

Dream Tags Charitable Fund Emergency Request for Proposal



**COMMUNITY
FOUNDATION**
of Northern Nevada



The Community Foundation of Northern Nevada accepts proposals year-round for grants from the Dream Tags Charitable Fund. Proposals will be considered by the Advisory Board on Dream Tags at their next meeting and on an as-needed basis for emergency funding requests. Grant recommendations must be approved by the Board of Trustees of the Community Foundation.

The Dream Tags Charitable Fund provides funding to engage Nevadans in wildlife conservation by focusing donated funds to restore resilience in at-risk Nevada habitats with strategic collaborative projects for sustained impact that supports the preservation, protection, management, or restoration of wildlife and its habitat. To be considered for funding, project proposals must demonstrate measurable impact in accordance with this purpose.

Applicants must be registered 501(c)(3) nonprofit agencies, nonprofit educational institutions, or governmental entities. Projects must be performed in Nevada. Grants are typically paid on a reimbursable basis for actual expenditures. Funding will not be provided for work performed prior to grant approval.

Please **submit 1 pdf copy¹ via email** of your proposal. Proposals are encouraged for the following:

- A. Projects that improve, protect, or restore habitat
- B. Projects that embrace unique opportunities for advancing the mission of wildlife conservation in Nevada
- C. Projects that address emergency needs
- D. Other projects that meet the evaluation criteria (see page 6)

Applicants must provide a minimum 25 percent match for funds requested. Guidelines for requests of matching funds are provided in the following application form.

Applications may be sent to the Community Foundation of Northern Nevada by email to lrenda@nevadafund.org to be considered for funding. For questions or additional information, contact Lauren at the Community Foundation office. The application is also available in non-fillable pdf online at www.nvdreamtag.org.

The application may be reproduced, retyped, or sections increased or reduced in length but must follow the same order. Please use the following checklist to ensure your application is complete:

- ☐ Proposal, starting with Cover Sheet plus narrative sections, is a maximum of 5 pages on 8 ½" x 11" paper in readable font (i.e. Times New Roman 12 pt.)
- ☐ Budget is page 6
- ☐ Pages are numbered
- ☐ You are submitting 1 pdf copy
- ☐ You have emailed the pdf to lrenda@nevadafund.org and received confirmation of receipt

If you/your organization are submitting more than one project for consideration, be prepared to prioritize the projects.

¹ Note: Put your application, budget, and any photos into ONE pdf file. Submit your required attachments via email clearly labeled with your organization's name in the file name. Send your files to lrenda@nevadafund.org.

Dream Tags Charitable Fund Emergency Request for Proposal

Cover Sheet

Organization Name: Nevada Department of Wildlife		Office Use Only		
Organization Type: 501(c)(3) EIN# _____ Governmental entity? <input checked="" type="radio"/> Y <input type="radio"/> N		Date received: _____		
Address: 6980 Sierra Center Parkway, Suite 120 Reno, NV 89511		Project # _____		
Project Name: Is this proposal being submitted as an Emergency funding request? (Circle one) <input checked="" type="radio"/> Yes / No <input type="radio"/>		Grant Amount: _____		
Amount requested: \$50,000		Website: www.ndow.org		
Project start date (mm/yyyy): 07/2023		Projected completion date (mm/yyyy): 07/2024		
This funding will be used to (complete this sentence with a max of 2 sentences): This funding will be used to purchase approximately 43 acres of prime wildlife habitat within the city of Elko, Nevada for the purpose of a community park and pond complex. The Parrado Community Park and Ponds will include the purchase of three ponds that the Nevada Department of Wildlife will convert into public fishing ponds.				
Key People:	Director:	Alan Jenne		
	Board Chair:			
	Project Contact:	Name:	Madi Stout	
		Position:	Eastern Region Habitat Biologist	
		Phone:	775-289-2300	
		Fax:		
		Email:	mstout@ndow.org	
Organization Mission: To protect, conserve, manage and restore wildlife and its habitat for the aesthetic, scientific, educational, recreational, and economic benefits to citizens of Nevada and the United States, and to promote the safety of persons using vessels on the waters of Nevada.				
Project is on (check all that apply) <input type="checkbox"/> Public <input checked="" type="checkbox"/> Private land.				
Are government permits or decision documents needed for the project? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, are those permits and decision documents already secured? <input type="checkbox"/> Yes <input type="checkbox"/> No If permits and decision documents are needed but not yet secured, in #4 of the Narrative Requirements provide a list of permits and documents needed and a schedule for securing them.				

Dream Tags Charitable Fund Emergency Request for Proposal

Has your organization received other grants from the Dream Tags Fund? Yes/No (use additional pages to list ALL funded projects)	If yes, <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%; padding: 2px;">Date awarded:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Project # & title:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Amount of Award:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Date awarded:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Project # & title:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Amount of Award:</td> <td style="padding: 2px;"></td> </tr> </table>	Date awarded:		Project # & title:		Amount of Award:		Date awarded:		Project # & title:		Amount of Award:	
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Dream Tags Charitable Fund

Emergency Request for Proposal

DESCRIPTION OF PROJECT UNDER CONSIDERATION

Indicate the description that best fits the project you are proposing. Mark no more than three categories:

- ☐ A. Projects that improve, protect, or restore habitat
- ☒ B. Projects that embrace unique opportunities for advancing the mission of wildlife conservation in Nevada
- ☐ C. Projects that address emergent needs
- ☐ D. Other projects that meet the evaluation criteria

NARRATIVE REQUIREMENTS

Provide answers for all sections below; use the numbers and topics (in **bold**) to label each section in your response. Your application is limited to 5 narrative pages, including the cover sheet. Your budget is page 6. **All projects are required to have measurable outcomes:**

1. **Specific project goals and measurable outcomes.** How do these tie to the project description?
The primary purpose of this project is to purchase approximately 43 acres of prime wildlife habitat within the city of Elko, Nevada for the purpose of a community park and pond complex. The Parrado Community Park and Ponds will include the purchase of three ponds that the Nevada Department of Wildlife will convert into public fishing ponds. This project embraces unique opportunities for advancing the mission of wildlife conservation in Nevada by administering permanent land protection for wildlife, while also creating an environment for the community, specifically kids, to enjoy fishing and learn about local wildlife species. The measurable outcomes of this project will be the finalization of the deed of purchase into county record.
2. **Project location.**
The Project is located within the city of Elko, Nevada. Figure 1(attached) shows the vicinity of proposed Project location. The Project Area is located on private lands.
3. **Project description.** Include site map and aerial photos if applicable/possible. Maps and photos must fit on 8-1/2" x 11" paper and may be attached at the end of your proposal after the budget.
In 2023, NDOW purchased the 12th Street Ponds; this project would be an expansion of the 12th Street Ponds to further conserve wildlife habitat and create a nature area for the community to enjoy. The Parrado Partner Community Park and Ponds, in combination with the 12th Street ponds, will conserve a total of 60-acres for the community. In partnership with both the City of Elko, Elko County, Kinross Gold and Nevada Gold Mines, this project will include the improvement of five fishing ponds, the creation of a nature trail system, the future construction of a nature center, bathrooms, picnic areas and park. The NDOW intends to dredge out the current ponds to make them a more suitable fishery and stock the ponds with warm water fish species including bass and sunfish. If late summer temperatures allow, rainbow trout from the Gallagher fish hatchery will also be stocked. This project will allow the community, especially kids, to explore and be exposed to conservation and the great outdoors without having to travel too far from home.

Dream Tags Charitable Fund Emergency Request for Proposal

4. **Permitting.** Provide a permitting schedule for your project along with your plan for getting the required permits and decision documents. Be sure to include the cost of permitting/decision documents as a line item in your budget.
No permit is required as the Project is located on private lands. The deed will be officially recorded in Elko County.

5. If **future phases** of the project will be needed, identify anticipated sources of funding.
The Project is a one-time purchase of 43-acres within the city of Elko; therefore, no future phases will be required for the acquisition.

6. **Principals involved** in leading or coordinating the project or activity.
Caleb McAdoo, Eastern Region Habitat Supervisor, is the lead for the project.

Madi Ellingwood, Eastern Region Private Lands Habitat Biologist, is the coordinator for the project.

Cody Byrne, has been assisting the project with his knowledge of the area.

7. Number of **staff positions involved** in project: Fulltime_____Part-time 3 _____ ("Fulltime" means 100% of their staff position will be dedicated to this project; "part-time" means only a portion of their staff position will be dedicated to this project)

8. Number of **volunteers involved** in project and an estimated number of volunteer hours.
No volunteers will be involved in the project for the acquisition.

9. **Timeline** of Project. List key dates and include project milestones. *Note:* Be realistic in your estimate of dates and milestones. List any factors that may cause a delay in implementing and/or completing the project.²

It is the Department's intent that the close date on the purchase of the property will be December 31st, 2024.

10. **Success.** Tell the committee how we will know you succeeded in what you proposed to do.

The success of this project will be tangible in the form of the purchase deed recorded into county record.

11. **Grant match.** All applicants must provide a match of at least 25 percent for dollars requested. The match may be with funding and/or in-kind services. Complete the Grant Match section of the application.

12. **Project budget** (see Sample Budget Template on page 5 of this RFP). Provide detail on line-item expenditures and show which costs are to be paid for by the Dream Tags Charitable Fund grant, which expenses will be paid by other sources of funding, and which will be paid for with in-kind

Community Foundation of Northern Nevada

Dream Tags Charitable Fund Emergency Request for Proposal

services. **Project budget must be on its own on page 6.**

- Note: *Indirect/overhead expenses cannot exceed 25 percent*

Grants from the Dream Tags Charitable Fund are paid on a reimbursable basis for actual expenditures only. Craft your budget in such a way that requests for reimbursement correspond to the original budget.

² Funding will not be provided for work performed prior to grant approval.

Dream Tags Charitable Fund Emergency Request for Proposal

Grant Match

Match amount to be provided:	\$550,000	
Match details:	Please provide the form of your matching funds. If match is made up of both cash and in-kind, fill in both sections.	
	Match is:	
	Cash	\$ 550,000
	In-kind	\$
	Note: Provide an itemized breakdown of volunteer match in your budget with rationale.	
	For the cash portion of your match, is the funding already being held by the applicant for this project? Yes ___ No ___	
Description of matching funds/in-kind donations:	Additional funding is being provided Nevada Wildlife Heritage Program, NV Energy, Duck Stamp, and Angler Education.	

REQUIRED ATTACHMENTS

Submit the following attachments via email. Clearly label each file with your organization's name.

Nonprofits submit:

- ☐ Last audited financial statements if your organization has been audited
- ☐ List of Board of Directors
- ☐ Copy of agency's IRS 501(c)(3) Tax Determination Letter
- ☐ Copy of the agency's most recent IRS Form 990

Governmental entities submit:

- ☐ Departmental budget in lieu of audited financial statements

Dream Tags Charitable Fund Open Request for Proposal

SAMPLE BUDGET TEMPLATE

	ORIGINAL PROJECT BUDGET				REIMBURSEMENT REPORT	
Budget Item Description*	DT \$	Other Funding Name**	Match \$	Total	Expenditures to date DT	Expenditures to date (other sources)
Design/Engineering	\$0	Agency X	\$0	\$0	\$xx,xxx	
Permitting	\$0	Agency X	\$0	\$0		\$x,xxx
Labor--paid	\$0	Agency X	\$0	\$0	\$x,xxx	
Labor—volunteer***		Own people	\$0	\$0	\$x,xxx	
\$0	\$0	Agency Y	\$0	\$0		
Materials	\$0	Agency Y	\$0	\$0		
Other (Land Acquisition)	\$50,000	NDOW Heritage NV Energy Duck Stamp Angler Education	\$100,000 \$50,000 \$25,000 \$375,000			
Overhead (max. 25%)	0			\$0		
TOTAL	\$50,000		\$550,000	\$	\$xx.xxx	\$x,xxx

*These are sample descriptions.

**Explain status of other funding if not in hand.

***Provide an itemized breakdown by skillset per hour.

If project is to be implemented in phases, please separate budget into each phase.

GRANTEE REQUIREMENTS

To be eligible for funding, grantees must adhere to the following requirements:

- Monies are to be used and/or disbursed exclusively for the charitable uses and purposes.
- The Dream Tags Fund shall be used exclusively to provide support for the preservation, protection, management or restoration of Nevada's wildlife and its habitat.
- The Charitable Beneficiaries may include 501(c)(3) organizations and governmental entities. Any grants to governmental entities must be made exclusively for public benefit purposes.
- All grantees will be required to sign a grant agreement stipulating their agreement with all of the terms, conditions, and reporting requirements.
- To maintain eligibility to receive grant funds, each Charitable Beneficiary must comply at all times with the following requirements:
 1. Charitable Beneficiaries must be exempt from federal income taxation under Section 501(c)(3) of the Code;
 2. Charitable Beneficiaries shall use all Fund distributions toward projects that are appropriate and legal public expenditures;
 3. Charitable Beneficiaries must provide financial details and/or reports of their organizations upon request;
 4. Charitable Beneficiaries must not use any Fund distributions for political contributions or political advocacy;
 5. Charitable Beneficiaries must implement the projects, activities, and/or programs for which they received Fund distributions as agreed upon in the grant acceptance agreement, or must return all such distributions to the Community Foundation forthwith;
 6. Charitable Beneficiaries must provide the Community Foundation with quarterly reports detailing the activities of their projects and/or programs; and
 7. Charitable Beneficiaries must sign an agreement regarding their compliance with the qualifications hereof.

PROJECT EVALUATION CRITERIA

Each proposal will be evaluated on criteria that include but are not limited to:

- Measurable outcomes in accordance with the exclusive goal of the Dream Tags Charitable Fund.
- Monitoring and reporting to learn from the project and track project accomplishments.
- Closeness of project focus to areas of funding emphasis (on-the-ground habitat improvements).
- Readiness of sponsoring organization to undertake and complete project.
- Opportunities to partner with others to leverage funds and accomplish larger outcomes.
- Consistency with established Dream Tags Charitable Fund operations (timeline, match, etc.).
- Impact on preservation, protection, management, or restoration of Nevada's wildlife and its habitat.
- Absence of negative or unintended consequences.
- Solutions to known problems as identified through past research and monitoring.



Legend

 Parrado Partners Acquisition



Parrado Partners Community Park and Ponds Land Acquisition

02/07/2023

Projection: UTM Zone 11 North, NAD83

No warranty is made by the Nevada
Department of Wildlife as to the accuracy,
reliability, or completeness of the data for
individual use or aggregate use with other
data.

