



RECREATIONAL  
BOATING & FISHING  
FOUNDATION

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## NATIONAL YOUTH FISHING & BOATING INITIATIVE GRANT GUIDELINES & APPLICATION

### RBFF's Education Strategy

According to the Sport Fishing and Boating Partnership Council (SFBPC), the organization that developed the original outreach strategy, one of RBFF's objectives is "to educate people as to how and where to boat and fish." In addition to reaching lapsed and avid boaters and anglers, introducing newcomers, especially children and their families, is fundamental to meeting this goal.

Target and reach are important considerations when spreading messages or introducing new products, and in the case of RBFF's education outreach strategy, the same elements were taken into account when determining the most effective way to introduce children and their families to boating and fishing.

While RBFF and its board of directors knew that its target was children and their families, reaching a large quantity of them with the highest quality of aquatic education required the creation of a core distribution channel. So, the approach is:

### **Fund aquatic education programs where children and their families learn, play and grow:**

- **Schools - where kids and their families learn**
- **Parks - where kids and their families play**
- **Clubs - where kids and their families grow**

The mission of this initiative is to provide the funding to create and/or further develop a new or existing pilot-to-national or national program for youth and their families where kids learn, play and grow, and to provide the experiential learning opportunities and social structures that:

- Introduces angling and/or boating to youth and/or families
- Provides multiple hands-on on-the-water learning opportunities
- Provides hands-on conservation education
- Teaches and reinforces water safety and safe boating behaviors
- Promotes continued participation by providing loaner gear and conducting outreach to participants

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- Completes an evaluation plan designed to adequately measure objectives and outcomes of the program
- Ensures that program is cost effective
- Contains an adequate management plan to meet program objective(s)
- Involves participants at least 20% of whom are minorities or underserved communities

**Priorities:** Special consideration will be given to those proposals which:

- Involve school-age children and their families in multiple hands-on on-the-water learning opportunities
- Encourage long-term involvement of participants
- Provide training for instructors and volunteers
- Promote conservation education
- Provide inclusive programming
- Support existing RBFF partnerships

The successful grant applicant will also demonstrate partnerships with local, community-based educational, youth and social service agencies as well as the appropriate state fish and wildlife, game or boating agency personnel.

**Application should be no longer than 10 pages.**

**Please provide the following information:**

**Application Information**

- A. Organization (to be named as grantee)
- B. Address of organization
- C. Organization Web site address
- D. Employer Identification Number (EIN)
- E. Copy of 501(c)(3) determination letter (if appropriate)

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**Program Contact**

- A. Program officer and title
- B. Address of contact (if different from above)
- C. Phone number
- D. Fax number
- E. E-mail (applicant must have a valid e-mail address)

**Executive Summary of Program (limit Summary to one paragraph)**

**Program Details:**

- A. Program design
- B. Demographic information on area(s) to be served
- C. How 20% participation from minorities and underserved is achieved
- D. Objectives of program
- E. Expected outcomes
- F. Management plan
- G. Program evaluation
- H. Plan to sustain program beyond grant funding period

**Timeline of Program Activities:** Provide a detailed timeline of the program including the design and permitting phase, on-the-ground activities, and pre- and post-program monitoring activities.

**Budget:** All grant funding is for FY 2010 only (April 1, 2009 - March 31, 2010). Total award amount for FY 2010 is \$800,000. Last year, nine grant proposals received funding. (Provide both a narrative and detailed spreadsheet).

- A. RBFF funds requested (include a detailed spreadsheet of all proposed expenditures).
- B. Total program cost and revenue sources (include a detailed spreadsheet of all expenditures).
- C. Total percentage of allowable administrative costs should generally not exceed 17% of total budget.

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- D. Indirect costs cannot exceed the applicant's Negotiated Indirect Cost Rate Agreement (NICRA) rate.
- E. Provide breakdown of cost per participant.

### Partnerships

- A. Provide contact information and signature from state agency and education chief and/or state aquatic education or boating personnel and describe the role that they will play in your program.
- B. Provide contact information and signature from educational and/or grassroots organization(s) and describe the role that they will play in your program.
- C. Provide contact information and signature from retail and/or business organization(s) and describe the role that they will play in your program.

### Activities not funded:

RBFF does not provide funds for the following projects or purposes:

- Donations of fishing tackle
- Monitoring related to conservation projects
- Political activities which attempt to influence political campaigns or legislation
- Access projects such as road construction, boat ramps or fishing piers
- Loans and endowments
- Licenses and permits

*For a complete list of principles to be applied in establishing the allowability of certain items of cost see [OFFICE OF MANAGEMENT AND BUDGET 2 CFR Part 230 Cost Principles for Non-Profit Organizations \(OMB Circular A-122\) Appendix B to Part 230—Selected Items of Cost](#)*

### Grant Submissions

Deadline for Submission: January 30, 2009

Submit completed applications to:

Mail: ATTN: Grant Manager  
Recreational Boating & Fishing Foundation  
601 N. Fairfax St., Suite 440  
Alexandria, VA 22314

E-mail: [grantmanager@rbff.org](mailto:grantmanager@rbff.org)

Any questions please call (703) 778-5162.



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**Application Score Sheet**

These criteria will be used by the RBFF Education Task Force in evaluating the National Youth Fishing & Boating Initiative applications.

**Project Description (5 points)**

Criterion	Yes (5)	Somewhat (4-1)	Not at all (0)
The description provides a clear overview of the project including the goals and performance targets and is consistent with other sections of the narrative			

Reviewer comments on Project Description:

Sub-total\_\_\_\_\_

**Organizational Background and Qualifications (10 points)**

Criterion	Yes (5)	Somewhat (4-1)	Not at all (0)
The applicant organization and/or its partners are experienced and well-qualified to work with this audience			
The applicant organization and/or its partners have appropriate expertise and a management plan to conduct this project			

Reviewer comments on Organizational Qualifications:

Sub-total\_\_\_\_\_

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**Project Objectives, Goals and Assessments (30 points)**

Criterion	Yes (5)	Somewhat (4-1)	Not at all (0)
The program introduces angling and/or boating to youth and/or families, providing multiple hands-on on-the-water learning opportunities			
The program is inclusive of 20% minority participation			
The objectives define specifically who will benefit and what will be learned			
The objectives are measurable			
The assessments describe the success indicators, tools being used to measure, methods for analyzing the data and who will be conducting the assessments			
The program proposal clearly shows an achievable plan to sustain program beyond grant funding period			

Reviewer comments on Objectives, Goals and Assessments:

Sub-total\_\_\_\_\_

**Project Activities and Timeline (25 points)**

Criterion	Yes (5)	Somewhat (4-1)	Not at all (0)
The project activities are specific and the sequence of activities is appropriate			
The project activities are appropriate for meeting the stated project objectives			
The project activities are tailored to the interests and abilities of the targeted audience			
The project activities provide multiple hands-on on-the-water and conservation learning opportunities. The project activities also teach and reinforce water safety and safe boating behaviors.			
The project provides training for instructors and/or volunteers			

Reviewer comments on Activities and Timeline:

Sub-total\_\_\_\_\_

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**Budget (30points)**

Criterion	Yes (5)	Somewhat (4-1)	Not at all (0)
The budget spreadsheet and narrative clearly explain all expenditures to be funded by the National Youth Fishing & Boating Initiative			
The budget is appropriate for this type of project			
Administrative costs are reasonable as a proportion of the overall budget (In general, administrative costs should not exceed 17% of the sub-total budget for this project).			
The budget table and narrative clearly shows the sub-total program cost and revenue sources			
Cost per participant is clearly detailed			
Requested funding amount meets grant guidelines and is deemed sufficient to complete the scope of work as detailed in proposal			

Reviewer comments on Budget:

Sub-total\_\_\_\_\_

TOTAL\_\_\_\_\_