



Washington
Department of
**FISH &
WILDLIFE**

Wildlife Rehabilitation Enhancement Fund 2024-2025 Grant Application

Wildlife Rehabilitation Facility Startup Assistance

A. Summary of Grant Opportunity

A1. Program Overview

The Washington Department of Fish and Wildlife (WDFW) is seeking grant proposals from applicants who hold a Washington Wildlife Rehabilitation permit and who have opened a new facility after January 1, 2022, or applicants who have started the permit application process and are opening a new wildlife rehabilitation facility.

WDFW's Wildlife Rehabilitation Enhancement Fund aims to assist wildlife rehabilitators with the costs of opening a new facility, prioritizing underserved areas of Washington.

WDFW has up to \$300,000 available for this program which can be used for construction of enclosures, wildlife food, supplies, equipment, and vet care. **All materials, goods, and services must be purchased and delivered by June 30, 2025.**

A2. Estimated Schedule

GRANT ACTIVITIES	DATE
Grant application period opens	April 18, 2024
Priority Deadline for Application Review	11:59 p.m. May 12, 2024
Grant application review and evaluation begins	May 13, 2024
WDFW notifies grant applicants of selection results	May 21, 2024
Earliest possible grant start date	Jun 1, 2024
Grant application period ends	January 31, 2025, or when available funds have been awarded

Applications received by 11:59 p.m. on May 12, 2024 will receive priority consideration for grant awards. Applications submitted past this date may be considered if funding remains to be allocated after the early applications are reviewed. WDFW will close the application window on February 1, 2025 or at the time when all available grant funds have been awarded.

A3. Agency Contact Information

All communications concerning this grant opportunity must be directed to:

Jen Mannas
Wildlife Rehabilitation and Falconry Coordinator
Washington Department of Fish and Wildlife
WildlifeRehabilitation@dfw.wa.gov

A4. Authority

This program is governed by [RCW 77.12.467](#). The amount of funding for this grant is determined by the availability of Personalized License Plate funds and is dependent upon the Legislature and Governor's Office budget actions and is subject to change upon final appropriation.

The State of Washington acts as a "grantor" for all [RCW 77.12.467](#) awards; grant is administered by the Washington Department of Fish and Wildlife. The successful applicant becomes the "grantee."

B. Award Information

B1. Expected Award Amount

The minimum award is \$20,000 and maximum award is \$300,000. Partial funding may be awarded.

B2. Expected Award Funding and Anticipated Dates

WDFW anticipates awarding up to \$300,000 for projects that are selected through this grant opportunity. Projects can start as early as June 1, 2024, and must be complete by June 30, 2025. All awards are contingent on funding availability.

B3. Number of Awards

WDFW anticipates funding 1-5 projects resulting from this grant opportunity.

B4. Type of Award

All awards will result in a signed grant agreement between the applicant and WDFW that describes the range of activities and purchases supported by the grant. The individual/organization applying for funds will be responsible for the management of the project if a grant is awarded; project management by other parties is not allowed. All projects are funded on a cost reimbursement basis only; grantees are responsible for paying up front all costs identified in their project budget. Only costs incurred during the period specified in the grant contract will be reimbursed.

C. Eligibility Information

C1. Eligible Applicants

The applicant must be a currently permitted Wildlife Rehabilitator or have started the application process to obtain a Wildlife Rehabilitation permit.

Applicants who hold a Wildlife Rehabilitation permit must be up to date with annual report and daily ledger submission requirements.

Applicants in the process of obtaining a Wildlife Rehabilitation permit must receive their permit before funds can be distributed.

A criminal background check is required if not submitted for the last biennium (2021-2023); finger printing is required if not already submitted for a previous WDFW Wildlife Rehabilitators Grant. The applicant must pay for the cost of the criminal background check. If the background check reveals that the applicant has been convicted of a felony or gross misdemeanor, the applicant is ineligible to receive funding.

C2. Eligible Locations

All projects must occur within Washington. Priority will be given to the following underserved counties: Adams, Asotin, Benton, Chelan, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lewis, Lincoln, Okanogan, Pend Oreille, Skamania, Spokane, Stevens, Walla Walla, Wahkiakum, Whitman, and Yakima.

C3. Eligible Expenditures

This grant opportunity is intended to support wildlife rehabilitators with opening a new facility or adding new capacity to an existing facility. The following expenses are eligible for grant funding:

- Restraints and equipment for capture, and transportation.
- Supplies to build enclosures to house animals while at the facility.
- Wildlife food, medication and other consumables.
- Medical equipment.
- Enrichment items.
- Personal Protective Equipment (PPE).
- Other approved equipment and supplies.

Purchases made under terms of these grants are subject to Washington State Sales Tax. In the event no sales tax is levied against a purchase, WDFW may be required to apply a Use Tax, which is equivalent to the Sales Tax, and pay it to the State Treasurer.

C4. Restrictions

- Funds may not be used for salaries and wages of facility personnel.
- **Restricted species:** Funds may not be used to purchase equipment, medication, or food for or to directly treat, feed, or rehabilitate non-native species, feral domestic animals, or nuisance animals including: Eastern gray squirrels (*Sciurus carolinensis*); opossum (*Didelphis virginiana*); raccoons (*Procyon lotor*); striped skunk (*Mephitis mephitis*); spotted skunk (*Spilogale putorius*); Eastern cottontail rabbit (*Sylvilagus floridanus*); domestic rabbit (*Oryctolagus cuniculus*); European starling (*Sturnus vulgaris*); rock dove (feral pigeon) (*Columba livia*), and house sparrow (*Passer domesticus*) (**RCW 77.12.467**);
- No restricted species may be housed in enclosures purchased or built with this grant; general maintenance and upgrade of the facility is acceptable if number of native and listed species benefited is satisfactorily demonstrated in application and **proof of separation of restricted species is acceptable**.
- Grant funding may **not** be used for non-releasable education animal support or housing.
- Only one application per rehabilitation facility regardless of the number of licensed wildlife rehabilitators at that facility.

C5. Cost Sharing or Matching

Cost sharing or matching is not required, but if included will be considered favorably during the review and evaluation process.

C6. Other

WDFW will not be liable for any costs or liabilities incurred by the applicant associated with the preparation of applications in response to this document.

Only the Director of WDFW and his/her designated representatives may legally commit WDFW to contracts.

The applicant shall not incur, and WDFW shall not pay, any costs incurred before a contract is fully executed.

WDFW may cancel or change this grant opportunity without obligation or liability.

Public Records

The applicant acknowledges that state agencies are subject to Chapter 42.56 RCW, the Public Disclosure Act. Responses to this grant opportunity will become public record as defined in the RCW. For the purposes of this grant opportunity no information considered confidential or proprietary should be included in your responses.

Materials, products, and data

Unless otherwise provided, all materials, products, and data produced under this opportunity shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by WDFW. WDFW shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, the awardee hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to WDFW effective from the moment of creation of such materials. Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights. Consideration for delivery of sensitive information will be discussed with tribal project proponents as needed and requested by tribes.

D. Grant Application and Submission Information

D1. How to Apply

Grant applicants must email their complete application to WildlifeRehabilitation@dfw.wa.gov no later than 11:59 pm on May 12, 2024. **Incomplete applications will not be accepted.** Please provide materials for and/or answers to ALL questions with particular attention to budget and schedule.

WDFW will review responses and contact applicants, if needed, for follow-up questions and discussion about the proposed project work.

D2. Grant Application

D2.1: Cover Letter

Include a brief **two-page or less** summary of your request, including the dollar amount requested, a few words about what you are requesting (such as "two seabird pools", "supplies to build an 8'X8' raptor mew", or "wildlife food"), the specific outcomes and benefits you anticipate, and the positive impact to wildlife and wildlife rehabilitation including the counties you will be serving if you receive a grant. Please also summarize how you plan to promote long-term sustainability of your facility, including your primary funding sources.

D2.2: Application

Include a completed application as a separate excel file using the provided template.

Note there are two worksheets in the excel workbook, both must be completed.

- **Application Information:** Complete the Application Information portion of the template with permit, facility, and project information.
- **Schedule:** Complete the schedule portion of the template with brief descriptions of project activities, deliverables, and due dates.
- **Budget:** Complete the budget portion of the template with all project costs. The submitted budget should clearly correspond to the tasks and deliverables in the scope of work. Please use the Budget Justification column to provide a brief explanation of the cost. Partial funding may be granted.

D3: Application Completion Checklist

- COVER LETTER: Not exceeding two (2) pages.
- APPLICATION: Included as a separate excel sheet using provided template.
- BACKGROUND CHECK AND FINGERPRINTS: if applicable.

E. Award Selection and Management

E1. Review and Selection Process

WDFW staff will screen all applications as they are submitted to ensure they meet the eligibility criteria and contain all the required components. Applications will be evaluated based on the criteria below. Successful applicants will be those that will increase rehabilitation services and capacity in underserved counties in Washington.

E2. Criteria

- Project contribution – Project will benefit Wildlife Rehabilitation in Washington by filling needs in underserved areas and building capacity.
- Project approach – Meets the [NWRA/IWRC Standards for Wildlife Rehabilitation](#) and ensures high standards of care for patients.
- Schedule – Clear descriptions of activities with corresponding deliverables and due dates are identified within the funding period described above.
- Budget – Budget is realistic and commensurate with project needs and timeline. Budget is within the funding limits for this grant opportunity.

E3. Anticipated Announcement and Award Dates

The Wildlife Rehabilitation and Falconry Coordinator will notify all applicants who meet the May 12, 2024, deadline about their selection results by May 21, 2024. Applications submitted after May 13, 2024 will be evaluated within 14 days of submission.

E4. Grantee Responsibilities and Deadlines

- Reimbursements must be submitted no more frequently than monthly and no less frequently than quarterly. Any change in the invoiced amount greater than 10% between budget categories will require an amendment to the grant.

- Quarterly Reports, to describe progress to-date on project activities are due October 1, January 1, and April 1.
- June 30, 2025: Final Report due - End of Biennium. Project completion, all granted funds must be spent.
- July 15, 2025: All requests for reimbursements, receipts, and invoices must be submitted to the WDFW Wildlife Rehabilitation and Falconry Coordinator by this date. Expenses incurred beyond June 30, 2025, are not eligible for reimbursement.