

## Guidelines to Grantseekers

Clark Skamania Flyfishers (CSF) awards grants for projects and initiatives aligned with CSF's mission to *preserve* wild fish stocks and the natural resources that sustain them, *promote* flyfishing as a method of angling, and *inspire* an understanding of and appreciation for the diversity of nature.

The following types of projects and initiatives have received grants in the past:

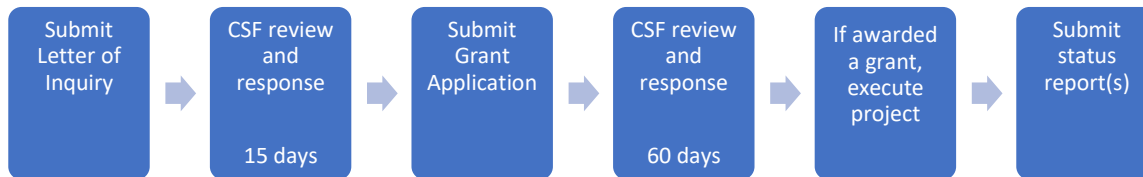
- Habitat enhancement and restoration
- Youth fishing programs
- Water quality monitoring
- Stream and habitat conservation and protection
- Women's fishing programs
- Land acquisition to support conservation or public access
- Cancer recovery fishing program
- Monofilament line collection
- Education on angling and conservation
- Informational signage
- Equipment for juvenile salmon salvage

Before applying for a grant, review the information below to see if you qualify.

- Requesting organizations are typically tax-exempt under Section 501(c)(3) of the Internal Revenue Code.
- CSF does not award grants to organizations outside of the United States.
- In most cases, grants are awarded for projects or initiatives located in Washington or Oregon that are consistent with CSF's mission.
- Requested funding must be at least \$100.
- CSF funds should be used for one-time project and program costs. CSF generally does not fund ongoing operations and salaries.

## Grant Application Process

The CSF grant process is outlined below. You may reach out to CSF directly to ask any questions at [conservation@csfly.net](mailto:conservation@csfly.net) and [secretary@csfly.net](mailto:secretary@csfly.net).



### Letter of Inquiry

A Letter of Inquiry helps CSF determine whether your organization and project are consistent with CSF practices, and whether your organization will be invited to submit a Grant Application. Submit your Letter of Inquiry (two-page maximum in PDF format) via email to [conservation@csfly.net](mailto:conservation@csfly.net) and [secretary@csfly.net](mailto:secretary@csfly.net). Include the following information in the Letter of Inquiry:

1. Name of your organization, purpose of the organization, and Section 501(c)(3) status.
2. Goal of the proposed project/initiative.
3. Brief description of the project/initiative scope.
4. Duration of the project (in months) and estimated start date.
5. Project/initiative location.
6. Estimated total cost of project/initiative.
7. Amount of funding you intend to request from CSF
8. Items to be funded by CSF support (for projects/initiatives with multiple funding sources).
9. Name of contact person, email address, and phone number.
10. If desired, include images or maps in the Letter of Inquiry

### CSF Review and Response

Within 15 days, a CSF representative will contact you regarding the status of your Letter of Inquiry.

## **Grant Application**

If invited to submit a grant application, complete the attached Grant Application Form.

Once you have completed the application, email a PDF to [conservation@csfly.net](mailto:conservation@csfly.net) and [secretary@csfly.net](mailto:secretary@csfly.net). Applications may only be submitted by an authorized official of the organization.

## **CSF Review and Response**

Within 60 days, a CSF representative will contact you regarding the disposition of your Grant Application or to request clarification or additional information.

## **Status Report(s)**

If awarded a grant, submit a status report (PDF) every six months (for projects longer than six months) and at the completion of the project to: [conservation@csfly.net](mailto:conservation@csfly.net) and [secretary@csfly.net](mailto:secretary@csfly.net).

Include the following information in the status report:

- Date of report
- Work completed
- Work remaining
- Amount of CSF grant funds used; how CSF grant funds were used
- Projected completion date
- Changes to the project/initiative scope as described in the grant application
- Degree of success in accomplishing project goals
- Name, email address, and phone number of organization's point of contact for the project/initiative.



## **CLARK-SKAMANIA FLYFISHERS GRANT APPLICATION**

***PROJECT NAME***

*DATE SUBMITTED TO CSF*

### ***ORGANIZATION INFORMATION***

*Name of requesting organization*

*Web address (if available)*

*Mailing address (street, city, state, zip code)*

*Organization's mission and the nature of its work (maximum 100 words)*

*Application prepared by*

*Contact person within organization and their title*

*email address*

*phone number*

# CLARK-SKAMANIA FLYFISHERS GRANT APPLICATION

## **PROJECT LOCATION**

STATE

NEAREST TOWN

COORDINATES (if available) LATITUDE

LONGITUDE

## **PROBLEM STATEMENT**

*Describe the problem or situation the project will address. (maximum 100 words)  
Include photos, maps, etc., as attachments.*

## **PROJECT GOALS**

*Describe the objectives or desired outcomes of the project. (maximum 200 words)*

## **PROJECT SCOPE AND SCHEDULE**

*Describe the project activities and when they're expected to occur. (maximum 200 words)*

## **USE OF CLARK-SKAMANIA FLYFISHERS FUNDS**

*Describe how CSF funds will be used to accomplish the project goals. (max 100 words)*

**PROJECT BUDGET**

Provide a detailed project budget in the following table or attach a spreadsheet with similar column headings, layout, and totals.

	Item Description	CSF funding requested?	Cost/Unit	# Units	Subtotal
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
<b>TOTAL PROJECT COST</b>					
<b>AMOUNT REQUESTED FROM CSF</b>					

Has CSF previously provided funding to your organization for this type of project?      YES              NO

If **YES**, provide the project name, date, and amount of CSF funding received.

If applicable, list other funding sources for this project along with the approximate amounts.

Is your organization tax exempt under Section 501(c)(3) of the Internal Revenue Code?      YES              NO

If **YES**, attach a copy of the IRS 501(c)(3) confirmation.

Are other documents being submitted with this application?      YES              NO

If **YES**, list the file name(s) -- examples: 501.pdf, budget.pdf, map.pdf