



ROCKY MOUNTAIN ELK FOUNDATION

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RMEF STATE GRANT PROGRAM

Hunting and Conservation Heritage & Outreach Guidelines

What We Fund

- Projects that educate members and the public about habitat conservation, the value of hunting, hunting ethics, and/or wildlife management.
- Outreach or marketing tools that increase the public awareness of the Rocky Mountain Elk Foundation and its mission.
- Scholarships to natural history or outdoor skills programs, such as Becoming an Outdoors-Woman.
- Membership in or sponsorship of state based organizations associated with the National Assembly of Sportsmen's Caucuses.
- Outdoor skills programs, including shooting, survival, and hunting skills programs
- Teaching tools for youth educators (e.g., elk and wildlife trunks)

What We Do Not Fund

- Administrative costs, overhead, or other indirect costs
- Political projects, political candidate endorsements
- Academic scholarships directly to individuals or education institutions such as high schools and colleges.
- Memberships or affiliations with other organizations
- Capital equipment purchases such as computers, projectors, vehicles or trailers
- Construction of buildings of any kind or equipment for buildings

How Much We Award

To inquire about availability of funds, contact your state RMEF Regional Director. For RMEF Regional Director contact information, please visit our website at www.rmaf.org.

How to Apply

1. All applicants must complete the State Grant Project Proposal.
2. If you are applying for a new project that has not previously received RMEF funding, you may complete the State Grant Application Planning Organizer.
3. Submit all State Grant forms to your state's RMEF Regional Director for consideration. For RMEF Regional Director contact information, please visit our website at www.rmaf.org.
4. Contact your state's RMEF Regional Director to find out when projects will be considered and funding will be available.

State Grant Selection and Funding Process

1. State Grant applications will be reviewed and prioritized by the State Grant Review Team. This team includes the Regional Director, the State Chair(s), and may include the appropriate Regional Chair(s). The State Chair(s) and Regional Director will work as a team to designate additional RMEF volunteers to the team. The State Grant Review Team will evaluate grant requests to determine whether they are consistent with RMEF's funding guidelines, and whether the grant amount requested is reasonable and appropriate for the scope of the project. After reviewing and assessing each state grant request, the State Grant Review Team decides which requests to recommend for approval.
2. The Regional Director forwards all recommended grant requests to the Director of Operations and appropriate Regional Chair(s). Within five working days, the Regional Chair(s) will review and forward any comments to the Director of Operations for final approval.
3. The Director of Operations forwards the state grants that have been approved for funding to RMEF Headquarters for processing. The Regional Director contacts applicants to let them know whether their grant request was approved.
4. RMEF Headquarters requires 45 days to process state grants and issue the check. The check will be sent along with an award notification letter and the Project Completion Report.

Requirements and Contingencies

- Applicants are required to demonstrate a \$1:\$1 funding match in cash or in-kind¹ contributions. There are several types of in-kind services:
 - Space, including maintenance and utilities
 - Staffing by volunteers or paid employees (volunteer time is calculated at \$20/hr for in-kind budgeting)
 - Clerical assistance
 - Equipment and furniture
 - Construction and renovation
 - Printing
 - Transportation
 - Public relations and promotional activities
 - Recreational activities
- State Grant Proposals are reviewed between January 1 and September 1 of each year. To find out more about submission deadlines for your specific state, contact your state's Regional Director.
- RMEF policy requires an in-house review of the final draft for all permanent interpretive displays to ensure the conservation message is consistent with our mission. Funding for interpretive displays will not be sent until RMEF receives, reviews, and approves message content.
- Project Completion Reports must be submitted to RMEF within 60 days of project completion. Accurate Project Completion Reports contribute to RMEF marketing, fundraising and publications. Applicants who do not submit a report will be ineligible for future RMEF funding until the project completion report is received.
- Photos are vital to sharing project accomplishments. Please provide RMEF with as many high quality photos as possible.

For information regarding Project Completion Reports, interpretive display draft review or photos, please contact:

Christine Hastings, christine@rmeff.org, (406) 523-4541

¹ "In-kind contributions are sometimes called "non-cash" contributions.