



Ohio Division of Wildlife

Aquatic Education Program

“Hooked On Fishing-Not On Drugs” and Angler Education Outreach Grant Proposal Guidelines

Each year the Division of Wildlife budgets significant funds to be awarded as Aquatic Education Subsidy Grants including “Hooked On Fishing-Not On Drugs” and Angler Education Outreach subsidy grants. These grants are designed for schools, park and recreation departments, YMCA/YWCA groups, and other youth groups that wish to develop aquatic or angler education programs.

In order to qualify for this grant, your project must include the following four components:

1. Your project must include some opportunity for your audience to participate in an aquatic education learning session. That could be anything from a stream water quality monitoring session to a trip to a local aquarium or fish hatchery.
2. Your project must include a hands-on fishing opportunity. Taking a trip to a local park or river system to go fishing would be an example.
3. Your project must conform to the guidelines of the National Hooked on Fishing Not on Drugs curriculum. One or more of your instructors or leaders must have attended a Hooked on Fishing Not on Drugs workshop and obtained the Aquatic Resource Education Curriculum materials.
4. You must be willing to submit a final report to the Ohio Division of Wildlife on total number of participants reached as well as total number of volunteer hours used.

In general, the Aquatic Education Subsidy Grant Program is designed to facilitate the start-up or development of an individual aquatic education or angler education program. It is not designed to provide annual funding, however, programs that wish to expand or become more extensive may be considered for a second or third subsidy grant.

Organizations applying for a subsidy grant must follow the guidelines detailed below. These guidelines are designed to facilitate both the application process and the awarding process. **Please see the example proposal attached.**

1. Proposals must have a distinguishable title at the top of page one.
2. The name, agency name, address (business) and daytime phone and fax numbers should be listed underneath the title. This person will be the contact person for the Division of Wildlife.
3. The first part of the proposal narrative should outline the demographics of the area and the population to be served by the program. The Division of Wildlife wishes to target inner city, minority, and low-income populations as well as youth populations at risk for drug and alcohol abuse.
4. The second part of the proposal narrative should briefly describe what aquatic or angler education activities or events are proposed.
5. The third part of the proposal should give details about the proposed program. Be as detailed as possible.
6. Following this proposal narrative should be a budget. Budgets should be as detailed as possible, however, dollar amounts should be rounded. Each grant recipient must “match” the amount of the grant. This could be in the form of teacher’s time, volunteer time, donations of equipment or money, or other form of non-federal funds. Donations of equipment and/or materials supplied by the Division of Wildlife cannot be used to match the grant.
7. The final section of the proposal should include some very important information, including:
 - Name and title of person who will sign the contract. This is usually a superintendent, principle, curriculum officer, director, or anyone who will be responsible to see the contract is fulfilled.
 - Federal Tax Identification Number (FIN). This is a nine-digit number, but **NOT A TAX EXEMPT NUMBER!** Ask your treasurer or fiscal officer for the correct number.
 - Exact grantee name and address assigned to the FIN above. This is the name that will appear on the check and the address where it will be sent.
 - Name, title, address, and phone number of your fiscal officer.

8. Acceptance of a proposal is based upon several factors such as depth and scope of the program, additional funding and support, community involvement, actual fishing opportunities, aquatic education lessons, number of participants reached, etc. Long-term or continuous programs are much more favorable.
9. Grant proposals usually take 90-120 days to process. This time can be reduced significantly if all procedures are followed closely. Following review and acceptance of the proposal, a standard contract with the proposal attached will be returned for appropriate grantee signatures. The contract states that the grantee agrees to complete the program proposed.
10. Two signed copies of the grants are then returned to the Division for final approval. Included with the signed copies of the grants, you should send an invoice and a W-9 signed in blue ink so that your agency can be put into the state purchasing system for payment.
11. Your contracts are submitted for final approval and signatures from the chief of the Division of Wildlife and the Director of the Department of Natural Resources. Your grant is not approved until all signatures are received. A contract with the original signatures will then be sent to your organization. This is your final approved copy of the contract.
12. Your organization will receive payment within 3-4 weeks after you receive your final contract back.