

Fund Request Procedures

Effective: 10/24/2013 APPROVED

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PURPOSE

The Stanislaus County Fish and Wildlife Committee is an ad hoc committee established by the Board of Supervisors to manage collected fine monies from the State of California Department of Fish and Wildlife. The Committee shall review and approve all fund request proposals relating to fish and wildlife matters within the jurisdiction of Stanislaus County. The Committee may provide recommendations to the Board of Supervisors and/or California of Fish and Wildlife relative to public education and fish and wildlife. Matters pertaining to fish and wildlife will be addressed according to the California Fish and Wildlife Codes.

POLICY

Available funds will support projects for purposes of protection, conservation, propagation, and preservation of fish and wildlife in accordance with the State of California Fish and Wildlife Code Section 13100-13104. The Committee retains the right to limit funding based on available funds. Individuals, agencies or organizations seeking financial support/funding from the Stanislaus County Fish and Wildlife Committee shall adhere to the following:

PROCEDURES

1. Request for fund application packet shall be submitted at least three weeks prior to any scheduled meeting.
2. A fund request application must be completed in full.
3. The application packet shall include a written cover letter signed by the authorized agency or person and printed on agency or organization letterhead.
4. Include a detailed list of items to be purchased.
5. Include a detailed itemized list of costs/fees. Estimates should include tax and delivery fees. The "total project cost" must be stated.
6. Specify the purpose of the request and its benefits (i.e. benefits to the organization/community/ students, learning tool, habitat restoration, etc.). The Committee may approve specific qualified items in accordance with the Fish and Wildlife Code. An allowable purpose must be stated on the requests for consideration.
7. Purchase requests less than \$5,000 require one written estimate from a vendor.
8. Purchase requests \$5,000 or more require written estimates from three different vendors. Single purchases above \$1,000 will be paid direct to the vendor upon an invoice receipt.
9. If the funding request is in association with a special event (e.g. Fish Day, Kids Pheasant Hunt, etc.), all event specifics should be included as well (i.e. date of event, times, location, etc.). Available event flyers may also be included.
10. Prior to submitting the fund request, sections 13100-13104 of the Fish and Wildlife code shall be referenced to as a guideline. The applicant shall review and identify the code section matching their request and indicate it on the application.
11. The application request should be sent to:
Stanislaus County Fish & Wildlife Committee
c/o Stanislaus County Parks and Recreation
Attn: Parks Administration
3800 Cornucopia Way, Suite C
Modesto, CA 95358
12. Properly documented fund requests will be placed on the agenda for the next regularly scheduled meeting.



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13. The applicant will be required to attend a Committee meeting (three weeks advance notice is required) to present their fund request proposal.
14. The Committee will review and vote on the fund request. The applicant will be sent a confirmation letter to confirm the action taken. Applicants are encouraged to submit their fund request two meetings in advance prior to their event in the case the applicant is asked to provide further information at a second meeting prior to a decision being reached. All fund request approvals must meet the requirements of sections 13100-13104 of the California Fish and Wildlife code.
15. The applicant will be required to follow-up with the Committee to report the status and progress at the following quarterly meeting or no later than one year from the fund approval date. Status includes performance period progress and whether the anticipated completion date was met. Any remaining or unused funds shall be returned to the Committee immediately. Any changes to the original application must be approved by the Committee at a regular public meeting; an exception may be made only in urgent cases through the approval of the Chair. To schedule a presentation follow-up, the applicant may contact the Fish and Wildlife Secretary at (209) 525-6723.
16. Restrictions to funding:
 - a. Fund requests which confer a private benefit upon the applicant are not eligible for funds.
 - b. Deficit financing—Payment for something already purchased or reimbursement for an event that has already taken place will not be eligible for funds.
 - c. Fund requests for commercial ventures are not eligible for funds. (Private business)
 - d. Fund requests must demonstrate and document some measurable public benefit.
 - e. Applicant from previous fund requests through this Committee or other groups that have not submitted a final report for previously awarded funds will not be eligible for funds.
 - f. No funding will be awarded for payment of administrative fees, office overhead, or other similar charges.
 - g. The Committee does not approve multi-year funding of projects. Requests must be submitted for consideration each year and, the fact that funds were awarded in one year shall not be construed as a guarantee of funding in subsequent years.
 - h. Funds are limited to funds available.
 - i. Funds may be available to applicants once a year per project.

For questions, the Stanislaus County Department of Parks and Recreation may be contacted at (209) 525-6750.



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