

# **ANGLER R3**

## **(RECRUITMENT, RETENTION, AND REACTIVATION)**

### **GRANT PROGRAM GUIDANCE**

*your guide to a competitive application*

*Notice: This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.*



Rev. 11/22/2024

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\*Subrecipient refers to an applicant who has been awarded a grant

## **I. Program Introduction**

We are pleased to invite you to share your time and talents to ensure that natural resources conservation continues in Wisconsin long into the future. We look forward to reading your application that outlines projects that celebrate strong partnerships and will grow the community of anglers.

The goal of the Angler R3 (Recruitment, Retention, Reactivation) program is to grow the numbers of anglers in Wisconsin. Recruitment of new anglers, retention of active anglers, and reactivation of lapsed anglers are important to future conservation funding and the health of our fisheries.

The DNR understands that it is necessary to work with partners to implement programs that provide knowledge, skills, and mentorship needed to increase the number of knowledgeable, competent, safe, and ethical anglers in Wisconsin.

Applicants are encouraged to concentrate on these groups:

- Groups that have been underrepresented in the fishing community.
- Family Programs
- Women
- Youth – be they in organized groups, school-based or family programs.
- Adults who never acquired fishing skills as children

Subrecipients will collect DNR Customer Identification Numbers from program participants. Collection of these numbers is the best way to track and evaluate the long-term license-buying habits of participants, thereby evaluating the success of this grant program.

## **II. General Guidance to a Successful Project Proposal and Application**

### **Plan and communicate!**

1. This is a competitive grant program. Start *planning* your project early and communicate with the Angler R3 Coordinator and Grant Program Manager often about your project goals. Their contact information appears on the next page. The most qualified applications will implement best practices that have been established by practitioners in the field of outdoor skills-based outreach and education. A list of resources to guide your project planning begins on page 16 of this document.
2. The DNR encourages novel and creative projects with good strategies and measures of effectiveness. At the same time, applicants don't have to reinvent the wheel — if there's something that has been documented to work, build on it and evaluate your success.
3. The DNR will solicit grant applications annually. This frequency may change if funding availability changes. The webpage for this program lists the upcoming application cycle. To apply, complete the grant application, following instructions carefully. Reference this program guide while completing your application.
4. **This grant is administered as a reimbursement program.** This means that you must incur and pay all costs associated with the project before seeking reimbursement from DNR. Grant advances are not possible. See the *Reimbursement Process* section, on page 15, for details on documenting project expenses.

5. Finish your project during the Period of Performance listed on the grant agreement. **Costs incurred before the start date and/or after the end date on your grant agreement are NOT eligible for reimbursement.**
6. The DNR and staff of the U.S. Fish and Wildlife Service have the right to audit or examine all books, papers, accounts, documents, or other records related to project costs that the DNR will reimburse. The purpose of the audit is to verify that claimed project costs are eligible, were incurred and comply with the terms of your grant agreement. Grant recipients agree to retain all project records until final resolution of any audit findings, or for a period of three years following the date on which the DNR issued final reimbursement, whichever is later.
7. **IMPORTANT:** Ask questions if you don't know how to proceed or need clarification on topics such as eligible costs or project administration procedures. We are happy to help!

Theresa Stabo  
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Bureau of Recreation Safety & Outdoor Skills  
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Angler R3 Grant Program Manager  
Department of Natural Resources  
Bureau of Community Financial Assistance  
1155 Pilgrim Road  
Plymouth, WI 53073  
Phone: 920-449-0493

**Send applications and supporting material to program email:**

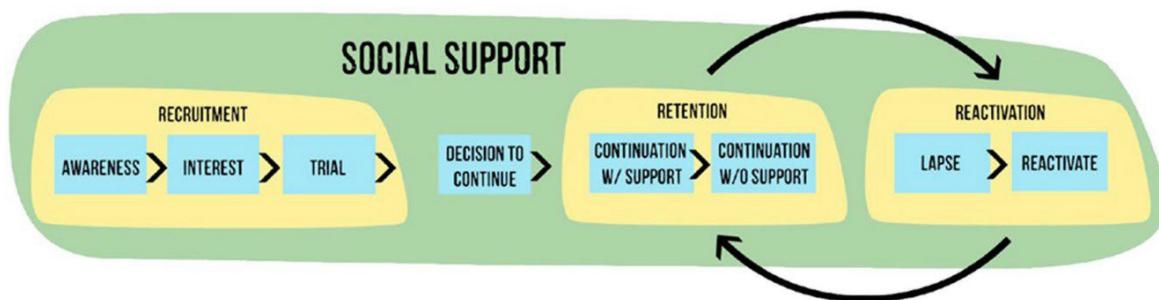
**[DNRAnglerR3Grants@wisconsin.gov](mailto:DNRAnglerR3Grants@wisconsin.gov)**

**DNR Angler R3 webpage: <https://dnr.wi.gov/Aid/angler.html>**

## The Outdoor Recreation Adoption Model

The Outdoor Recreation Adoption Model (ORAM) illustrates the process toward becoming an active participant in an outdoor pursuit, in this case, fishing.

### Outdoor Recreation Adoption Model



The ease with which an individual moves from novice to becoming an avid angler depends on the individual's current age, age at initiation, gender, ethnicity, risk aversion and many other factors. Many R3 efforts exist on the far-left side of the model, at introductory clinics. This model identifies the process of moving people from *interest* to *continuation* (an outcome) as its primary goal.

Successful grant applicants will recognize and utilize the ORAM and identify the pathway that potential anglers or reactivated anglers will take away from participating in the proposed project. Projects will include a system for collecting DNR customer identification numbers, or similar data, from participants to allow for tracking angler retention.

### III. Eligible Applicants

- Wisconsin counties, towns, villages and cities.
- Wisconsin tribes.
- Wisconsin universities, colleges and technical schools.
- Other Wisconsin governmental units, as defined in s. 66.299, Wis. Stats.
- Wisconsin school districts.
- Community-based organizations (*i.e.*, neighborhood centers, nature centers, social service agencies, public health centers—particularly those that serve diverse communities).
- Food security and local foods organizations.
- Most conservation organizations (*i.e.*, local rod and gun clubs, sporting organizations, local chapters, and national organizations).
- Individuals.

### IV. Program Priorities

- Projects that clearly identify best practices and implement programs with documented success at producing new anglers who would not otherwise become anglers. Two examples of successful programs created by the DNR are *Fishing in the Neighborhood (FiN)* and *Fishing for Dinner (FFD)*, which has an adult focus. See the [Angler R3 Programs Overview](#) for more information on these programs.
- Youth-based educational programs, especially those hosted by certified Angler Education Instructors and utilize [DNR angler education materials](#). See the [Angler and Aquatic Education webpage](#) for more information on the instructor certification process.

- Projects that effectively train instructors to introduce novices to fishing.
- Projects that test new or implement known, effective angler retention or reactivation programs.

## **V. Additional Program Details**

### **Source of Program Funds and Applicable Laws**

This program will award federal Sport Fish Restoration funds awarded to DNR by the U.S. Fish & Wildlife Service. These funds are derived from a federal excise tax on the sale of fishing and boating equipment and motorboat fuel sales. Funds are allocated to states and US territories based on a formula that includes the number of fishing license holders in each state and the geographic land/water area of the state. Successful applicants are *subrecipients* of the federal award and thus must adhere to the same rules and regulations the Department is required to follow as part of the federal award. Sport Fish Restoration grants are subject to [2 CRF 200](#) and [50 CFR 80](#).

### **Cost-Share Program**

This is a cost-share program between DNR and subrecipients. Grant awards can cover up to 75% of total eligible project costs. The subrecipient must provide the remainder via match.

### **Total Available Funding and Award Cap**

The DNR may have up to \$30,000 available for grants each calendar year. Individual grant awards are capped at \$5,000.

### **Grant Program Timeline**

- **Application Due Date:** Grant applications are due by close of business on February 15, each year\*. Any deviation from that schedule will be announced on the AR3 Grants webpage.
- **Application Review Process:** Applications will be reviewed for completeness and eligibility, scored, ranked in descending order based on score, then recommended to Office of the DNR Secretary who will make a final decision on funding. The Sporting Heritage Council will be informed of the process.
- **Applicant Notification:** Once the review process is complete and applications approved by Department, the Grant Program Manager will contact all applicants to notify them whether or not their project was selected for funding.
- **Project Review:** For the next several months, the Grant Program Manager will work with subrecipients to review their projects to ensure due diligence, as required by the US Fish & Wildlife Service. Then projects are submitted to the US Fish & Wildlife Service for their review and approval.
- **Grant Agreements Issued:** Once the US Fish & Wildlife Service approves the projects, the DNR will issue subrecipients written grant agreements\*\*. It normally takes approximately one year from the application deadline until a grant agreement is issued.

\*Per s. 990.001(4)(c) & (e), Wis. Stats., if any application deadline falls on a Saturday, Sunday, or state holiday, the deadline is moved to the next state working day, which is not a legal postal holiday.

\*\*Funds will not be available until the grant agreement is signed by the DNR and subrecipient.

### **Examples of Eligible Project Costs/Donated Values**

- Salaries, wages, and benefits for employees who are directly working on the project, or donated labor for the project.
- Services – such as printing, mailings, professional guide services, social media accounts specifically designed for project.
- Supplies necessary to perform the project – such as fishing gear, bait, tackle.
- Background checks of mentors and instructors (required).
- Equipment – equipment is defined as one item with a fair market value of \$5,000 or more; approval of equipment purchase requires subrecipient to adhere to special conditions listed in the grant agreement.
- Hourly/daily rental charges – such as boat rental fees, boat launch fees, room rentals.
- Other costs needed to implement the project. Contact the Angler R3 Grant Program Manager with cost eligibility questions.

### **Ineligible Project and Activities Costs**

- Costs incurred before the start date or after the end date of the grant agreement.
- Fishing licenses for mentors/instructors and participants.  
Note: Mentors and/or instructors leading an Angler R3 project may request an educational license waiver for **novice** (less than two years fishing experience) project participants by completing the Application and Authorization to Conduct an Educational Outdoor Skills Activity – Fishing License Waiver, [Form 3600-226](#). We recommend that completed forms be submitted to the DNR Angler R3 Coordinator at the beginning of the project. Doing so allows enough time for the DNR to evaluate waiver requests and to reply to waiver requestors. It is possible that some participants may not be granted a waiver by the DNR based on prior license-buying habits.
- Fishing poles purchased with the intention of giving them away. Those to be kept with subrecipient's program and used repeatedly are permitted.
- Payments that have been or will be received from another federal funding source.
- Law enforcement activities.
- Activities conducted for the primary purpose of producing income.
- Fines and penalties resulting from violation of, or failure to comply with, federal, state or local laws and regulation.
- Boats, autos, trucks or office furniture purchases.
- Fish stocking.
- Capital improvement projects.
- Land acquisition.
- Expenses associated with fishing tournaments.
- Routine fishing site maintenance including, but not limited to, mowing grass, painting signs, or removing debris.

## **VI. Subrecipient Responsibilities**

- **Award:** If your project is selected to receive grant funds, DNR will execute a grant agreement (i.e., a contract) with your organization. By signing the agreement, your organization becomes a formal subrecipient of a federal award. As a subrecipient, it is your responsibility to carry out the project, including obtaining any approvals/permits/licenses, incurring eligible expenses, maintaining appropriate documentation, and other applicable activities. DNR does not pay invoices on behalf of subrecipients or accept matching funds directly. In addition, terms and conditions of the federal grant program (e.g., requirements of 50 CFR 80 and 2 CFR 200, described under the “Laws” tab on the AR3 webpage) are applicable to subrecipients. These provisions are referenced directly in the agreement. If you are unsure about your organization’s ability or willingness to take on these obligations, please reach out to the Grant Program Manager for information and guidance before submitting your application.
- **Financial:** Financial responsibility listed in a grant agreement cannot be transferred to another entity by a resolution or any other means. All reimbursement requests must be submitted by the subrecipient named on the grant agreement.

If a consultant completes the grant application for you, be sure to check the completeness and accuracy of the application before submitting to the DNR. As the grant applicant, you are responsible for the accuracy of the information provided in your application and meeting program requirements.

- **Authorizing Resolution:** Grant applicants that have a governing body, must include a resolution adopted by the governing body; use Form 8700-388.
- **Cost Containment:** Local government applicants must follow cost containment procedures, sometimes also called bidding procedures, required by Wisconsin Statutes.
- **Subrecipient Share = Match:** “Match” means the portion of project costs that the subrecipient will contribute. Funds from other federal sources may not be used as match. The value of donated supplies, labor, services, and equipment used may be included as match. Subrecipients cannot be reimbursed for more than their incurred costs (cash spent). If donated values exceed cash costs, reimbursement is capped at the total cash spent or grant award, whichever is less. Donations are subject to the following provisions:
  - All sources of match, including the match that will come from donations, must be indicated in the application.
  - The value of donated labor is set by the hourly wage for similar jobs in the area. Make sure to document how you arrived at the volunteer rate. You MUST document volunteer hours worked. The DNR has volunteer timesheets available for your use, which can be found under the “Reimbursement” tab on the AR3 webpage. The timesheet MUST include the volunteer’s name, date, hours worked, and activity completed. The timesheet MUST be signed by both the volunteer and the subrecipient who can verify the hours worked for each day the volunteer works. A



timesheet that has several days of work, but only one signature will not be accepted.

- The value of donated supplies and professional services shall be determined by market rates and be established by invoice provided by the donor (typically done on business letterhead or invoice). The DNR also has Form 8700-350 to help you track donated professional services.
- **Background Checks:** The Angler R3 Grant Program activities often involve interactions with small groups of individuals — often including minors or others from potentially vulnerable populations. For the protection of all participants, subrecipients are required to conduct background checks on all participating mentors and instructors. Costs associated with conducting background checks are eligible for reimbursement under the Angler R3 Grant Program.
- **Collection of DNR Customer ID Numbers:** Subrecipients, including school-based and youth program providers, must collect DNR customer identification numbers from project participants who either have or will obtain one during participation; these data must be included in the final report. The DNR will use data submitted for future program evaluation. These numbers are free and the DNR has a worksheet to help you collect them. Please use the DNR's Angler R3 Participant Roster Form 8700-017 for this data collection effort.
- **Program Income:** Program income is the gross income earned by the subrecipient that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. If the project receiving funds from the grant program will generate revenue, then that income must be documented, reported annually during the grant period, and included in the grant financial calculations. You must include in your application any program income you plan to generate during the grant award period of performance, and you must retain all documentation of income earned during your grant award. More information about program income can be found in 2 CFR 200. Please contact the Grant Program Manager if think your project could include program income.
- **Reports:** Interim and final reports describe the project's progress and final assessment. Multi-year grants will require yearly written progress reports and may require quarterly check-ins with the grant program manager. Subrecipients will be required to submit a final report with the final reimbursement request. The DNR shall make no final reimbursement payment until the report is completed, submitted to the grant program manager, and approved. All reporting requirements will be listed in your grant agreement.  
The final report shall include:
  - Angler R3 Final Report Form 8700-016
  - Angler R3 Participant Roster Form 8700-017
  - Angler R3 Mentor Roster Form 8700-018The DNR will share results and summaries of funded projects, including materials produced, photos, project research results, and data collected for project assessments, to the extent allowed by Wisconsin's Open Records Law. Credit shall be given to the subrecipient, the DNR, and the USFWS in any material published or released to the news media related to this project.

- **Inspections:** Depending on the project elements, subrecipients may be responsible for ongoing inspections. For projects that purchase equipment or durable supplies that outlast the period of performance, the DNR will require the subrecipient to submit self-inspection reports or allow the DNR to perform on-site inspection to ensure the equipment/supplies are being used in accordance with the grant conditions during its useful life.

## **VII. Application Submittal Components and Application Review**

### **Components of a Complete Application Submittal**

Only complete applications will be considered for funding. A complete application includes the following items:

- Completed and signed application submitted before the posted application deadline. All sections of the application form are completed with enough detail for the reviewer to understand the project and a detailed budget section.
- Authorizing resolution approved by the applicant's governing body, if applicable.
- A signed W9 form.

### **Application Review**

Applications will be reviewed by a team of internal and external specialists with experience in angler and instructor training and recruitment. Each completed application submittal will be scored using the application scoring criteria. Once scored, applications will be ranked in descending order to vie for available funding. The Office of the DNR Secretary will approve awards; decisions of the DNR Secretary are final.

## **VIII. Grant Application Instructions**

Complete all sections of the Angler R3 Grant Application, submit application and all required supporting documentation to: [DNRAnglerR3Grants@wisconsin.gov](mailto:DNRAnglerR3Grants@wisconsin.gov)

Supporting documentation to include:

- An [Authorizing Resolution](#), Form 8700-388
- [W9 form](#)
- [UEI Number](#)

### **Section I: Applicant Information**

Applicant: Name the applicant, provide your [UEI Number](#), and select the type of applicant from the drop-down menu on the application.

Note: To receive the AR3 grant, you need to “Get a Unique Entity ID” and do not need to “Register Your Entity”. Contact the program manager with questions.

Authorized Representative Named by Resolution: The authorized representative must be the person named and authorized by a resolution of the applicant's governing body to act on behalf of the applicant. A consultant hired by the applicant may not be named as authorized representative for the

project. If you are applying as an individual there is no need for an authorizing resolution.

Secondary Project Contact Name: You must provide a secondary project contact, different from the named authorized representative. The applicant may choose to designate a consultant as the contact person.

## **Section II: Need Statement**

The need statement explains why the project is necessary. Identify the conservation issue, problem or opportunity the project will address. Provide evidence of the need to various communities and explain what will happen if your project IS NOT done.

*Example:*

*According to the 2019-2023 Wisconsin Statewide Comprehensive Outdoor Recreation Plan (SCORP), fishing is one of the top five favorite outdoor activities. However, DNR data indicate that prior to the COVID-19 pandemic, fishing had been on a steep decline for several years.*

*Statistics also indicate that as urban populations increase, angler participation and knowledge of aquatic ecosystems drop, particularly among anglers reaching middle age. These trends, as well the desire to address historical disparities in fishing participation among underrepresented groups, point to a need to provide services and opportunities to learn to fish.*

*The Root River runs through the greater Racine area and at different locations along the river's route, fly fishing is popular. Experienced anglers have noticed an increase of novice anglers along the river system and DNR officials have continued to record continued snagging. There is no center hub to gather and share knowledge with those wanting to learn more about aquatic resources and angling practices and build an ethical fishing community. Wisconsin's ability to sustain participation in and appreciation for angling and aquatic resources will be significantly compromised unless angling skills and educational strategies are cultivated in local communities.*

## **Section III: Purpose**

Check the box(es) that apply to your project. The purpose should state the desired outcome based on the need (i.e., the need drives you to do what).

*Example:*

*To provide a workshop series for participants to learn more about fly-fishing and serve as a recruiting tool for the sport of fly-fishing.*

## **Section IV: Objective(s)**

Based on the need for this project, state your objective(s). You may have more than one objective to list in this section. Use the example and template below as a guide.

*Example:*

*Conduct one fly-fishing program at the Greater Racine Area Nature Center.*

Action verb(s) \_\_\_\_\_? \_\_\_\_\_ how many \_\_\_\_\_? \_\_\_\_\_ who or what \_\_\_\_\_  
\_\_\_\_\_? \_\_\_\_\_ by when \_\_\_\_\_.

## **Section V: Approach**

Provide a detailed description of the approach your project will take to meet your objective(s). This is

the HOW part of your project. Outline specific actions or efforts you will be taking to achieve the objective(s). Include the following as applicable: Partnerships, community connections, supervisory staff, support staff, adequate space to host program, fishing time of year, type of species, lake or river locations, number of participants and number of fishing trips planned.

Describe how each event for specific species will be designed. If the project is education-based, provide the curriculum you will be using for your project. Mention any related programs that have been successful that will be used as a guide for your project.

Section V also includes a question about partnerships, answer this as well.

*Example:*

*Community members John and Jane Doe, DNR certified angler education instructors, have successfully conducted Fly Fishing 101 courses in partnership with Reel Outdoor Living LLC for the past 15 years. With this experience and expertise, they have offered to lead fly-tying workshops at the Greater Racine Area Nature Center in Racine, WI. Modeling the DNR Fishing for Dinner approach, the center will host 8 workshops, for up to 30 participants, that will incorporate different styles of fly-fishing presentations paired with specific types of flies for a variety of trout species that inhabit the Root River throughout the year.*

*Following each workshop, participants will be paired with an experienced angler to fly fish sections of the Root River near the center. See attached map for locations of fishing events. Participants and volunteers will bring their catch back to the center to prepare, cook and enjoy a meal together as a group. Greater Racine Area Nature Center will have fly-tying kits available to check out for participants to practice making different types of flies to match desired species targeted.*

## **Section VI: Expected Results and Benefits**

Based on the stated need and objective(s) of your project, what are your expected results and benefits when project is completed? List what results will be expected from the activity(ies). List what is expected from the approach used. List expected benefits to the natural resources and/or to the participants.

*Example:*

*The workshops will provide a welcoming environment for novice anglers from a variety of backgrounds and generate a renewed surge of interest in the sport of fly-fishing. Participants will acquire or improve fly-tying and fly-fishing skills and we will see an increase of ethical and safe fishing practices along the Root River. Participants will also make connections with other anglers, creating greater potential for them to get out fishing beyond the workshop series.*

Section VI also includes four specific questions related to your project's measured outcomes. Address these questions as well.

## **Section VII: Project Locations**

For each site that participants will gather for an event as part of the whole project, add an event name and describe the event location with as much detail and accuracy as possible. Complete the additional fields for each event as well.

## **Section VIII: Timeline and Benchmarks**

List all time frames, activities, and other relevant information in this section.

*Example:*

- *Spring 2023: Advertise events, coordinate with mentors and order supplies.*
- *Summer & Fall 2023: Conduct workshops.*
- *Winter 2022: Complete grant paperwork and reports.*

## **Section IX: Useful Life**

If applicable, this section is used to record the useful life of purchased equipment over \$5,000 and durable supplies that will not be depleted during the project's period of performance. Cite the source used to determine the useful life expectancy.

## **Section X: Budget Narrative, Cost Estimate and Grant Request**

Part A – Itemized Budget Detail: Provide a detailed budget of eligible costs including wages, services and supplies needed to accomplish your project. List each item, cost, and quantity – one per line. More lines may be added if needed.

- Item Description: Describe item and explain how cost estimate for the item was determined.
- Cost Category: Pick the correct cost category for the item you are describing.
- Salaries will either be paid staff, donated staff time or volunteer time. Staff time is a cash cost and includes salaries and wages paid by the applicant to its own employees for work directly allocable to the grant project and documented by time sheets and payroll records. If fringe is included, do not include it here. Document fringe as a separate cost category. Donated value for salaries includes the value of labor donated to the project and the value of donated professional services at the rate the professional person actually receives for similar work. Donated labor records must conform guidelines found in section K. Subrecipient Responsibilities. Please contact the program manager if you have any questions regarding donated labor.
- Fringe benefits include the full cost of employee benefits; list them as an hourly rate.
- Travel costs associated with your project.
- Supplies are consumable items needed to complete the project, such as bait or fuel for boats.
- Equipment is tangible property having a useful life of more than one year and a cost of more than \$5,000.00. If several items are purchased to be put together into one tangible piece of property and together the pieces purchased totaled more than \$5,000 (e.g., trap machine, cart, and transmitter), they are considered equipment.
- Contractual services are those cash or donated costs of contracted services for the project.
- Construction are those cash or donated costs for construction.
- Other costs are those needed to implement the project but are not captured in the items above.
- Indirect costs – If you claim indirect costs, include a copy of your NICRA statement. Reach out to the grant manager if you have questions.
- Cash or Donation:
  - Cash costs are those costs the grant applicant expects to incur specifically for the project and will be paid for by the grant applicant, either out-of-pocket or with grant funds.
  - Donations includes items or services that the grant applicant expects to receive from an individual or another organization or business for which payment will not be required. Donations can include the value of services, goods, and labor that contribute directly to the progress of the project and the value of which will be

documented by invoice or other reliable means. You cannot get reimbursed for donated value, but it can be your source of match.

- Quantity (Qty #):
  - List the anticipated number of units needed for the project. Examples of units are pounds, yards, hours, etc.
- Cost:
  - Enter the cost of individual item; total cost will automatically be calculated, based on quantity.
- Total Cost: This is automatically calculated for you.

Part B – Cost Estimate Summary: This is a summary of all costs from Part A. Lines 1 through 12 automatically total for you from Part A. Line 11 is the total cost of your project – it will automatically add the cash cost subtotal plus the donated value subtotal.

- Line 12 Maximum Grant Allowed: This amount will automatically figure your allowed grant amount. The grant request is always capped by the amount of cash costs from your project. You CANNOT get paid for donated value on a project.
- Line 13: Enter the amount of your total grant request if your request is LESS THAN the amount listed in Line 12.
- Line 14: Select whether or not you will accept partial funding.

Part C – Cost Share. This will be auto-filled based on Part A.

## Section XI: Certification

Be sure the representative authorized by resolution of the applicant's governing body is the one who signs and dates the application.

## **IX. Award Phase**

### **Grant Award and Grant Agreements**

If your project is selected for funding, you will receive a notice of award and grant agreement from the DNR detailing the approved project scope, project start and end dates, and approved budget. Your grant agreement will contain conditions that govern your project. Make sure you review and agree with the project scope and conditions described in the grant agreement before you sign it.

Successful applicants must sign the grant agreement and return a signed copy to the Angler R3 Grant Manager within 30 days of receipt from the DNR.

***IMPORTANT! Only costs incurred during the period of performance are eligible for funding. Costs incurred prior to the start date or after the end date listed on the grant agreement are not eligible for reimbursement by the DNR.***

## Reimbursement Process

To be eligible for reimbursement, all costs must be incurred during the Period of Performance and must be items identified in the “Project Scope and Description of Project” section of the grant agreement. No grant advances are possible.

It is possible for subrecipients to request partial reimbursements from the DNR during the Period of Performance. If you are interested in submitting a partial reimbursement package, please contact the Grant Program Manager to discuss. The total of all partial reimbursements shall not exceed 90% of the total grant award. The last 10% of the project budget will be maintained by the DNR for the final reimbursement payment.

Reimbursement requests must be submitted to the Grant Program Manager. Final reimbursement requests must be submitted within 60 days of the end date of the grant agreement. A complete reimbursement request should include:

- Grant Payment Request & Worksheet ([Form 8700-001](#)).
- Grant Partner Financial Data Report ([Form 9300-230](#)).
- Copies of all proofs of purchase (*i.e.*, invoices, receipts, etc.) and proofs of payments (*i.e.*, cancelled checks (front and back), bank statements, credit card statements, etc.). Personal information may be blacked out.
- If applicable: Signed Volunteer Labor Worksheet ([Form 8700-349B](#)), [Donated Professional Services Worksheet \(Form 8700-350\)](#), [Subrecipient Mileage Log](#).
- Deliverables for Final Reimbursement will be listed on the grant agreement and usually include: [Final Report \(Form 8700-016\)](#), [Participant Roster \(Form 8700-017\)](#), [Mentor Roster \(Form 8700-018\)](#).

Once all items are received, reviewed, and a site visit has been completed (if required), payment will be processed by the DNR. **All project records must be retained by the subrecipient for a period of not less than three years after final payment is issued by the DNR or final disposition of audit findings (if applicable).**

The grant reimbursement can cover only the subrecipient’s costs (out-of-pocket expenses), not donations. The subrecipient cannot be reimbursed for project costs they did not incur.

## **X. Planning Resources**

Wisconsin DNR Materials:

[Angler R3 Programs Overview](#): Fishing for Dinner (FFD), Fishing in the Neighborhood and Angler Education. Additional information about the FFD and Angler Education programs is below.

[Fishing for Dinner](#) –Lesson plans and a program planning outline for an adult-oriented community-based fishing program, which can be adapted to youth programs. The DNR provides instructor training workshops that are typically free.

[Angler Education Materials](#)- Collection of additional teaching materials for a variety of situations and age ranges

Resources compiled by the Recreational Boating & Fishing Foundation (RBFF) to help you throughout your Angler R3 planning process:

[Best Practices Workbook for Boating, Fishing and Aquatic Resources Stewardship Education \[PDF exit DNR\]](#)

[Best Practices Guide to Program Evaluation \[exit DNR\]](#)

[Recommendations and Strategic Tools for Effective Angler Recruitment, Retention and Reactivation \(R3\) Efforts \[exit DNR\]](#)

[Highlights of Angler Recruitment, Retention and Reactivation \(R3\) Literature \[PDF exit DNR\]](#)

RBFF research:

[RBFF Research \[exit DNR\]](#)

[Hispanic Market Research \[exit DNR\]](#)

[Boating & Fishing Research \[exit DNR\]](#)

Additional Resources and Research:

[Locavore Guide \[exit DNR\]](#) - Nourishing Interest in Hunting and Angling

[USFWS R3 Resources \[exit DNR\]](#) - Collection of national trends & studies on outdoor recreation

Demographics:

[American Fact Finder, US Census Bureau \[exit DNR\]](#) - Find popular facts and frequently requested data about your community

[Pew Research Center \[exit DNR\]](#) – Trends on race and ethnicity in the United States