

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.htm

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**

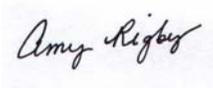
NOTE: ALL PROPSALS MUST CONTAIN NUMBERED PAGES AND EACH PAGE LABELED WITH THE APPLICANT'S ORGANIZATIONAL NAME. SECTIONS I., II., AND III. (See Above) WILL BECOME ATTACHMENT "A" OF THE GRANT AGREEMENT.

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

ATTACHMENT A
DEPARTMENT OF BOATING AND WATERWAYS
Boating Safety Grant Proposal Application Form

YEAR ONE: 05/06

ORGANIZATION NAME: _____ **FEDERAL NON-PROFIT NUMBER** _____

ADDRESS:

TYPE OF PROPOSAL:

Scholarship Equipment Combination

GRANT AMOUNT REQUESTED:

SUMMARY OF PROPOSAL:

LOCATION OF FACILITY/PROGRAM:

CONTACT PERSON: (Please print or type)

NAME: _____ **PHONE:** () _____ **EMAIL:** _____

PREPARED BY:

DATE:

AQUATIC DIRECTOR

SIGNATURE:

DATE:

Reviewed Proposal

AUTHORIZED SIGNATURE:

TITLE:

DATE:

DBAW USE ONLY: Additional Review and Action

Approved Disapproved

AGPA _____ Comment: _____

SSM _____ Comment: _____

3. In the following table, list how many individuals, separate by age, receive training in your program each year. (Please do not respond in user days and if an individual is in several classes, please only count them once.)

Student Age	# of Students
Under 12	
12 to 17	
18 to 24	
25 to 40	
41 to 65	
Over 65	
Total Students	

4. Are the classes open to the general public? Yes___ No___. If yes, who are your primary customers? If not, to whom do you limit them? Do you require a membership fee? Yes___ No___.
5. Describe the methods that you use to advertise the availability of your programs to the boating public.
6. Are there other boating programs operating in your area? Yes___ No___. If yes, what sets your program apart from them? (e.g.: serving a different population, offering boating courses not offered elsewhere.)
- A. If yes, what is the drive time to the other program(s)?
Hours___ Minutes___
- B. If yes, does any neighboring program offer courses similar to yours?
Yes___ No___.
- C. If yes, to 6(B), have you ever tried to offer joint programming or combine resources on a regular basis? Yes___ No___.
- D. If yes to 6(C) please describe why this was or was not successful.
- E. If no to 6(C) please describe the reason why you haven't chosen to do so.
7. Provide a sample of your written course curriculum for each course included in your funding request. Include the time spent on each segment of the course.

8. Please describe the staffing situation in your program:
- A. Program Director
 - 1. Does your program have a permanent program director? Yes___ No___
 - 2. Is this person a paid employee? Yes___ No___
 - 3. This person works: Full time___ Part Time___
 - 4. Describe this person's weekly schedule.
 - B. Provide the number of staff working in the program.
 - 1. Full-time staff _____
 - 2. Part-time staff _____
 - 3. Volunteers _____
9. List all of your boating instructors and describe each of their qualifications. (Include certificates such as U. S. Sailing/ASA, American Canoe Association, CPR/First Aid, etc.).
10. For new programs only: Please attach a complete inventory and condition of your existing program's boating equipment including boats, trailers, radios, electronics, and associated safety equipment.
11. Please provide the following information about renters:
- A. Do renters have access to your program's equipment? Yes___ No___.
 - B. If yes, do they have to take a boating safety course or pass a competency test/challenge prior to taking the equipment out on the water? Yes___ No___.
 - C. If yes, to 11(B), please describe what the course or challenge consists of.
 - D. If no to 11(B), explain why you do not require this.
12. Please read the attached nondiscrimination policy.
- A. Can your organization comply with this policy? Yes___ No___
 - A. Please also provide a copy of your organization's nondiscrimination policy.

13. Please read the enclosed insurance requirements. Upon award, proof of insurance will be required.

A. Does your organization have the required insurance for the programs, people, and equipment identified in your proposal(s)? Yes___ No___

14. No money is awarded upon approval of the contract; all funds are distributed through reimbursements only. (Please see page 4 of the attachment labeled *Boating Safety Grant Program* which describes the reimbursement process more fully.)

Is your organization able to comply with this reimbursement policy? Yes___ No___.

II. Proposal Information

15. Please complete the tables below regarding persons who will be served by this proposal:

A. Student Age

Student Age	# of Students
Under 12	
12 to 17	
18 to 24	
25 to 40	
41 to 65	
Over 65	
Total Students benefiting from Proposal	

B. Population Segment Served

Population Segment	# of Students
General boating public	
School groups (elementary & high school)	
Other youth groups	
College students	
Senior groups	
Disabled groups	
Total Students Benefiting from Proposal	

16. Are any matching or augmenting funds available as part of this proposal?
 Yes___ No___. If you answered “Yes,” please describe them.

17. Equipment Proposal Section (If applicable)

A. List below in order of priority each unique piece of equipment or grouping of similar equipment that you wish to purchase with grant funds. (Example: fleet of vessels):

Priority	Type of Equipment (group by like items)	# of Items	Cost of Equipment	Course(s) Equipment to be Used In	# of Days Used per Year
1	Ocean Kayak, Scrambler	5	\$3,000	Beginning and Intermediate Kayaking	90

B. How will this equipment award enhance your program?

C. In what time period will the classes be held using this equipment?

D. Explain how the equipment will be cared for and stored. Do you have an existing maintenance system established for the care of the equipment to be purchased under your proposal? Yes___ No___. If yes, please describe.

E. Do you plan to let renters have access to this equipment? Yes___ No___

18. Scholarship Proposal Section (If applicable)

A. List below in order of priority each course that you wish scholarship funding for:

Priority	Description of the Course	Length of Course (days)	Length of Course (hours)	# of Students	Cost Per Student	Total Cost of Course
1	Kayaking and Windsurfing camp	5	40	30	100	\$3000

B. How will this scholarship award enhance your program?

C. In what time period will the classes be held using these funds?

19. Instructor Training

Grant requests for instructor training are limited to a maximum \$1,200 per grant period. For each course, please provide the following:

- Description of the training course
- Justification for the need for training
- The cost per student attending the course

20. Please complete the attached Budget Sheet:

The budget sheet should be on its own page(s) (See page 8), should be labeled as such, and should contain a list of all planned expenditures. Expenditures described in Questions 17, 18, and 19 should appear on a single budget sheet with expenditures for each type of funding subtotaled separately and a final total provided in summary. Please ensure that your budget sheet contains all the applicable information contained on the attached sample.

Budget Page

Equipment

Item	Cost	Quantity	Cost Extension

Scholarships

Name of the Course	Cost per Student	# of Students	Cost Extension

Instructor Training

Name of the Course	Cost per Student	# of Students	Cost Extension

Total Grant Request