

GRANT PROGRAM RULES

Purpose

The purpose of this rule is to provide procedures, standards and criteria for awarding of OHEIA Grants.

Definitions

For the purpose of this rule, the following terms will have the following meaning, unless the context clearly indicates otherwise:

- 1) "Board, Board member or Board of Directors" means the Oregon Hunter Education Instructor Association Board.
- 2) "Association or Corporation" means the Oregon Hunter Education Instructor Association
- 3) "President" means the President of the Oregon Hunter Education Instructor Association
- 4) "Fund" means the Grant Fund as provided through and/or by the Oregon Hunter Education Instructor Association
- 5) "Special Projects Vice-President" means a person appointed to oversee special projects including the grant program, who is appointed by the "President".
- 6) "Department" means the Department of Fish and Wildlife and the Hunter Education Program.
- 7) "Project" means any activity that is eligible for assistance from the "Fund".
- 8) "Applicant" means an Oregon Hunter Education Instructor Association member in good standing who is applying for a grant to fund an eligible "Project".
- 9) "Member in good standing" means a member of the Oregon Hunter Education Instructor Association who is not behind in payment of their membership. This member must also be an active or inactive instructor in the Oregon Department of Fish and Wildlife Hunter Education program.
- 10) "Non-member" means any person who is not a member in good standing with the Oregon Hunter Education Instructor Association but who is a Hunter Education Instructor.
- 11) "Support Group" means anyone providing financial or other type of assistance in funding a "Project".
- 12) "Regional Use and /or Multiple benefited instructors" means a regional teaching team or area instructors who will benefit from the funded project.

Project Eligibility and Criteria, Requirements

A project that meets the following criteria is eligible for assistance from the fund:

- 1) The project is necessary for improving delivery of the Hunter Education program or other activities relating to hunter education;
- 2) The project is feasible and will produce measurable results;
- 3) The project will promote long-term benefit to the Department, the Hunter Education program and Oregon Hunter Education Instructor Association;

- 4) The project meets the standards and criteria as set by Oregon Hunter Education Instructor Association.
- 5) The project is for the purchase of electronic devices.
- 6) The grant is to provide a scholarship to be used for attending annual Hunter Education conference.

The following criteria apply to all funded projects:

- 1) Items purchased with grant funds become the property of the Oregon Hunter Education Instructor Association;
- 2) Items purchased with grant funds must be used for hunter education classes or promotion of the program.

The following requirements apply to all grant funds awarded:

- 1) Any money not expended from the award in excess of \$50 will be returned to the Oregon Hunter Education Instructor Association;
- 2) Purchases made with grant funds shall be reported to the Special Projects Vice-President and receipts will be sent to the Finance Officer;
- 3) The applicant will report the transfer of any item purchased with grant funds to another eligible member to the Special Projects Vice President who will maintain a file on each grant.
- 4) Any item purchased with grant funds will cease to be property of the Association upon item reaching the end of its useful life span.

Eligible Applicants

Eligible applicants are those who meet the following conditions:

- 1) Applicants must be an active member in good standing with the Oregon Hunter Education Instructor Association;
- 2) Applicant may seek grant funding on behalf of another hunter education instructor if the following conditions exist:
 - a. The instructor or instructor team benefiting from an award must include the applicant.

Application Submittal, Review and Approval Criteria

- 1) An eligible applicant may submit an application following the procedures for submitting applications. The application must be in the form provided by the Oregon Hunter Education Instructor Association and must contain or be accompanied by such information as the Oregon Hunter Education Instructor Association may require.
- 2) Upon receipt of an application the Special Projects Vice President will present the request to the Board to determine the merit of the project for funding.
- 3) The project may not unnecessarily duplicate Department efforts in providing assistance to instructors. However, it is recognized that regional or cooperative projects may require Oregon Hunter Education Instructor Association to simultaneously fund similar activities as the Department.

Grant Information

- 1) The Board shall at the beginning of each year set an amount to be awarded as grants.
- 2) The Board shall administer Grants in compliance with this rule or as amended.
- 3) The maximum grant that may be awarded is \$500 per request, per applicant.
- 4) Grant funds will be awarded only when there are sufficient funds available.
- 5) The source of grants funds may be appropriated from funds received from the following sources:
 - a) Membership Dues
 - b) Donations
 - c) Auctions
 - d) Raffles
 - e) Gifts or Bequeaths
 - f) Court ordered restitutions

Project Funding Priorities

Projects will be funded based upon the following:

- 1) Regional or cooperative projects that benefit more than one instructor;
- 2) Projects that leverage other funding or assistance;
- 3) Emergency situations where by the lack of grant funds will materially affect the conducting of classes.

Fund Assessments

- 1) The Board will annually evaluate the benefits derived from prior awards and ascertain whether the outcome anticipated in the application was achieved. From that evaluation the Board will determine if continued awarding of grant funds is warranted. Evaluation will include the determination that there are adequate funds being available and to what level grants can be sustained.
- 2) As a result of this evaluation the Board may suspend granting of funds or the elimination of the program.