

**Mini-Grant Application**

**Retiree Special Project at FWS Field Station**

**August 2019**

**Purpose:** Engage Association members in volunteer service to FWS field stations

**Background:** The Retirees Association has established a mini-grant program to support FWS retirees’ volunteer work at FWS field stations (NWR’s, NFH’s, other field stations, etc.). The retiree might work with the station directly or through a Friends Group. The intent is to stimulate retirees to work with a station on small projects of mutual benefit. Retirees may apply for a mini- grant to help the retiree volunteer at the station to complete the identified project. Project funds cannot be used to defray travel costs for the retiree or to pay for member services or stipends. The station could be one near to where the retiree lives or where the retiree would like to travel to and volunteer, maybe as a winter activity. The funds could be used for anything needed at the station, including but not limited to: surveys, construction, education, interpretation, special maintenance, etc. Funds for this mini-grant come from the donations of retirees in the form of dues and fund raising at the Reunions.

**Eligibility:** All retirees current on their dues are eligible. Proposed projects must meet the criteria listed below. Applications are accepted continuously. Awards are made monthly if funds are available.

**Criteria:** Successful recipients will be selected based on the following criteria:

* The project must have the support of the Station Project Leader
* The FWS retiree must commit to volunteering to complete the project
* Total request from the Association should not exceed $2,000.00 and include a detailed spending plan
* Matching funds or in-kind contributions (i.e: Friends Groups, local businesses, etc.)
* Project should be completed within 1 year from the grant award
* Proposed reports and documentation of project completion
* Funds will go to the retiree or to a Friends Group (not directly to the station).

**Application:** To apply for mini-grant, complete the form on the reverse side. Fill it out, scan it, and attach it to an email. Send the email with the completed grant application, to grants@fwsretirees.org.

***REPORTING:*** *Within one month after project is completed, successful applicants are to send a short (one-page) report, along with photos (including retirees if possible), the number of volunteers involved, and how the project assisted the station mission.*

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Name of Station \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Station Project Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Friends Organization (if involved) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Retiree contact information: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of retirees involved\_\_\_\_\_\_\_\_ Number of volunteer hours \_\_\_\_\_\_\_\_ Number of volunteers \_\_\_\_\_\_\_\_\_

How much is being requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_($2,000 is maximum)

Explain what grant funds will be used for and how it will enhance the mission of the station. (Provide attachment to address mini-grant criteria.)

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Outline additional funding/supporting sources that will be used:

 Friends $ \_\_\_\_\_\_ Partner $\_\_\_\_\_\_\_ Volunteer time \_\_\_\_\_\_\_ hours.

Names of other Retiree Association member(s) involved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Contact Retiree Association if you need help with finding FWS retirees in the area.)

Project Leader (Refuge or Hatchery Manager) Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Signature Required)**

**Application:** Send to grants@fwsretirees.org.

***REPORTING:*** *Within one month after project is completed, successful applicants are to send a short (one-page) report, along with photos (including retirees if possible), the number of volunteers involved, and how the project assisted the station mission.*