



Washington
Department of
**FISH &
WILDLIFE**

Wildlife Rehabilitation 2025 - 2027 Grant Application Wildlife Rehabilitation 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.

WDFW's Wildlife Rehabilitation Grant aims to assist wildlife rehabilitators with the ongoing costs of permitted wildlife rehabilitation.

WDFW may award up to \$150,000.00 for grants which can be used for construction of enclosures, wildlife food, supplies, equipment, and vet care. **All materials, goods, and services must be purchased and received by June 30, 2027.**

A2. Estimated Schedule

GRANT ACTIVITIES	DATE
Grant application period closes	11:59 p.m., February 28, 2025
Grant application review and evaluation begins	March 2025
WDFW notifies grant applicants of selection results	May 2025
Earliest possible grant start date	July 1, 2025
Grant application period ends	June 30, 2027, or when available funds have been spent

A3. Agency Contact Information

All communications concerning this grant opportunity must be directed to:

Alysha Evans
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 maximum award amount is \$50,000 per grant. Partial funding may be awarded.

B2. Expected Award Funding and Anticipated Dates

WDFW anticipates awarding up to \$150,000.00 for projects that are selected through this grant opportunity. Projects can start as early as July 1, 2025, and must be complete by June 30, 2027. All awards are contingent on funding availability.

B3. Number of Awards

WDFW anticipates funding up to 10 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 in good standing with the Department.

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

A criminal background check is required if not submitted for the last biennium (2023-2025); 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.

C3. Eligible Expenditures

This grant opportunity is intended to support wildlife rehabilitators with ongoing cost of permitted wildlife rehabilitation. 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 and supplies.
- Enrichment items.
- Personal Protective Equipment (PPE).

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 may be submitted, 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. Select Agency Disclosures

- 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 WDFW Director and their designated representatives may legally commit WDFW to contracts and grant agreements.

- WDFW will not pay any costs incurred by the applicant before a contract is fully executed.
- In the event that funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the award announcement and prior to normal completion, WDFW may change or terminate the grant opportunity and any resulting grants, subject to renegotiation at WDFW's discretion under those new funding limitations and conditions

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.

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 February 28, 2025. **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.

A virtual interview may be required before a final decision is made.

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.

D2.2: Application

1. Application Form, Timeline, and Budget Spreadsheet (2 tabs):

- a. Application Information – Tab 1.
- b. Timeline – Tab 2:
 - i. The fiscal biennium ends June 30, 2027; all grant money must be spent by this date. Provide an outline of what will be accomplished by what date. Identify a recognizable end point, which can occur anytime during the biennium. Focus on how objectives will be attained. Number your tasks in order on the timeline, (e.g., Task 1: Aug – Sept 2025 – Building permits secured; Task 2: Sept – Nov 2025 - Materials purchased; etc.). This section is critical; it allows us to mutually track deliverables.
- c. Budget/estimated costs – Tab 2.
 - i. You must include a line-item budget.
 - ii. Use the following categories, as applicable:

1. Travel: lodging, mileage, meals; as of this date privately owned vehicle mileage reimbursement rate is \$0.67 per mile. Mileage and per diem rates can be found at <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>.
2. Equipment and services: state item and quantity, describe services; include sales tax.
3. Supplies: costs for routine items throughout the time period, state quantities; include sales tax.
4. Veterinary services: list names and contact information of veterinarian.
5. Other contracted services such as building contractors, construction, utility installation, etc.
6. Permit costs.
7. Other: Items not listed above. *Itemize and include justification.*
8. Total costs:
 - a. Utility bills such as water, electric, and waste services will not be considered for reimbursement.

D2.3: Supplemental Materials

1. Most current annual report:

- a. Do not include daily ledger.

2. Letters of community support:

- a. 1-3 letters are required.
- b. Letters of support will not be accepted from your facility's current volunteers or staff.
- c. Please have letters of support speak to both THE VALUE OF your facility and the necessity of the specific project or expenses.

3. If applicable, copies of non-WDFW rehabilitation permits (MBP, NOAA):

- a. If rehabilitating migratory birds or marine mammals, USFWS MBP/NOAA permits are required.

D3: Application Completion Checklist

- COVER LETTER: Not exceeding two (2) pages.
- APPLICATION: Included as a separate excel sheet using provided template.
- SUPPLEMENTAL MATERIALS: Please save all application materials in a single PDF document.
- TIMELINE AND BUDGET: 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.

E2. Criteria

- 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 February 28, 2025, deadline about their selection results by May 2025.

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, 2027: Final Report due - End of Biennium. Project completion, all granted funds must be spent.
- June 30, 2027: 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, 2027, are not eligible for reimbursement.

I agree to follow all State and Federal Wildlife Rehabilitation laws and regulations.

Signature

Date