

**Aquatic Center Grant Application Program
Minimum Requirements and Information**

Mission of the California Department of Parks and Recreation, Division of Boating and Waterways (DBW) Aquatic Center Grant Program

It is the mission of DBW to provide safe and convenient public access to California's waterways and leadership in promoting the public's right to safe, enjoyable, and environmentally sound recreational boating.

As part of its mission, DBW looks for ways to enhance boaters' knowledge of such things as boating law, practical handling of vessels on the water, knowledge of safety pertaining to weather and water conditions, boating rules of the road, equipment requirements, and environmental stewardship.

The mission of the Aquatic Center Grant Program is to promote boating safety by providing grant funding to organizations that offer on-the-water training to the general public that also include all of the above-mentioned topics.

The following questions are typical of those DBW receives concerning this grant program and should provide valuable information for grant applicants.

Who May Apply For Funds?

Section 668.2 of the Harbors and Navigation Code allows DBW to distribute funding to local public agencies, nonprofit organizations, and colleges and universities operating within California.

When Can I apply for Funding?

Usually every two years, DBW has an open application period in the fall, although this may not always be the case. During an application period, dates and deadlines are posted on DBW's website.

What does DBW look for in awarding a grant to an organization?

The Division will consider awarding grant funds to public agencies, colleges, universities, and non-profit organizations that can provide on-the-water program for enhancing boating safety education. The grant process is competitive in nature due to funding limitations. The organization must have a positive boating safety record, must have adequately trained staff and have a safe environment in which to teach.

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In addition, ideal candidates for funding would have several of these attributes:

- Boating program goals support the missions of both DBW and the grant program
- Adequately trained staff and a safe environment to teach
- Provide basic non-competitive boating safety training
- Provide comprehensive safety training to a large number of students or members of the general boating public in a cost-effective way
- Provide year-round courses where weather and water conditions permit
- Located in places where boating is prevalent but there are limited opportunities to receive boating education
- Providing safety training for boating activities associated with accidents
- Have adequate permanent staff to ensure continuity of programming
- Provide training to underserved populations
- Program is self sufficient and does not totally depend on DBW funding

Scoring

To be considered for funding, an applicant must:

- Pass the minimum qualifications listed in Section II of the Application Questionnaire.
- Achieve a minimum score on Section II of the Application Questionnaire.
- Achieve a minimum score in each part of Section III of the Application Questionnaire where funding is requested

Achieving a minimum score does not guarantee complete or partial funding. The entire applicant pool will be evaluated to determine which applicants best meet the above-listed attributes while considering the available funding.

What type of equipment can be purchased with grant funds?

Vessels, and/or associated equipment that provide for basic non-competitive boating safety education are eligible for grant funding. Examples include but are not limited to sailboats, trailers, water ski boats, canoes, kayaks, rafts, stand-up paddle boards, windsurfing equipment, engines, safety boats, and associated safety equipment, such as life jackets, radios, and wetsuits. Life jackets must be worn by all participants during any training paid for by grant funds or when using any vessels purchased with grant funds. (A vessel purchased with grant funds may be used in a competitive event such as a regatta as long as the vast majority time of the vessel is used in basic non-competitive boating safety education.)

Additionally, applicants may apply for associated portable equipment such as storage sheds, equipment racks, and portable docking systems.

What types of scholarships are available through grant funds?

Scholarships are available for basic non-competitive boating safety education. Scholarship

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funding can be used to lower the overall cost of a course in order to make it more affordable to all participants if it is estimated that the majority of people in an area cannot afford the actual tuition. Scholarship funding can also be used to partially or completely fund the tuition of individual students or specific groups of students such as school groups, outreach clubs, etc. Funding is available for disabled students as well.

What are some of the contractual requirements that would be included in the Grant Agreement?

There are both general terms and conditions that are required by all state contracts as well as specific terms and conditions that apply to this grant program that all organizations must be able to comply with in order to be considered for funding.

The specific terms and conditions associated with grant agreements in the Aquatic Center Grant Program are attached as well as the State of California's general terms and conditions.

Prospective applicants should ensure that they can comply with both the general and specific terms and conditions.

All equipment associated with this grant shall revert to DBW should the Grantee default on any portion of the grant agreement. Any vessel or trailer that is required to be registered by the Division of Motor Vehicles shall have the California Department of Parks and Recreation, Division of Boating and Waterways listed on the registration as the lien holder. The organization must request prior permission from DBW before it may dispose of any equipment purchased during the term of the contract. DBW must be given prior notice if the equipment is to be used in any activity other than boating safety training.

What are some of the steps DBW follows after my agency submits an application and proposal for review?

After DBW receives an application, it is reviewed to see how closely the applicant's program funding request aligns with the Aquatic Center Grant Program's goals and objectives. Usually a site visit is conducted in order to further evaluate the program. All applications are reviewed and scored and only the most qualified are granted funding.

If DBW approves the application, a contract is sent to the grant recipient for signature, then processed through DBW's Administrative Services Unit and signed by the Deputy Director. Additional contractual approval occurs at the Division of General Services Office of Risk Insurance Management.

What happens after a grant is awarded?

After a contract is awarded, follow-up visits are periodically scheduled between the organization and DBW representatives. Such visits include a review of the program goals and inventory of the equipment purchased with DBW funds.

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Additionally, the organization will ensure that the grant requirements are met such as attending one Aquatic Center Directors' meeting each year and completing an annual program report-the format of which is specified by DBW and provided to the organization.

How long must I continue to provide annual reports and inventory reports to DBW?

Annual reports are required from grantees receiving scholarship, training, and National Safe Boating Week funds each year they receive funding for the stated program requirements. For grantees receiving equipment grant funds, annual reports and inventory forms are required for 15 years, or when the equipment is approved by DBW to be sold and/or replaced.

How do I receive the funds I have been awarded?

No money is awarded upon approval of the contract; **all funds are distributed through reimbursement only.** Reimbursement requests must be submitted in accordance with the specific terms and conditions listed in Exhibit B of the grant agreement and must be accompanied by proof of payment. Purchase orders from manufactures/dealers will not be accepted in place of invoices when requesting reimbursement from DBW.

The length of time to receive reimbursement varies. Contractors should ensure that they carefully follow the billing instructions to ensure maximum speed of payment. Once the correctly completed request for payment leaves our office, it goes to the California State Parks Accounting Unit and then on to the State Controller's office where the actual check is processed and mailed to the grantee. This process generally takes six to eight weeks to complete. It can take longer if information is incomplete or incorrect. **Programs without sufficient funds to cover payments while waiting for reimbursement should not apply for grant funding.**

For more information regarding DBW's Aquatic Grant Program, go to:
<http://www.dbw.ca.gov/AquaticGrant.asp> or you may contact the following individuals:

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