

**BOATING SAFETY  
AQUATIC GRANT PROGRAM**  
(Minimum Requirements and Information)

**Mission of the Department of Boating and Waterways/Aquatic Grant Program**

It is the mission of the Department of Boating and Waterways 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, the Department 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, rules of the road, equipment requirements, and environmental stewardship.

The mission of the Aquatic 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 the Department receives concerning this program and should provide valuable information for grant applicants.**

***Who May Apply For Funds?***

Section 668.2 of the Harbors and Navigation code allows the Department of Boating and Waterways to distribute funding to local public agencies, nonprofit organizations, and colleges and universities operating within California.

***When Can I apply for Funding?***

Every 2 years, the Department has an open application period in the fall. During an application period, dates and deadlines are posted on the Department's website.

***What does the Department look for in awarding a grant to an organization?***

The Department will consider awarding grant funds to public agencies, colleges, universities, and non-profit organizations that can provide a comprehensive on-the-water program for enhancing boating safety education and accommodate a large number of individuals in a cost-effective way. The grant process is competitive in nature. The organization should provide access to the general public and conduct boating safety education most of the calendar year. Programs are favored that provide year-round courses. The organization must have a positive boating safety record and have a safe environment in which to teach.

***What type of equipment can be purchased with grant funds?***

Vessels, and/or associated equipment that provide for boating safety education is eligible for grant funding. Examples include sailboats, trailers, water-ski boats, canoes, kayaks, life jackets, and associated safety equipment. (Currently, competitive racing and rowing equipment may not be purchased with grant money.)

***What types of scholarships are available through grant funds?***

Scholarships are available for individuals to learn boating safety. Examples of groups eligible for scholarship funds include but are not limited to youth at-risk, family income considerations, and individuals with physical or mental challenges. Funding can be used to lower the overall cost of a course, or to fund the tuition of individual students. Scholarship funds are not available for competitive racing and rowing programs.

***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 following website contains the State of California's general terms and conditions **GTC - 307**: <http://www.ols.dgs.ca.gov/Standard%20Language/default.htm>

The specific terms and conditions associated with contracts in the Aquatic Grant Program are attached.

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

The Department retains legal ownership of the equipment purchased under the program. Any vessel or trailer that is required to be registered by the Department of Motor Vehicles shall have the Department of Boating and Waterways listed on the registration as the lien holder. The organization must request permission from the Department to dispose of any equipment purchased during the term of the contract. The Department must be notified if the equipment is to be used in any activity other than boating safety training.

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

After the Department receives an application, it is reviewed to see how closely the applicant's program funding request aligns with the Aquatic 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 the Department approves the application, a contract is sent to the grant recipient for signature, then processed through the Department's Administrative Services Unit and signed by the Director. Additional contractual approval occurs at both the Department of General Services' Legal Office and the Office of Risk Management.

***What happens after a grant is awarded?***

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

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

***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.** Billings must be submitted in accordance with the specific terms and conditions listed in Exhibit B of the contract. Purchase orders from manufactures/dealers will not be accepted in place of invoices when requesting reimbursement from the Department.

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 State Controller's office where the actual check is processed and mailed to the contractor. This process generally takes several weeks to complete. **Programs without sufficient funds to cover payments while waiting for reimbursement should not apply for grant funding.**

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

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