2025 Chickadee Checkoff Small Grants Program Priority Education/Outreach Projects:

- Development of wildlife viewing site, events, equipment, infrastructure and interpretive signage.
- Build and incorporate nongame educational displays in the classroom or on school grounds. 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.

Conservation Issue: Habitat is being altered in ways that are detrimental to species needs.

The Kansas (SWAP) recognizes Ecological Focus Areas (EFAs) where conservation actions can be applied for the maximum benefit for all Kansas Wildlife. Each EFA contains a suite of priority habitats and specific resource concerns facing those habitats. Projects addressing those issues or actions will be considered. 2025 Chickadee Checkoff Small Grants Program Priority Habitat Projects:

- Development of public pollinator gardens, pollinator habitat demonstration sites, or allow for assistance in larger pollinator plantings.
- Control of woody invasion and increase of flora and fauna diversity on native prairie ecosystems.
- Wetland development

Conservation Issue: Data on species populations, occurrence, and distribution is incomplete for state threatened and endangered, or Species of Greatest Conservation Need.

The Kansas (SWAP) recognizes EFAs where conservation actions can be applied for the maximum benefit for all Kansas Wildlife. Each EFA contains a suite of SGCN and priority habitats and specific resource concerns facing those species and habitats.

2025 Chickadee Checkoff Small Grants Program Priority Research Projects:

- Develop and implement a survey to provide detailed population, occurrence, and habitat relationships of threatened or endangered species or Species of Greatest Conservation Need as listed in the Kansas SWAP.

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. KDWP will require documentation of matching funds prior to authorizing invoice payments. Matching funds may be provided as cash or as in-kind services. Indirect cost from agencies/universities **MAY NOT 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. **MATCH IS NOT REQUIRED FOR PROPOSALS SUBMITTED BY K-12 SCHOOLS.**

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

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 the Chickadee Checkoff program and its tagline “Be a Force for Nature”. Projects approved for funding may also be required to provide photos and short write-up of the project for use by KDWP in promoting the Chickadee Checkoff program within department websites and publications. See the program website at <https://chickadeecheckoff.com/> for examples. In addition, KDWP will require that some projects install and/or post a Chickadee Checkoff funding sign (metal 12 inch by 12-inch sign provided by KDWP) within the project location. KDWP may request that individuals awarded funds provide presentations at the Kansas 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. These goals should address the 2022 Priority issues/strategy as well as include additional issues and strategies found within Kansas SWAP and should benefit Species of Greatest Conservation Need.
 - Include whether or not the project was funded through KDWP in the previous year. If part or all of the 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
 - Describe 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 Conservation Issues and Conservation Actions of the SWAP? Why should we fund the project?
 - Applicant should list Conservation Issues and Actions from the SWAP that the project objectives will address. Failure to clearly provide issues/actions being addressed will likely result in the project not being funded.
 - How does the project address the goals of the Chickadee Checkoff and how will it Be a Force for Nature in Kansas?
- 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 a 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.
 - KDWP has provided a [Budget Template](#) spreadsheet to be used for all proposals.
 - Please indicate the indirect cost percentage rate within budget narrative.
- Schedule
 - Give expected initiation time, estimated dates for each task, and date of completion. KDWP prefers that projects be completed within 12 months. If the project will exceed 12 months, provide an explanation on why it will exceed 12 months. Please note that we will not fund a project that will exceed 3 years.
 - 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 the final publication will be completed. Electronic copy of any scientific journal publications must be sent to the KDWP contact.
- Deliverables
 - What are the deliverable items that will be provided to KDWP for use in future planning, recovery and restoration efforts? (e.g. educational materials, 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. A short write up with project photos should also be provided to KDWP for inclusion on the Chickadee Checkoff website.
- 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 KDWP Chickadee Checkoff Small Grant Program website or requested through KDWP 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.

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.

Reporting requirements:

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

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 KDWP Scientific, Educational, or Exhibition Collecting Permit regulations.

Evaluation of Proposal:

Criteria used to evaluate the proposed projects are as follows:

- Addressing the objectives of the Chickadee Checkoff program.
- Fulfillment of addressing the SWAP including but not limited to 2025 High Priority Project Objectives.
- Goals or products of this proposal should benefit non-game wildlife in some aspect of education, conservation, species recovery/protection, habitat enhancement or management, or any 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 and education products should be maintained for long term. Research information obtained should be useful for future species management efforts, and education products should be incorporated to maintain the project within program curriculum and not a yearly request.