



Trap Machine Grant Application

Arkansas Game and Fish Commission Education & Outreach Division

Please read this entire document before completing the application.

Eligible Applicants

Public and private schools in Arkansas sponsoring Arkansas Youth Shooting Sports Program (AYSSP) teams may apply through school personnel.

Eligible Projects

Applicants must apply for funds for the purposes of acquiring a trap machine approved for use in the AYSSP. Trap machines must be made available to AYSSP teams, and AYSSP teams will have priority over all other users. Grantees agree to maintain teams and the equipment for a period of five (5) years.

Applications

Incomplete applications will not be considered. Grant funds will generally be provided on a first-come, first-served basis; however, if insufficient funds exist to fund all applications, AGFC reserves the right to rank applicants according to need, past participation in AGFC activities, or other criteria solely in the discretion of AGFC. Applications are due on or before February 1; applications received after February 1 may not, in AGFC's sole discretion, be considered until the following school year. ***Submission of this application constitutes acceptance of all the terms contained herein.***

Eligible Costs

Funding requests must be exclusively for a trap machine approved by the AYSSP Coordinator. AGFC's AYSSP Coordinator, Chuck Woodson, can be reached for any questions regarding eligible equipment at (501) 230-4738.

Ineligible Costs

Costs relating to any item not listed above or approved by the AYSSP Coordinator are ineligible. These exclusions include, but are not limited to, the following items: clay targets, ammunition, firearms, safety equipment, registration fees, teaching materials, books, consultant fees, fuel, rental of facilities, web site development, land acquisition, capital projects, substitute teachers, and salaries or other payroll-related expenses. Purchases of otherwise conforming trap machines for profit-generating purposes are also ineligible.

Grant Time Line

Application packet:	February 1 of the current school year
Notification to all applicants:	Within 30 days of receipt by AGFC
Submission of report:	July 1 annually for five years

Funding and Payment

The maximum award is \$2,000 per school. Schools which have received grants through the AYSSP's trap machine grant program are ineligible to reapply. The Arkansas Game and Fish Commission administers funding. The Conservation Sales Tax and funds from wildlife license plate sales provide the funding for this program.

Reporting Requirements

Reports may be submitted electronically on a CD-ROM, via email, or as a hard copy. Photos of students using grant-funded equipment should be included in these reports. Reports must be submitted on or before July 1 and explain the progress of the school's trap shooting program from the grant award until the report date. Final reports must contain information regarding the following:

- Student involvement: when and how many students were involved in trap shooting, and when and how many students used or are expected to use the grant-funded equipment in the future.
- Education programming: how grant-funded equipment was used to enhance the educational experiences of students; integration of other subjects or education programs with activities which used grant-funded equipment; curriculum developed to use grant-funded equipment for educational purposes; the number of teachers that used grant-funded equipment, including their areas of instruction (physical education, math, English, science, social studies, etc.)
- Community involvement: how members of the local community or other governmental organizations participated in or contributed to the grantee's trap shooting program.
- Expansion: whether or not expansion of shooting-related activities is expected.

Publicity

Grantees will be required to acknowledge AGFC in any project publicity or printed materials produced. Grantees agree to forward to AGFC any media coverage, including copies of

newspaper clippings, regarding awarded projects.

Workshop Attendance

Grantees agree that the project coordinator will attend an AYSSP workshop organized by AGFC before using grant-funded equipment. This requirement may be waived by AGFC if the project coordinator on the grant application is already a certified AYSSP coach.

Maintenance of Equipment and Activities

Grantees agree to maintain grant-funded equipment in a safe, mechanically sound condition and an AYSSP team for at least five (5) years after the execution of this grant agreement. Grantees agree to reimburse grant funds to AGFC if they sell or dispose of grant-funded equipment or fail to field an AYSSP team without the written permission of AGFC before the expiration of the five-year period.

If Grantees fail to meet grant requirements, AGFC may, in its sole discretion, either recover grant funds from the Grantee or remove all equipment purchased with grant funds. Grantee agrees that any such equipment shall become the property of AGFC. Reimbursement will be prorated as follows:

- i. If the grant requirements are not met within one year of the date of this agreement, the Grantee shall reimburse AGFC one hundred percent (100%) of the original grant amount.
- ii. If grant requirements are not met after one but before two years of the date of this agreement, the Grantee shall reimburse AGFC eighty percent (80%) of the original grant amount.
- iii. If the grant requirements are not met after two but before three years of the date of this agreement, the Grantee shall reimburse AGFC sixty percent (60%) of the original grant amount.
- iv. If the grant requirements are not met after three but before four years of the date of this agreement, the Grantee shall reimburse AGFC forty percent (40%) of the original grant amount.
- v. If the grant requirements are not met after four but before five years of the date of this agreement, the Grantee shall reimburse AGFC twenty percent (20%) of the original grant amount.

Grantees agree that AGFC shall have the power to determine, in its sole discretion, whether grant requirements have been met. If AGFC determines that, in its opinion, the grant requirements have not been met, it shall notify the Grantee of its opinion in writing, list the reasons for its opinion, and give the Grantee thirty days in which to cure the deficiencies noted. If the noted deficiencies are not cured within the thirty day period, the Grantee is subject to AGFC action as noted above.

Segregation of Funding

Grantees agree to segregate funds received through this grant agreement from other funds. Comingling of grant funds with other revenues or disbursing grant funds for non-grant related projects or purposes is strictly prohibited. Grant funds shall not be used to pay salaries, fringe benefits, or any other administrative expenses relating to the grantee's employees. Accounting for grant funds shall be in a method which conforms to generally accepted accounting principles.

Submit application packet to the following address:

Arkansas Game and Fish Commission
Attn: Chuck Woodson, AYSSP Coordinator
#2 Natural Resources Drive
Little Rock, Arkansas 72205

ARKANSAS YOUTH SHOOTING SPORTS PROGRAM
TRAP MACHINE GRANT APPLICATION FORM
Arkansas Game and Fish Commission Education Division

Submit the original application and all attachments. Application package must be postmarked by March 1 of the current school year.

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.

Grantee School: _____

Project Coordinator: _____

Project Coordinator's Title: _____

School Address: _____

City: _____ ZIP: _____

School Phone: _____ School FAX: _____

Best Time to Call: _____ County: _____

Email Address: _____

Principal's Name: _____

Superintendent's Name: _____

Grade Level(s) of Participating Students: _____

Amount of Request \$ _____ (maximum \$2,000.00)

Execution of this application by the Grantee and AGFC constitutes a grant agreement and creates specific obligations on the part of the Grantee, including but not limited to an understanding that: the awarding of all grants and the amount of any grant shall be subject to the sole discretion of AGFC; that applications and reports become the property of AGFC and if I am awarded a grant AGFC shall have the right to supply others with a description of any projects and to disseminate its underlying concepts and/or ideas. If awarded a grant, Grantee agrees that AGFC has a right to enter its property to inspect and/or recover equipment, review or audit records, and that Grantee will produce and provide grant accounting records upon AGFC's demand and maintain proper accounting, including retaining copies of receipts for expenses, when the project is completed. Any funds not expended for this project will be returned to AGFC in the form of a check made payable to the Arkansas Game and Fish Commission. AGFC and/or any of its agents, officials and employees shall assume no responsibility or liability for claims of damage of any kind to property or for claims of injury to any person in connection with such a grant, and Grantee agrees to hold AGFC and its employees harmless. This agreement shall be governed by the laws of the State of Arkansas and venue shall be in the Arkansas Claims Commission in Pulaski County, Arkansas. Grantee agrees to comply with all requirements of this grant application and any instruction forms provided by AGFC which are incorporated as part of this agreement.

Printed Name of Applicant: _____

Applicant Signature: _____ Date: _____

I have reviewed the completed application and support this project to purchase a trap machine and to participate in the Arkansas Youth Shooting Sports Program.

Official Applicant Approval: _____
(Signature of Superintendent or Principal)

Title

Date

FOR AGFC USE ONLY—TO BE COMPLETED AFTER APPROVAL:

For AGFC

Date

Grant funded by the Amendment 75 Conservation Sales Tax.

ARKANSAS YOUTH SHOOTING SPORTS PROGRAM TRAP MACHINE GRANT APPLICATION ATTACHMENTS

PLEASE NOTE: The following questions are criteria which may be used to judge applications. Type responses and attach pages to this form. The original application must be submitted and postmarked by **FEBRUARY 1 OF THE CURRENT SCHOOL YEAR**. The application should be no more than two pages in length, single spaced. Use standard layout (12 point font and 1" margins). **PLEASE NOTE:** You must include the question and its associated number from the application form with your answers.

Describe the proposed project by addressing each point.

1. Describe how you will use grant-funded equipment (who, what, where, when, how).
2. How many students will be involved and at what age or grade levels?
3. Do you use other AGFC education programs in your school?
4. Describe how the proposed project will affect students and tell how you will educate the community about the Arkansas Youth Shooting Sports Program and its goals/objectives.
5. Who will manage or maintain equipment during the school year and in subsequent years?

SUBMIT APPLICATION TO:

Arkansas Game and Fish Commission
Attn: Chuck Woodson, AYSSP Coordinator
#2 Natural Resources Drive
Little Rock, Arkansas 72205