



## **Pennsylvania Fish and Boat Commission**

### **2023 R3 Education Grant Program Guidelines**

Recruitment, retention, and reactivation (R3) of anglers and boaters is important to the Pennsylvania Fish and Boat Commission (PFBC). The R3 Education Grant Program (R3 Grant) provides funding to support R3-related educational programs delivered by our partners. Supporting partners in their efforts significantly increases learning opportunities for current, past, and future anglers and boaters.

Education programs play a role in R3 by providing experiences that increase fishing and boating knowledge and skills, facilitate social support, and provide information on fishing and boating opportunities close to home. The PFBC established this grant program to help others start new R3 education programs or expand their existing efforts.

The PFBC welcomes applications for the development and delivery of education programs that coincide with the agency's efforts to:

- Retain current anglers and boaters.
- Reactivate former anglers and boaters.
- Increase the diversity of Pennsylvania's angler and boater population by recruiting and retaining under-represented audiences.

The R3 Grant will reimburse qualifying organizations up to \$25,000 for eligible expenses for projects running approximately July 1, 2023, through June 30, 2024. The grants require a minimum 25% match of total project costs. All projects must receive Comptroller approval prior to starting.

#### **Eligibility:**

- Organizations eligible for this funding include school districts, universities and colleges, community and civic groups, sporting and conservation organizations, and local recreation departments.
- Projects and organizations previously funded by this grant will be eligible for future funding only if the applicant can demonstrate how the additional funds will be used to innovate or expand the program.
- Awards are based on the total number of applications received and available funding. Not all projects will be funded or funded in their entirety.

#### **Successful applicants shall:**

- Enter into legally binding agreement with the PFBC and comply with all terms and conditions.
- Submit progress and final reports, including information on how project goals were met, participant numbers, and other available program data.
- Provide supporting documentation of all project expenses.
- Account for 25% match of total project costs.
- Submit or establish direct deposit information, known as ACH, in the Commonwealth's Master Database within 10 days of receiving the fully executed contract. Additional ACH information is available at [www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx](http://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx).

**Grant funds may be used for the following:**

- Program Equipment
  - Items typically costing more than \$500 that have a useful life of over 2 years.
  - E.g. Kayaks, canoes, paddles, life jackets, throw bags, dry bags, fishing rod and reels, tackle boxes, etc.
- Staff Time
  - Costs for each person/position directly involved with the project. Personnel costs such as wage or salary can be reimbursed by the grant. *Preference is given to applications that do not rely heavily on Staff Time reimbursement.*
- Curriculum Materials
  - Costs associated with instructor materials, teaching aids, student books, and curriculum.
  - Printing or copying instructional materials or student handouts. *Preference is given to applications that do not rely heavily on printed material reimbursement.*
- Transportation/Travel Costs
  - Transportation to/from program location, either mileage or bus rentals.
  - Toll costs are reimbursable with corresponding receipt.
- Substitute Teacher Fees
  - Reimbursement to school districts for substitute teachers.
- Program Supplies
  - Consumable supplies to be used in the project, such as terminal tackle, bait, and line.
  - Includes expendable equipment typically costing less than \$500 or with an estimated useful life of less than 2 years.
  - Classroom or space rental.
  - Costs associated with safety equipment. E.g. Reasonable first aid supplies and personal protective equipment directly related to fishing and boating safety.

**Grant funds may not be used for the following:**

- Activities outside of Pennsylvania
- Aquaculture activities producing fish for market or stocking
- Derbies, races, tournaments, or other competitive events
- Support of anti-fishing/anti-boating messages or entities
- Programs that focus on species, resources, or activities not found in Pennsylvania
- Purchase of fishing licenses or payment of boating safety education certification fees or other required permit or license fees
- Purchase of equipment not related to fishing or boating
- Purchase of fish (exception: baitfish)
- Legal fees
- Professional guide/charter fees
- Guest speakers
- Admission fees
- Marketing materials and services
- Lodging for fishing or boating trips
- Awards or prizes
- Clothing (exception: life jackets, fishing vests, and related gear)
- Computer hardware
- Website development and hosting
- Radios and electronic communication equipment
- Camera equipment including disposable cameras and film
- Electrofishing gear and related fishery sampling equipment
- Fees for membership in the applying club or group
- Administrative fees
- Chlorine and other pool chemicals (Canoe/Paddling Program)
- Pool supplies and maintenance
- Motorboat fuel and oil

**Grant Application Instructions:**

Applications will serve as the plan of work for formal agreements. Provide complete, accurate, and concise information.

**Organization Information:**

Contact information is required on the staff member responsible for financial, business, or legal affairs as well as the staff member responsible for overseeing project implementation. PFBC will work with these staff members for agreements, financial matters, and project specifics.

All applicants are required to:

- Register with the Commonwealth as non-procurement vendor to obtain a vendor number. Please allow a minimum of 3-5 business days to receive a vendor number. Applicants who have registered as a supplier or vendor in the past do not need to register again. Your vendor number is still valid.
  - To register, visit: <https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx> (select non-procurement link)
  - For non-procurement vendor help: <https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx>

**Project Information:**

The project title should describe your project efficiently. The PFBC will use this title and the brief overview in agency reports about the grant program and promotional materials. The project overview should be descriptive but concise, using 150 words or less.

**Budget:**

The budget table should provide an estimated cost of the project, including the amount being requested for reimbursement from the PFBC and the value of any matching funds. Not all projects will have costs in each category. This table will serve as the reimbursable budget in the formal agreement. If actual project expenses vary 10% or more per budget category, subsequent legal consent will be needed before reimbursement is provided. Grantees will be required to submit copies of receipts, staff time records, and supporting documentation to account for ALL expenses incurred (including reimbursables and match).

*Applications that rely on funding from diverse sources are preferred over those relying exclusively on the R3 Grant. Projects that demonstrate cost effectiveness and minimize overhead costs are preferred.*

**Match:**

The total of your match must be at least 25% of the total project cost. Matching funds may include cash match, in-kind match, donations, volunteer hours, or other grants. Ineligible items listed on page 3 of this document may NOT be used as match.

**Staff and Volunteers:**

Provide the name, title, number of hours, and hourly rate for project staff and volunteers. Staff costs, such as wage or salary, can be reimbursed by the grant or listed as match. Volunteer time is donated time and be used as match. The total amount of staff and volunteer time should be consistent with the budget table.

**Project Narrative:**

The narrative should provide detailed information about the development and implementation of your project.

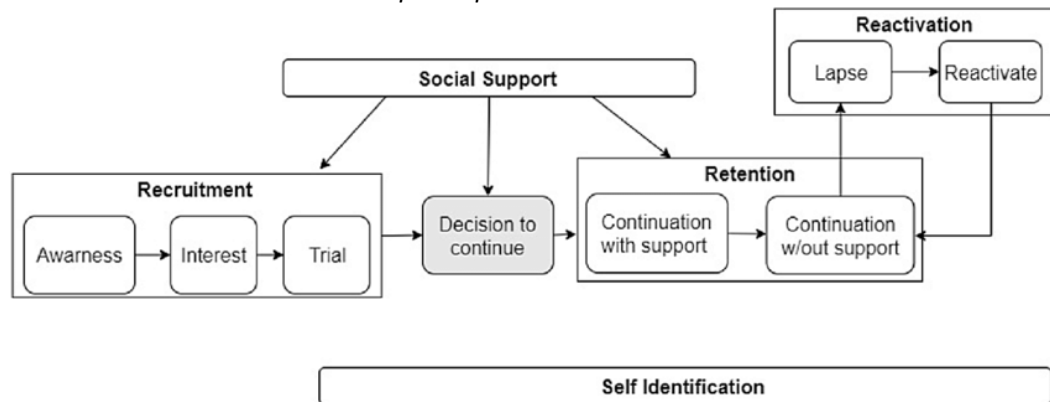
1. Why is your project needed and how was this need determined?
2. Which stage(s) of R3 and the Outdoor Recreation Adoption Model does your project target? How will participants progress to the next stage in this model?

*Recruitment provides participants with opportunities to learn introductory skills, knowledge, and increases awareness through positive, hands-on experiences. Examples include beginner level instruction on fishing or boating recreation to those who have never fished or boated previously.*

*Retention provides participants with opportunities to increase their skills and knowledge beyond an introductory level and to provide social support. Examples include formal mentoring, advanced level instruction on fishing or boating recreation, and efforts that enable social interaction within a common group.*

*Reactivation provides participants with opportunities to re-engage in fishing and boating recreation with the goal revitalizing interest. Examples include beginner or intermediate level instruction on fishing or boating recreation to those who have fished or boated previously as well as providing information on opportunities close to home.*

*Outdoor Recreation Adoption Model: The Outdoor Recreation Adoption Model is based on approximately 30 years of research on fishing, hunting, shooting, and leisure science research, and is summarized in the diagram below. This model describes the process of moving people from interest to continuation as a participant.*



3. Which of the R3 limiting factors will your project address? Describe how your project will help remove barriers for participants and increase their motivation.

*The [Recommendations and Strategic Tools for Effective Angler Recruitment, Retention and Reactivation \(R3\) Efforts](#) identifies factors that limit participation. Sound education programs can influence several factors, including:*

- Awareness of the value of fishing or boating as a form of outdoor recreation
- Awareness of fishing or boating opportunities near home
- Knowledge about fishing or boating equipment, techniques, regulations, and sources of information
- Skills necessary to fish or boat confidently and independently
- Motivation and interest

**4. Who is your target audience? Include demographic information (age, gender, culture), location (urban, suburban, rural), and an estimate on the number of individuals that will be reached through your project.**

*Projects reaching the groups below are preferred, especially those with recruitment focus.*

- Urban families
- Girls and women from suburban and urban areas
- Girls and women, age 12-25
- Young adults, age 18-25
- Other groups currently under-represented in the fishing or boating population

**5. Project Design: Identify literature and examples of other successful projects that led to your project design and approach. Identify in detail the methods that will result in meeting stated objectives.**

*Efforts should incorporate proven resources and best practices to receive greater consideration than those using new and unproven methods.*

**6. Project Design: Provide the number of sessions, participants, and hours of instruction.**

*Projects that offer long-term contact (multiple sessions or experiences) are preferred over short-term contact (one session or one experience). One-session projects will be considered if the length of the fishing or boating portion is a minimum of 3 hours and/or will be offered multiple times.*

**7. Project Design: Describe the educational techniques you will use in the project.**

*Projects that utilize a variety of teaching techniques and provide hands-on opportunities are preferred over those relying only on lectures.*

**8. Project Design: What are the project learning objectives? Additionally, for school-based organizations, how will the project address [Pennsylvania Academic Standards](#), where applicable?**

**9. Project Design: How will you evaluate the project to determine if it results in change? List the assessment methods you will use to determine if project learning objectives will be achieved.**

*Describe how you will evaluate if the project achieved the desired outcomes. These outcomes should be directly related to R3. Applicants should demonstrate and document the impact of the proposed project. This can be accomplished with pre- and post-program questionnaires or other survey methods. Results should be compiled and provided to PFBC in the final report.*

**10. How will you provide additional follow-up support and maintain contact with participants?**

**11. What are your major steps and target dates for completion?**

*Provide a timeline for your project, which includes major tasks or milestones and planned date for completion.*

**12. Who will be involved in your project?**

- a. *Provide the information below for each person. Name and title (or current position)*
- b. *Education, training, experience, and relevant certifications*
- c. *Role in the project*

**13. How will you continue this project beyond the grant period?**

Email the completed application to [RA-FB-Education@pa.gov](mailto:RA-FB-Education@pa.gov) by 4:00 PM on Friday, April 14, 2023. You will receive a confirmation email in return. **If you do not receive a confirmation within in 1-3 business days, please contact us at 717-705-7835.**

**R3 Grant Timeline**

- April 14, 2023: Application deadline
- June 1, 2023: Approximate grant award announcement date
- July 1, 2023\* and later: Projects may only begin once approved by the Comptroller\*
- January 15, 2024: Progress report and first invoice due
- June 30, 2024: Project completion date
- July 15, 2024: Final report and invoice due

\*Projects may only begin upon the full execution (approval) by the Comptroller. Agreements may take 30-60 days to go through the approvals process. **Expenses incurred prior to Comptroller approval are ineligible for reimbursement and cannot be used as a match.**

**Resources:**

[Recreational Boating & Fishing Foundation \(RBFF\) Best Practices Workbook](#)

RBFF's Best Practices Workbook for Boating, Fishing, and Aquatic Resource Stewardship Education is available to help with your fishing and boating instruction. Best practices are designed to provide clear and actionable tools for aquatic educators that are research-based and tested. This workbook is available free for download.