



## Grants Program

### Introduction

The Kentucky Department of Fish & Wildlife Resources (KDFWR) offers a grant program to help start and continue to offer Explore Bowhunting (EB) classes across the State. You can obtain the grant application at <http://www.fw.ky.gov/explorebowhunting.asp> or by contacting Katie Haymes, the Explore Bowhunting state coordinator, by phone at 502-564-7109 x4587, or by email at [Katie.Haymes@ky.gov](mailto:Katie.Haymes@ky.gov). Applicants must agree to abide by the guidelines and requirements of the EB grant program to be eligible for grant funding.

### Purpose

Explore Bowhunting was conceived to help reverse the nationwide decline in hunting participation and to help keep youths connected to the outdoors. While this program introduces participants to the outdoor skills and equipment used to bowhunt, participants will also develop skills that can be used in other activities such as wildlife watching, photography, filming and more. Explore Bowhunting will provide a “first step” for many youths and or adults toward getting active in the outdoors, or a “next step” for those who have previously participated in an introductory archery or outdoor skills program and are looking for ways to further develop and use their skills. Ultimately, KDFWR hopes Explore Bowhunting will help sustain wildlife conservation efforts by helping prepare participants to be more informed citizens and to help fund wildlife conservation through their purchase of hunting and fishing licenses and permits. KDFWR receives NO funds from the state’s General Fund, but relies on license revenues and grants derived from federal excise taxes on bows and arrows, guns, ammunition and fishing equipment.

### Grants & Equipment Loans

KDFWR will make funding assistance up to \$999 per organization (per state fiscal year) available to qualifying Explore Bowhunting programs at schools or other organizations (Hosts) statewide on a first-come, first-served basis in four ways:

1. **Equipment Grant:** Up to \$800 reimbursement grant toward the purchase of the “equipment kit” and necessary supplies to start an EB program. Price of the kit may vary; KDFWR will reimburse ½ the actual kit cost up to \$800.
2. **Next-Step Grant:** A \$100 grant will be available first come first serve to Hosts to cover additional program expenses. This grant will be provided upfront after a minimum of 10 students have registered. If no evaluations are returned after the class, the Host forfeits the right to future grant monies and targets from KDFWR. (This grant can be combined with the 3D Target Grant)
3. **3D Target Grant:** The Fish & Wildlife Foundation will be offering targets on a first- come first-serve basis to after-school Explore Bowhunting & 3D clubs or programs. If no evaluations are returned after the class, the Host forfeits the right to future grant monies and targets from KDFWR. (This grant can be combined with the Next-Step Grant)

**See pg 6 for details**

4. **Loaner Kit:** A limited number of Loaner Kits are available. Borrowers representing approved Host organizations must sign an agreement accepting responsibility for all equipment, which must be returned to KDFWR per agreement timeline, or pay replacement costs for lost/damaged items. The use of loaner kits is limited to 3 classes per Host. The Loaner Kit Agreement is signed at time of pick-up.

\*To qualify for a grant, a host organization must have a minimum of 10 students in the applicable Explore Bowhunting class, under the provisions set forth below.

### **Agreement Duration**

1. Applications will be accepted from March 1, 2012 through February 28, 2013
2. A limited number of grants based on available funds will be offered on a first-come first-serve basis.
3. Loaner Kits will be available for the 2012-2013 grant year on a first come first serve basis (March 1, 2012 -February 28, 2013)
4. An approved grant application will be valid from the date the approval letter is issued through 30 days after the Class End Date recorded on the Host's grant application.
5. \$800 Equipment Grants and \$100 Next-Step Grants during the 2012-2013 grant year (March 1, 2012-February 28, 2013), and will be paid upon verification that the requirements for the grant have been met.
6. The following must be completed within 30 days after the applicable class' Class End Date in order to satisfy the requirements of the grant:
  - Student Registrations entered using Instructor website offered through KDFWR
  - Student Evaluations completed by each student and returned to the state coordinator
  - Instructor Evaluations completed by each Instructor and returned to state coordinator

### **KDFWR agrees to:**

1. Provide the required instructor workshop (3-4hrs). Materials fee applies.  
Provide a grant approval letter to qualifying Hosts, upon receiving the Host's completed application.
2. Provide Equipment Grant reimbursement for approved Host's initial purchase of the "equipment kit" and curriculum materials when all Start-up Grant requirements are met.
3. Provide Next-Step Grant for approved classes runs of Explore Bowhunting when all Next-Step Grant requirements are met.
4. Provide return of the Host's loaner kit deposit to approved Host once all Loaner Kit Grant requirements are met and Loaner Kit Agreement is fulfilled.

### **Host agrees to:**

1. Designate a lead contact for the Host organization to make decisions and direct implementation of the Explore Bowhunting program. This person is required to:
  - a. Attend an Explore Bowhunting Instructor Workshop prior to hosting the program
  - b. Complete and submit the grant application.
  - c. Use KDFWR instructor website to register classes and students
  - d. Return evaluations postmarked no later than 30 days after the date of completion.
2. Require all students to register for the Explore Bowhunting program via instructor website provided by KDFWR

3. Within 30 days after completion of the class, submit the following items to KDFWR's Explore Bowhunting state coordinator:
  - Instructor evaluation(s) – completed by each instructor involved
  - Student evaluations – completed by each student
    - *Equipment Grant*—Must provide a proof of purchase (receipt)
    - *Loaner Kit*—must fulfill Loaner Kit Agreement (signed at equipment pick-up)
4. Use only the KDFWR Explore Bowhunting logo provided by KDFWR for program promotional materials (flyers, t-shirts, etc.).
5. To qualify for a grant, a host organization must have a minimum of 10 students in the applicable Explore Bowhunting class, under the provisions set forth below.

### **Funding and Payment Process**

1. Upon receiving the grant application, KDFWR's Explore Bowhunting state coordinator will notify the Host about the application's status by issuing a letter as soon as possible. If funds are available and a grant is awarded, the grant period begins the date an approval letter is issued.
2. Grants to qualifying hosts will consist of:
  - a. Approved \$800 Equipment Grant
  - b. Approved \$100 Next-Step Grant
  - c. Approved Loaner Kit use
3. Grants will be awarded to qualifying Hosts on a first-come, first-served basis until all grant funds or loaner kits are obligated and spent.
4. Host is required to pay costs up-front (Equipment Grant), to be reimbursed by KDFWR after all grant requirements have been fulfilled.
5. Host will provide proof of the applicable class and student participation by ensuring students have registered for the class on the Instructor website as described in "Host Agrees To" section above.
6. Grant reimbursement will be authorized only if and when all applicable requirements are met by Host.
7. Grant reimbursement checks must be cashed or deposited by Host/designee within thirty (30) days of the check's issue date.
8. If Host fails to return instructor and student evaluations after receiving a Next-Step or 3D Target Grant they Host forfeits the right to all future Explore Bowhunting grant monies or targets offered by KDFWR.

### **Reporting Requirements**

1. The host shall contact the KDFWR Explore Bowhunting state coordinator if any changes arise related to the grant-funded EB class run. All changes must be approved prior to implementation. Failure to do so may result in denial of payment.
2. If for any reason the host cannot complete the Explore Bowhunting class run as specified in the grant agreement, no reimbursement will be provided.
3. The Explore Bowhunting logo and Kentucky Explore Bowhunting logo are trademarked and copyrighted. In Kentucky, only the Kentucky Explore Bowhunting logo (comprised of the KDFWR shield and Explore Bowhunting logo) shall be used in conjunction with registered Explore Bowhunting programs for advertising, promotion and instructional purposes.
4. Only the official KDFWR-Explore Bowhunting logo provided by KDFWR to registered host organizations shall be used for promotional materials created by the host organizations and their official representatives (flyers, t-shirts, etc.) for Explore Bowhunting classes in Kentucky.

### **Ownership of Materials**

1. Any and all equipment purchased by the host with funding under this agreement becomes property of the Host.
2. Loaner Kits (equipment & materials) remain the property of KDFWR
  - a. Any lost, stolen or damaged equipment costs shall be replaced by Host or replacement cost will be billed to Host by KDFWR.
  - b. The loaner kit materials will not be used outside the Host's own Explore Bowhunting program.
3. Curriculum materials are copyrighted and shall only be photocopied for use in the purchasing Host's registered Explore Bowhunting classes. Explore Bowhunting materials shall not be used outside the Host's own Explore Bowhunting program without written permission from the Explore Bowhunting state coordinator.

### **Monitoring Requirements**

1. KDFWR Explore Bowhunting state coordinator has the right to and shall monitor the program through informal phone calls, onsite visits and e-mail.
2. After completion of the Host's Explore Bowhunting class is verified and the registrations and evaluations are approved, KDFWR shall process the reimbursement.
3. The Explore Bowhunting Host shall allow KDFWR access to all financial records and/or audited financial statements related to this agreement.

### **Termination**

KDFWR retains by state law the right to terminate agreements at any time, without penalty or recourse, by giving written notice at least thirty (30) days prior to the effective date of termination.

### **Legal Compliance, Safety & Hold Harmless**

The Explore Bowhunting Host agrees to comply with all applicable laws and regulations, and to take all reasonable and lawfully required steps to ensure the safety of the public during the performance of this cooperative agreement and the provision of all public programs and activities furthered by it. The Explore Bowhunting Host also agrees to indemnify and hold harmless KDFWR, and its agents and employees from any claim or suit arising out of, or in connection with, EB grant agreements and the provision of all public programs and activities furthered by them.

### **Other Provisions**

KDFWR will be given appropriate credit in all publications, educational materials and in any media contacts related to Explore Bowhunting and grant. An example of appropriate wording is: *"The Kentucky Department of Fish & Wildlife Resources provides Explore Bowhunting and grants program in Kentucky with support and partnership from the Archery Trade Association (ATA) to enable youths and adults to enhance their encounters with the outdoors by introducing them to outdoor skills, bowhunting, and wildlife conservation through fun, hands-on activities."*



## Kentucky Explore Bowhunting Grants Program Host Checklist

March 1, 2012- February 28, 2013

- **Register Students**

At KDFWR Instructor Website

(<http://fw.ky.gov/app/explorebowhunting/Main.aspx>)

Your Username is: \_\_\_\_\_ Your Password is: \_\_\_\_\_

- **Complete & Return Evaluations to KDFWR**

Evaluations accessible on Explore Bowhunting website at

<http://fw.ky.gov/explorebowhunting.asp>

Student

Instructor

In addition, for...

**For \$800 Equipment Grant** (plus the above requirements):

- Send in proof of Equipment Kit purchase (Receipt)

**For Loaner Kit Grant** (plus the above requirements):

- Return all Equipment to KDFWR by the Return Date on Loaner Kit Agreement

**Application, Evaluations and Receipts should be returned to:**

Dept. of Fish & Wildlife  
ATTN: Katie Haymes  
#1 Sportsman's Lane  
Frankfort, KY 40601

**Explore Bowhunting state coordinator:** **Katie Haymes**—Phone (502) 564-3400 ext 4587

Fax: (502) 564-9845; E-mail: [Katie.Haymes@ky.gov](mailto:Katie.Haymes@ky.gov)



# Kentucky Fish & Wildlife Foundation



## 3D Target Grant

The Fish & Wildlife Foundation will be offering its support of the Explore Bowhunting program in the form of 3D targets for after-school clubs and programs.

Schools will be eligible for the 3D target grant for every 10 new students they register in their Explore Bowhunting archery clubs or programs.

Targets will be purchased through Kinsey's Archery and will include a variety of target brands and styles.

### Target Choices will include:

Deer  
Turkey  
(others may become available)

\*Targets will be ordered for classes in an alternating fashion beginning with a deer target to provide a variety unless specified otherwise on order form.\*

### Requirements:

1. 10 student registrations must be completed using the instructor website prior to the target being issued to host.
2. Order Form must be filled out and returned to KDFWR Explore Bowhunting Coordinator via mail, e-mail, or fax
3. In addition, for:
  - After-School Yearly Club*: Host is required to return semi-annual student and instructor evaluations of the program. If evaluations are not completed and returned, Host forfeits the opportunity for additional targets and grant monies in the future.
  - Time-Limited Program* (duration of 8-12 weeks): Host is required to return student and instructor evaluations after completion of the program. If evaluations are not completed and returned, Host forfeits the opportunity for additional targets and grant monies in the future.

### Win Archery Equipment for your after-school club or program!!

\* All schools participating in the Explore Bowhunting after-school club/program that register students and return evaluations will be entered in quarterly drawings for archery equipment such as targets, bows, and additional equipment! \*

### Return grant application with order form to:

KY Dept. of Fish & Wildlife  
Attn: Katie Haymes  
#1 Sportsman's Lane  
Frankfort, KY 40601

E-mail: [katie.haymes@ky.gov](mailto:katie.haymes@ky.gov)  
Fax: (502) 564-9845