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COUNTY OF LOS ANGELES FISH AND WILDLIFE COMMISSION

LOS ANGELES COUNTY FISH AND WILDLIFE COMMISSION INFORMATION FOR GRANT APPLICANTS

THE COMMISSION

The Los Angeles County Fish and Wildlife Commission is an advisory body for the Los Angeles County Board of Supervisors and the Fish and Wildlife Warden regarding the propagation and protection of fish and wildlife in Los Angeles County and the State of California. It was created by authority of a resolution adopted February 26, 1952, under Chapter 3.26 and Chapter 6.44 of the [Los Angeles County Code](#). The Commission administers and makes recommendations for the disbursement of funds received from fines for violations of the Fish and Wildlife Code within the County of Los Angeles. Grant making is based on the availability of funds, geographical and categorical considerations and a thorough evaluation of the information provided by applicants. The Commission meets quarterly but grant applications may be submitted at any time.

POLICY AND OBJECTIVES

The policy of the Los Angeles County Fish and Wildlife Commission is to encourage the conservation and maintenance of wildlife resources in conjunction with Sections [1801](#) and [13103](#) of the California Fish and Wildlife Code. This policy includes the following objectives:

- To enhance Fish and Wildlife activities including propagation, protection, and restoration
- To support Fish and Wildlife projects
- To further Research and Education in areas related to Fish and Wildlife



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APPLICATION SUBMISSION REQUIREMENTS

Non-profit organizations with an IRS 501 (c) (3) tax-exempt status or a purpose consistent with the definition of 501 (c) (3) status are eligible to apply.

Project/Program Must Clearly Qualify For Funding [Under Section 13103 of the California Fish and Wildlife Code](#) - (Please Refer to Attachment A). Projects funded under this Section must be expended for the propagation and conservation of fish and game within or outside the County.

Completed applications must be submitted via e-mail to Fish&Game@bos.lacounty.gov or to the following address:

**LOS ANGELES COUNTY FISH AND WILDLIFE COMMISSION
500 WEST TEMPLE STREET, ROOM B-50-B
LOS ANGELES, CALIFORNIA 90012**

All applicants **must** attend and present their grant requests in-person at a scheduled Commission meeting, to have their grant request considered.

APPLICATION EVALUATION CRITERIA

Applications must include all information and materials requested on the attached Grant application for consideration by the Commission. If additional space is required, please use 8½ x11 paper.

OTHER STIPULATIONS

Financial support is subject to your agreement to the following:

1. Use the funds only as specified in your submitted proposal.
2. Submit an expenditure report at the end of the grant award that documents what the funding was spent on and identify whether there was any funding not utilized.
3. Maintain all supporting documentation (including, but not limited to executed contracts, invoices, receipts, and accounting records) for a minimum of three (3) fiscal years to document and account for all funding received.
4. Allow FNW, their designee, or any legally authorized state audit official access to review or audit all applicable records to verify expenditures and activities.
5. Provide required written acknowledgment to the Commission Contracts Analyst of receipt of funds within 15-days of receipt of funds.
6. Sub-granting is prohibited unless there is express written consent by the FNW and documentation to substantiate such sub-granting requirements.
7. FNW reserves the right to require the cessation of use of any grant funds for the failure to provide progress reports and expenditure summaries.



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8. Commit to repay any portion of the funds not used for the specified purposes outlined in the grant proposal within 15-days after submittal of your final report with expenditure statement. Remit payment to:

**ATTN: LOS ANGELES COUNTY FISH AND WILDLIFE COMMISSION
500 WEST TEMPLE STREET, ROOM B-50-B
LOS ANGELES, CALIFORNIA 90012**

9. Refrain from using funds for any purpose prohibited by law.
10. **Cooperate with any efforts of FNW, or their designee, to publicize the funding award.**
11. **Comply with all reasonable requests for information about program activities and/or expenditures.**
12. Comply with mandatory submission of final report to the Los Angeles County Fish and Wildlife Commission, outlining all related outcomes resulting from the use of funding provided, and the report must be presented at the Los Angeles County Fish and Wildlife Commission **Southern California Counties Fish and Wildlife Regional Annual Conference**. All final reports and data will also need to be sent at the conclusion of the project. Grantee agrees and does hereby grant to and vest in the Los Angeles County Fish and Wildlife Commission the right to use information from the grant project for reporting, evaluation, and publicity purposes. All published materials resulting from this grant opportunity are to include the logo of the Los An and the language: *"This project was made possible by a grant from the Los Angeles County Fish and Wildlife Commission"*.
13. Remain in good standing regarding any required charitable or nongovernmental organizational registrations required by the Department of Justice, the California Secretary of State, and/or the IRS, as applicable.
14. Report to the FNW within 5 business days on any status changes within the organization's grant administrative contacts for this grant opportunity.
15. **Reports and Expenditure Summaries:** Grantee shall submit Reports and Expenditure Summaries electronically. The Reports (either Progress or Final) and Expenditure Summaries shall summarize activities under this Agreement and describe the work and results achieved. The LACF&W Grant Manager will provide Grantee with the Progress Report, Final Report, and Expenditure Summaries template.

Disbursements: Grantor (FNW) will disburse Grant Funds to Grantee in one sum. All Reports and Expenditure Summaries must be in good standing.



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GRANT APPLICATION

TITLE OF PROJECT/PROGRAM _____

NAME OF ORGANIZATION _____
[As it appears on (501)(c)(3) IRS Letter]

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL _____

PHONE NUMBER _____

AMOUNT REQUESTED _____

CONTACT PERSON _____

TITLE _____

PHONE NUMBER _____

AUDITED TOTAL INCOME _____ AUDITED TOTAL EXPENSES _____

FISCAL YEAR _____

SIGNATURE

DATE

Note: Please complete this application and include all supporting materials and email to the Commission. If you have any questions, you may contact the Fish and Wildlife Commission staff at fish&game@bos.lacounty.gov or (213) 974-1431.

For all areas that are not applicable, please indicate N/A in the area. ***Incomplete applications will not be considered.***



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About Your Organization:



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Project Purpose:

Target Audience:



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Geographic area served (Supervisorial District):

Major sources and dollar amount of corporate, foundation and government support during current and past fiscal year:



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List all grants received from the Los Angeles County Fish and Wildlife Commission:

Statement of justification of need:



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Action plan to meet objectives:



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How does this project advance the protection and propagation of fish and wildlife in California?

Project budget and timetable:



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Sources of other financial support for the project:

Cash flow analysis of the expenditure of project funds:

Proposed method of evaluating results:



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Plans for funding on-going project (if applicable):

Please attach the following supporting documents, if applicable:

- Copy of the Latest IRS Determination Letter of Tax-Exempt Status under Section 501(c) (3)
- Organization's Most Recent Audited Financial Statement
- Organization's Most Recent IRS Form 990



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ATTACHMENT A

CALIFORNIA FISH AND WILDLIFE CODE

§ 13103. Expenditures from fish and wildlife propagation fund; purposes

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department.



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- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Cost incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

(Amended by Stats.1990, c 764 (A.B. 4039), § 3; Stats.1991, c. 561 (A.B.722), § 2.)