Trout Unlimited Sagebrush Chapter
Policies, Procedures and Standards Form

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1.0	**PURPOSE**
	This policy provides a procedure used by the Trout Unlimited Sagebrush Chapter to promote, evaluate, select, and approve conservation project grants.
2.0	**POLICY**
	The Sagebrush Chapter Conservation Grant Program, hereinafter referred to as the "Program, will be created and managed by the Sagebrush Chapter Project Committee, hereinafter referred to as the "Committee". All conservation projects requesting grant funding from the Program shall be evaluated and selected by the Committee and approved by the Sagebrush Chapter general membership, hereinafter referred to as the "Membership," using a best practice procedure described herein.
3.0	**PROCEDURE**
	3.1. Program Promotion and Public Education - the Committee will create all Program promotion materials and designate Committee member(s) to contact and provide Program Information to Government agencies, organizations, and the general public. Program promotions may include, but are not limited to: presentations, brochures, and Sagebrush Chapter website information; and Web and phone conferences.
	3.2. Sagebrush Chapter Conservation Grant Application Submission
	3.2.1. All proposals that request funding from the Program will use standardized application forms specific for the current funding cycle, hereinafter referred to as the "Application(s)."
	3.2.2. Annually the Committee will determine the timeframe for submission of Applications.
	3.2.3. Applications will be accepted electronically or in printed form during the period between the submission start date and due date. The date the Application is received will be determined by the postmarked date or electronic stamp date. Applications submitted after midnight of the submission due date will not be accepted; however, the Applicant may elect to resubmit the proposal in the next Program funding cycle.
	3.2.4. The Committee chairperson or Committee designee(s) shall notify the Applicant that the Application has been received by electronic mail, postcard, and/or telephone.

3.3. Initial Screening

3.3.1. The Committee will designate Committee member(s) as Program ambassador(s), hereinafter referred to as "Ambassador(s)," to initially screen proposals for completeness. If omissions are found and time permits, the Ambassador(s) will contact the Applicant by email or telephone and request omitted items. The Applicant may elect to amend the Application or re-submit the Application prior to the submission due date.

3.3.2. Only properly completed Applications received prior to the submission due date will progress to the selection and approval process.

3.4. Proposal Selection and Approval Process

3.4.1. Without exception, all projects within the same Program grant funding cycle will use the same selection process and scoring materials.

3.4.2. Committee members that are Applicants are not eligible to participate in the current Program funding cycle selection and approval process described herein.

3.4.3. The Committee chairperson or Committee designee(s) will introduce and educate Committee members on the evaluation process, scoring criteria, and the proper use of scoring documents. Committee members will independently review proposals and record findings using scoring documents.

3.4.4. Only Ambassador(s), on behalf of the Committee, may contact the Applicant to obtain clarification of content contained within the proposal; findings are recorded and shared with the Committee.

3.4.5. The Committee chairperson may invite the Membership and/or individuals with appropriate expertise to determine the technical benefits of a proposal, but not score proposals; findings are recorded and shared with the Committee.

3.4.6. Once the Application has been evaluated and scored by Committee members, they will return all scoring documents to the Committee chairperson or Committee designee(s). No materials other than the scoring documents will be accepted or used to prioritize proposals.

3.4.7. The Committee will combine scoring document criteria scores to determine a proposal cumulative score.

3.4.8. At the Committee's discretion, the Committee may identify additional Applicant requirements that include, but are not limited to: project milestones, payment timetables, bonds, and verification of matching project support.

3.4.9. The Application, scoring document, and all materials appended to the Application during the selection and approval process are confidential and remain the sole property of the Sagebrush Chapter. There will be no provision or obligation on the part of the Sagebrush Chapter to return or provide the Applicant with these materials.

3.5. Determination of Funding Levels

3.5.1. The Sagebrush Chapter Finance Committee will annually report to the Committee the total amount of monies available for funding Program grants prior to the submission start date.

3.5.2. In instances where several proposals are prioritized similarly, but funding levels are inadequate, the Committee will collaboratively discuss funding levels with the Sagebrush Chapter Finance Committee to determine if additional funds are

available from, but are not limited to: general Membership funds, previous unspent Program funds, or funds advanced from future Program funding cycles.

3.6. Determination of Funding Scenarios

3.6.1. The Committee will take into consideration, but not exclusively, proposal cumulative scores, and funding levels in order to prioritize proposals which will be considered for funding by the Membership.

3.6.2. At the discretion of the Committee, similarly prioritized proposals may be grouped into alternative fiscally equivalent groups, hereinafter referred to as "Funding Scenarios."

3.7. Approval - General Membership

3.7.1. Funding Scenario(s) will be presented to the Membership by the Committee chairperson or Committee designee(s) and for each proposal being considered, provide the following, but is not limited to: proposal priority, funding requirement, conservation impact, technical merit; and describe opportunities for Membership participation, public education, and outreach.

3.7.2. The Membership will vote on each Funding Scenario in the positive, in the negative, or elect to abstain. A majority of Membership votes of those present shall determine the proposal(s) approved for funding.

3.8. Sagebrush Chapter Conservation Program Contract

In a timely manner, the Sagebrush Chapter Finance Committee will prepare a Program Contract for each approved proposal.

3.9. Applicant Notification

The Committee chairperson or Committee designee(s) will prepare a general funding notification for each proposal that the Ambassador(s) will deliver to the Applicant electronically or by standard mail.

3.10. Project Execution and Reviews

3.10.1. General proposal funding announcements may be printed in the Sagebrush Chapter newsletter, news publications, or posted on the Sagebrush Chapter Website.

3.10.2. The Applicant will be solely responsible for, but is not limited to: acquiring resources, permits, permission to access lands, scheduling labor, acquiring letters of intent, and meeting all contract obligations and funding milestones.

3.10.3. In instances where the Committee requires project oversight reviews, the Applicant will be responsible for providing, electronically or in print form, the Ambassador with periodic project status reports that are reviewed by the Committee.

3.10.4. If warranted and practical, the Committee chairperson may elect to invite the Applicant or an Applicant designee to present the proposal or periodic status reports at a Committee or Membership meeting.

3.11. Project Completion

3.11.1. Upon completion of the project, the Applicant will be responsible for providing the Ambassador with project completion materials that include, but are not limited to: a description of project purpose, outcomes and announcements, photographs, final fiscal accounting, and any appropriate anecdotes.

		3.11.2. All project completion materials will be the sole property of the Sagebrush Chapter. The Applicant and project participants hold no ownership or royalties in their use. The Sagebrush Chapter may elect to use these materials without notice to the Applicant or project participants in, but are not limited to, Program announcements and marketing materials
		3.11.3. At the completion of the project, the Ambassador shall provide the Applicant a Program satisfaction survey to be completed and returned to the Ambassador.
	3.12. Integrating Lessons Learned	
		3.12.1. The Committee will annually evaluate Program effectiveness by reviewing, but is not limited to: the schedule, Program documents, processes, and satisfaction survey results.
		3.12.2. The Committee can create and/or amend Sagebrush Chapter Policies, Procedures, and Standards documents for approval to support desired or needed changes to the Program.
4.0	**STANDARDS**	
5.0	**DEFINITIONS**	
6.0	**ROLES AND RESPONSIBILITIES**	
	In addition to the responsibilities apportioned to administer the Program Procedure described herein, each Program participant is responsible for:	
	6.1. Ambassador – maintaining a contact log - that records, but is not limited to, date and time, outcomes, name of the Applicant contacted, Application title, and a description of the correspondence.	
	6.2. Applicant(s) – responding to all inquiries, executing the proposal, and demonstrating fiscal responsibility.	
	6.3. Sagebrush Chapter Board of Directors – approving Program materials including without limitation: Program schedule, Application, scoring documents, notifications, Program satisfaction surveys, grant contracts, and Policy Statements.	
	6.4. Sagebrush Chapter General Membership – participating, when possible, in funded projects.	
	6.5. Sagebrush Chapter Project Committee	
		6.5.1. Creating, maintaining and submitting for approval by the Board of Directors Program materials including, without limitation: Program schedule, Applications, scoring documents, satisfaction surveys and notifications.
		6.5.2. When warranted, performing Applicant background checks.
		6.5.3. Archiving, for a minimum of 5 years, all documents and materials used in administering the Program including without limitation: submitted Applications, scoring documents, notifications, invited technical expert reports, proposal contract, Applicant satisfaction surveys, and contact logs.
	6.6. Sagebrush Chapter President / Vice President	
		6.6.1. Creating, maintaining, and submitting for approval by the Board of Directors Program materials including, without limitation: Program schedule,

		Applications, scoring documents, satisfaction surveys, and notifications.
	6.6.2.	Determining, when necessary, the appropriate use of open or closed balloting.

7.0	**REFERENCES**
Control Number	**Title**
003	Formation of a Sagebrush Chapter Project Committee
004	Finance Committee

Document History			
Version	**Effective Date**	**Description**	**Initiator's Name**
1	05/19/09	New Policy, Procedure, and Standard Statement	Sagebrush Chapter Project Committee