

September 27, 2005

Dear Applicant:

Enclosed is a grant application for funding through the Department's Boating Safety Grants Program. This application is also available online at our website:
www.dbw.ca.gov/AquaticGrant.asp

In order to be considered for funding, proposals must be postmarked November 1, 2005. Instructions for submitting proposals begin on Page Two of this letter.

Grant application opportunities are available biannually.

During this application process, applicants will be applying for funds available beginning February 2006.

Successful candidates will then have the opportunity to renew their grant agreement and receive a second influx of funding starting February 2007. A new contract will not be issued. Grant funds will be added to the existing Agreement.

The renewal process will begin in the Fall of 2006. Organizations holding contracts will be subject to a performance review in which they will be evaluated on whether the requirements of the contract have been met, on current need, and on the direction of the program. A new BUDGET SHEET for Year Two, along with the Scope of Work for Year Two will be submitted for discussion and approval at that time. Renewal of the contract is not guaranteed and will be based upon the outcome of the performance review.

The next open proposal application period is scheduled for September 2008. Therefore, all interested parties should plan to apply for funding during this application period.

All grant awards made during this grant cycle are contingent upon the availability of funds.

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Included in this package are the following:

Application Cover Form – Please use this form as your cover page when submitting your proposal. Answer all blocked areas on the application. (This form is also available on the website to enable you to type directly on it.) The summary section should reiterate the major points of the proposal. (Example: “This proposal provides 540 one hour classes in boating safety for 1500, 13 to 19 year old at-risk youth over a 9 month period” or “This proposal requests 10 canoes for 240 classes, serving 2000 individuals each calendar year”). You may use the form on the website or it can be emailed to you if you would like to type directly onto it on your computer.

Application Questionnaire - Where applicable, answer all questions to the best of your ability. These questions are the most important factor in determining the outcome of your application, be as specific as possible.

NOTE: The Questionnaire and your answers will become part of the agreement if you are awarded a grant.

Boating Safety Grant Program (Minimum Requirements and Information) - review this information for the answers to the most commonly asked questions about the Boating Safety Grant Program.

The parameters of the grant program are as follows:

- Eligibility requirements are listed in the enclosure titled: *Boating Safety Grant Program*.
- The maximum amount any one organization can request is \$30,000 for this round of funding.
- Grants are awarded for equipment and scholarships.
- Costs for overhead expenses may not be considered for funding.

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Submitting Proposals

Proposals must be organized as follows:

- I. Application Cover Form** *followed by*
- II. Application Questionnaire** (Restate the question number and question with your answers) *followed by*
- III. Budget Sheet** *followed by*
- IV. Your Organization's written Nondiscrimination Policy**

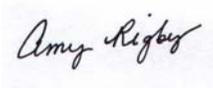
NOTE: ALL PROPSALS MUST CONTAIN NUMBERED PAGES AND EACH PAGE LABELED WITH THE APPLICANT'S ORGANIZATIONAL NAME. SECTIONS I., II., AND III. (See Above) WILL BECOME ATTACHMENT "A" OF THE GRANT AGREEMENT.

Proposal must be submitted loosely and not in a binder or bound with a binding machine. Instead, please use binder clips or paper clips to keep pages/sections together to allow for ease of processing. Applications will not be accepted via email or fax. Mail applications to the following address:

Department of Boating and Waterways
2000 Evergreen Street, Suite 100
Sacramento, CA 95815
Attention: Boating Safety Grants Program - RFP

Questions regarding the proposal process should be directed to either Amy Rigby or Jana Clarke by phone or email listed below.

Sincerely,



Amy Rigby
Associate Boating Administrator
(916) 263-8190
arigby@dbw.ca.gov



Jana Clarke
Associate Boating Administrator
(916) 263-8187
jclarke@dbw.ca.gov

Enclosures: Boating Safety Grant Proposal Application Form
Application Questionnaire
Boating Safety Grant Program (Minimum Requirements and Information)
Insurance and nondiscrimination language