



SONOMA COUNTY FISH AND WILDLIFE COMMISSION GRANT PROGRAM

Program Guidelines

Note: Because these grants are state money, they are subject to the state prevailing wage law which requires that prevailing wages be paid on any project defined as a “public work” project unless the project is exempt under Labor Code Section 1720.4. The grantee must pay prevailing wages to all volunteer labor used in watershed and restoration projects unless the project is exempted under the Labor Code noted above.

California Fish and Game Code Section 13100 requires that funds deposited into the Sonoma County Fish and Game Special Revenue Fund be distributed to deserving projects that benefit fish and wildlife. In order to be considered, project activities must be limited to one of the following:

- Improvement of fish or wildlife habitat.
- Public education relating to the scientific principles of fish and wildlife conservation or operation of nature study facilities.
- Purchase and/or maintenance of materials, supplies, or equipment for either Fish and Game’s ownership and/or use by the California Department of Fish and Game in the normal performance of its responsibilities.
- Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by California Department of Fish and Game Region 3 representative.
- Temporary emergency treatment and care of injured or orphaned wildlife.
- Temporary treatment and care of wildlife confiscated by Fish and Game as evidence.
- Breeding, raising, purchasing, or releasing fish or wildlife, which are to be released upon approval of Fish and Game pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to be public.
- Construction, maintenance, and operation of public hatchery facilities.

- Predator control actions for the benefit of fish or wildlife following certification in writing by Fish and Game that proposed actions will significantly benefit a particular wildlife species.
- Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code, as approved by Fish and Game.
- Other expenditures, approved by Fish and Game, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

Requests for funds are to be submitted in the manner prescribed in the form entitled: **Sonoma County Fish and Wildlife Commission Grant Program**. All sections of the funding request must be completed. Specifying a project description as “wildlife or fisheries enhancement” will not be deemed a satisfactory description.

The Sonoma County Fish and Wildlife Commission reserves the right to schedule an on-site inspection of the project during the course of the project term. Such a visit will be scheduled well in advance.

Grant Process

- Members of the Fish and Wildlife Commission will receive a copy of each submitted application for pre-review. Commission members may ask for supplemental information on any or all projects.
- At a regular meeting, the Fish and Wildlife Commission will formally accept submitted application and discuss it. The Fish and Wildlife Commission strongly recommends that a representative for each applicant plan to attend this meeting and be prepared to answer questions.
- The approval process time usually requires two months. However, the Commission may require additional information, which would extend the length of the approval time.
- Funds approved will be disbursed through the Sonoma County Agricultural Commissioner’s Office.
- Applications must be complete and may be submitted via e-mail to fishandwildlife@sonoma-county.org or via hard copy at:

ATTN: Sonoma County Fish and Wildlife Commission Grant Requests
133 Aviation Blvd., Ste. 110
Santa Rosa, CA 95403-1077

Application Instructions

A grant application format has been established for your use. *Your application will not be considered if the format, which is provided below, is not followed. Incomplete applications will not be considered.*

Applications must be typed. Please be concise, brief and to-the-point. A limited number of photographs and/or line drawings that enhance the project description may be attached.

All grant requests must be submitted to the Sonoma County Agricultural Commissioner's Office **no less than two weeks** prior to the Commission's regular meeting. The Commission is scheduled to meet the third Thursday of the month. For meeting schedule you may visit: [Sonoma County Fish & Wildlife Commission Website](#)

- All grant requests may require the approval of the appropriate entity as requested by the Commission.
- All grant requests must include a W9 from the current Fiscal Year at the time of submission.
- Two letters of recommendation in support of the project must accompany the application.
- Under the Budget section, other funding sources must be identified. If no other sources applied for, please indicate "none."
- Three bids must accompany the application for purchase/rental/leasing of supplies and equipment. (The Commission strongly suggests renting or leasing of equipment be considered).

Progress Update Reports may be required during the term of the project.

Grant recipients are required to submit a **Final Project Report** within *60 days* after completion of the project. The final report should begin with a short report summary (one to two paragraphs), a map, and one or two photos (3x5 or 4x6). These photos should be one photo of completed work and one that is representative of the project purpose along with copies of invoices that pertain to grant funds. This report may be either in written or as a presentation at a regular Commission meeting.

The applicant must comply with all terms and conditions set forth.



GRANT FUNDING REQUEST APPLICATION

ORGANIZATION: _____

CONTACT: _____

CONTACT TITLE: _____

CONTACT EMAIL: _____

CONTACT PHONE: _____ ALT PHONE: _____

PROJECT TITLE: _____

ESTIMATED PROJECT COMPLETION DATE: _____

AMOUNT REQUESTED: _____ GRANT YEAR: _____

CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

COMPLETED W-9 INCLUDED* W-9 Form available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Note that a completed W-9 form signed in the current Fiscal Year (July 1 2025-June 30 2026) is required before your application can be considered by the Commission.*

By signing below, I acknowledge that I am authorized to sign on behalf of the organization requesting funding. I also agree to and understand that as a condition of accepting awarded grant funds from the Sonoma County Fish & Wildlife Commission, an oral or written Final Project Report, as described in the application, will be submitted to the Commission within 60 days after completion of the project.

If you are filling this out and submitting digitally, please complete the rest of the application before signing. You will be prompted to save after signing and unable to continue to edit.

Signature: _____

OFFICE USE ONLY

Accepted by (Commission Staff): _____ Date: _____

Decision Date: _____ Approved Denied Amount Approved: \$ _____

Vote Count: Aye: _____ Nay: _____ Absent: _____ Abstain: _____ Grant #: _____

Name: _____ Title: _____

Signature: _____

I. GENERAL INFORMATION

A. Applicant/Agency/Organization Background

If applicable, please include previous work by your group related to this resource protection effort.

II. PROJECT DESCRIPTION

A. Project Background and Description

Please include map and location; if on a stream, provide name of stream and applicable tributary and river basin details.

II. PROJECT DESCRIPTION (continued)

B. Project Objective(s)

Please indicate how these funds will enhance fish, wildlife, youth, educational, restoration, and/or enforcement activities within Sonoma County.

C. Project Procedure(s)

Please describe in detail plan of action for this project. Please include an organizational framework, project timing on use of funds, and a logical sequence of events that will ensure completion of project.

III. BUDGET INFORMATION

A. Services and Supplies

Please detail by type.

B. Equipment

Please note if equipment will be purchased or rented.

C. Other

Please describe other applicable budget details as applicable.

D. Additional Project Funding

Please list other funding sources including in-kind services, grants, donations, etc. applied for on this project. If no other sources applied for, please indicate "None".

TOTAL PROJECT COST: \$ _____