

## 2005 Boating Safety Grant Application INSTRUCTIONS

### Application Checklist:

1. Carefully read the grant guidelines then complete all sections of the application form.
2. **Be sure to include a detailed budget with your application.**
3. **Also include proofs of any material you wish to produce with grant funds.**
4. Obtain any necessary permissions from controlling authorities needed to complete grant.
5. The deadline for applications is November 1, 2004. E-mailed applications must be sent before midnight on November 1, 2004; mailed applications must be postmarked by November 1, 2004.

### Optional:

- If you wish, enclose supporting materials such as your organization's newsletter or examples of previous projects.
- If more convenient, you may reproduce the application and complete it on your computer.
- Applications with a majority of the project devoted to the focus topic will be given preferential treatment.

### General Info:

- You may submit more than one proposal by copying the application form and submitting a different application for each project.
- Applications (including supporting materials) will not be returned to you.
- Frequently asked questions about the grants are available at [www.BOATUS.com/foundation/grants](http://www.BOATUS.com/foundation/grants).

### How to Apply On-line:

- Applications can be downloaded from [www.BoatUS.com/foundation/grants](http://www.BoatUS.com/foundation/grants)
- Save the application, complete it, and then e-mail it directly to "Grant Administrator" at [boatingsafety@BoatUS.com](mailto:boatingsafety@BoatUS.com) with **2005 Application** as the subject line.

**Deadline and Return Information**

**All applications must be EMAILED BY MIDNIGHT OR POSTMARKED  
Monday, November 1, 2004**

**Return your application to:**

**[Boatingsafety@boat.us.com](mailto:Boatingsafety@boat.us)**

**or**

BoatU.S. Foundation Grants  
147 Old Solomon's Island Road, Suite 513  
Annapolis, MD 21401

***LATE AND / OR FAXED APPLICATIONS ARE NOT ACCEPTED.***

## **2005 Boating Safety Grant Application GUIDELINES**

### **About the BoatU.S. Foundation Boating Safety Grant Program**

The Boating Safety Grant Program is designed to fund projects that educate the public about boating safety practices, or that inform the public of boating safety-related events or programs. We look for projects that reflect a unique and repeatable way to reach the public with boating safety messages. Allowable expenses may include artwork, printing, mailing, educational materials, construction supplies, and other expenses directly related to your outreach activities.

The grant recipient is not required to provide matching funds. However, the Foundation requires that its grant represent at least 50% of a project's overall budget. Proposals that include in-kind donations of product and/or time are encouraged. A grantee must keep accurate accounting records and must maintain the reporting schedule as specified in the grant agreement. Surplus funds are to be returned to the Foundation unless you receive prior approval to spend the funds on other projects.

### **Who does the program fund?**

- Volunteer boating groups, clubs, and associations
- Local non-profit/tax-exempt organizations, including chapters of national organizations

### **Who does the program NOT fund?**

- Government agencies
- National or international organizations
- For profit businesses or individuals

### **What types of projects are NOT eligible?**

- Capital improvement projects or general operating funds.

- Money to start an organization.
- Salaries, transportation, meals, lodging.
- Debt repayment or reimbursement.
- Funds are not usually awarded to sustain or repeat projects for an applicant. Multi-year projects, or those that are likely to need additional funding in the future should be initially planned to become self-supporting.
- Lobbying or political action
- Promotional or membership drives for businesses or clubs.
- Projects solely intended to benefit a groups membership
- Generally, grants are not made for specialized training or equipment for grant recipient group members unless it can be shown that this training will benefit the general public.
- While the program does occasionally fund purchases of boating safety equipment (i.e. life jackets, flares) for educational or display purposes, requests for electronic hardware/software, website design, boats, motors, or other expensive boating gear is not likely to be funded.

**2005 Focus Topic: Increasing Voluntary Life Jacket Use**

The focus topic for the 2005 Boating Safety Grant Program is increasing lifejacket use among all boaters. The selection of a focus topic is designed to increase awareness of a national issue at the local level. All applications with any boating safety topic will be accepted. Applications with a majority of the project devoted to the focus topic will be given preferential treatment.

**The Foundation is looking for...**

- Applications that effectively educate boater about the voluntary use of life jacket by all boaters.
- Projects that promote the voluntary use of life jackets to boaters in their area.
- Projects that promote user friendly aspects of life jackets.
- Groups that come up with new creative ways to educate boaters about wearing life jackets.

## 2005 Boating Safety Grant APPLICATION

<b>Organization Information</b>	
<i>Organization Name</i>	
<i>If USCGA, list following</i>	District # _____ Division _____ Flotilla# _____
<i>Year Organization Established</i>	
<i>Number of Paid Staff</i>	
<i>Number of Volunteers</i>	
<i>Organization's annual budget</i>	\$ _____
<i>Is your organization a non-profit 501 (c)(3):</i>	_____ YES / _____ NO
<i>Organization's Web Address</i>	
<b>Project Manager</b>	
<i>Name and Title of Person Overseeing the Project</i>	
<i>Address for all Mailed Correspondence</i>	
<i>Telephone</i>	
<i>Email Address</i>	
<b>Official Representative</b>	
<i>Name and Title of Person Authorized to Sign for Your Organization</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>Email Address</i>	

### **ABOUT YOUR ORGANIZATION**

Please describe your organization in 150 words or less.

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Tell us about the general nature, extent and location of your group's activities?  
Be sure to explain your current boating safety or environmental activities.  
(Please be specific, but concise.)

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### **ABOUT YOUR PROJECT**

Tell us about your proposed project in 150 words or less. What do you hope to accomplish and who do you plan to reach?

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Outline the steps that are necessary to complete your project within 1 year's time. (Feel free to use bullets points.)

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Describe the waterway and boating population that your project is intended to reach.

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If you are producing educational materials, what will be your method of distribution? (For example: Are you mailing out information? Handing flyers out at area events? Give us details.)

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How do you intend to support and maintain the project if it is selected to be a grant recipient? (Remember, ideally, we are looking for projects that can continue after the initial funding period; however we will not provide more than one year of funding for your project.)

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## **YOUR PROJECT'S BUDGET**

### **☞ Budget Tips:**

- *Be sure to read the grant guidelines to confirm that your expenses are allowable.*
- *If necessary, get prices for materials or quotes from printers before completing your budget.*
- *Include denominations of any printed materials – number of signs, brochures etc. that you will purchase with funds.*
- *Please note that BoatU.S. Foundation funds must be used for at least 50% of the overall budget.*
- *If your overall budget is more than \$4,000, specify what BoatU.S. Foundation grant funds will be used to purchase.*

Below, or on an attached page, please tell us in detail what funds will be needed to complete your project. List in-kind or matching funds if necessary or desired.

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Total Grant Amount Requested: \_\_\_\_\_

**YOUR PROJECT'S BUDGET CONTINUED**

Are there any other sources of funding to be applied to this project? Are you still pursuing these sources or are they already secured? (If yes, list the sources and amounts including in-kind services.)

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Has your organization received any other grants within the past five years? (If yes, provide a detailed list.)

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Your application is now complete! Before mailing, please check to make sure you have done the following:

- Completely filled out every question
- Provided proofs of your proposed project, if applicable
- Provided a detailed budget
- Obtained permission from appropriate controlling authorities if necessary.

## Frequently Asked Questions

### About the BoatU.S. Foundation and the Boating Safety Grant Program

**Q: What is the BoatU.S. Foundation for Boating Safety and Clean Water?**

**A:** For over 20 years, the BoatU.S. Foundation for Boating Safety and Clean Water has promoted safe and environmentally sensitive boating. We work with boaters, marinas, and boating-related groups to reduce accidents and fatalities on the water, while increasing stewardship of our water resources. The BoatU.S. Foundation is a national 501(C)3 nonprofit organization with nine staff members and an overall annual budget of about \$1.4 million.

**Q: What is the BoatU.S. Foundation Grant Program?**

**A:** In 1988, the Foundation started a Boating Safety program to support volunteers with community-based boating safety projects. Our environmental education support began in 1999.

Our grant-making activity is an extension of our mission. Each year, we allocate about 8% of our budget (\$80,000) to helping local groups who further our goals and help local communities.

Our grant program is funded primarily by small voluntary donations made by members of BoatU.S., the Boat Owners Association of the United States.

**Q: What kind of groups is the Foundation looking to fund?**

**A:**

- We want to work with small, local, volunteer-based nonprofits.
- We will fund volunteer boating groups, clubs, and associations, as well as local nonprofit organizations including chapters of national organizations.

**Q: What kind of groups doesn't the Foundation fund?**

**A:**

- We will not give grants to government agencies, national or international organizations, for profit businesses or individuals, or private clubs where the project isn't open to the general public.
- We have received requests in the past from nonprofits that have multi-million dollar budgets and dozens of staff members. While these nonprofits are clearly successful, our focus is more towards the small groups who couldn't do this outreach without our grant.

**Q: What kind of projects does the Foundation fund?**

**A:** The Foundation is looking for ***new and innovative*** ideas, which reach local recreational boaters with safety or environmental messages. Key components of the project must be designing the information for the boater, and getting it to the boater; they shouldn't be an afterthought. In addition, the project should be designed to get wide exposure in the local community, and should be able to be duplicated by others.

**Q: What kind of projects does the Foundation prefer to fund?**

**A:** The Foundation prefers to fund projects that use positive messages. We would like to work with groups that use positive **do** messages rather than negative **don't** messages.

**Q: What is a focus topic?**

**A:** A focus topic is an issue we believe needs more public awareness. Through our Grant Programs, we will be able to reach more people at the local level educating them about an issue that affects all recreational boating.

**Q: Where do I get information on the focus topic?**

**A:** The Foundation has provided a background sheet with the application giving some of the basics of the focus topic. Further investigation should be done in order to completely understand the focus topic.

**Q: What happens if I want to do another project?**

**A:** All applications that have boating safety or environmental education will be accepted. Applications with a majority of the project devoted to the focus topic will be given preferential treatment.

**Q: Is there a place where I can get ideas for possible projects?**

**A:** Yes. A list of funded projects from past years can be seen by visiting the BoatU.S. Foundation Web Site. Please use this list as a starting point, but remember that we are looking for innovation, not duplication of a past project in a new location.

**Q: If I apply, do I automatically receive a grant?**

**A:** No. Each year hundreds of organizations apply for this limited funding. As a result, it is a highly competitive grant application process.

**Q: If my grant proposal is accepted, will I receive all the funds I asked for?**

**A:** Not necessarily. Although you are free to request the maximum available under the grants, in order to increase the number of grants funded each year, the Grant Committee may choose to fund parts of your grant, or specific items listed in your budget.

**Q: Are there any expenses that are NOT allowable under the grant guidelines?**

**A:** Yes. The BoatU.S. Foundation does not fund:

- Salaries, transportation expenses, meals, or lodging
- The purchase of boating equipment, unless it is used for instructional or outreach purposes.
- Computers, printers, cameras, or other audio/visual equipment such as PowerPoint projectors
- Lobbying or political action
- Promotional or membership drives, capital improvements or general operating funds, or money to start an organization
- Debt repayment or multi-year projects.

**Q: What's the timetable?****A:**

- The Boating Safety Grant applications must be sent by email or postmarked by midnight November 1, 2004. Applications will be reviewed, and final decisions will be announced by January 15, 2005. If your group receives a grant, you will be expected to complete all grant related work by March 1, 2006.
- The Clean Water Grant applications must be sent by email or postmarked by midnight February 2, 2005. Applications will be reviewed, and final decisions will be announced by April 1, 2005. If your group receives a grant, you will be expected to complete all grant related work by April 1, 2006.

**Q: Does the Grant Administrator decide whether or not I get funding?**

**A:** No. The Grant Administrator oversees the grants themselves, but does not decide who is accepted. The Grant Administrator is there to answer questions from applicants and will handle your application when you apply. The Grant Administrator is also the person you will work with if you do receive funding for a grant.

**Q: Who decides what groups will get funded then?**

**A:** Grant applications are carefully reviewed by a committee of about 12 people, made up of members of the BoatU.S. Foundation and BoatU.S.

**Q: What kind of paperwork and accounting is required to apply?**

**A:** You must properly fill out our application in order to apply for a grant. Once you have submitted the application, within several days we will confirm with you by e-mail or a phone call that your application has been accepted.

**Q: We've submitted a grant application, what happens next?**

**A:** About 10 weeks after the grant deadline, you will receive written notification of whether or not your group was accepted. *All groups will be notified.*

**Q: We were accepted! Now what?**

**A:** Congratulations! If your grant application is successful, you will be sent a contract, which you must sign and return. Over the year, the following will be expected from you:

- You will need to provide proofs of your project for approval before printing.
- You will stay in close communication with the Grant Administrator.
- We must provide a short six month written report including fund allocations
- At the completion of the project you will provide a final written report, copies of your products (if applicable), and an expense sheet detailing your purchases. Remember to save all receipts. Any surplus funds must be returned to the Foundation unless you receive prior approval to spend the funds on other projects.

**Q: We were not accepted? What did we do wrong?**

**A:** Because the grants are competitive, only a portion of those who apply will receive funding. If you would like guidance on why your proposal was not funded, you may e-mail or call the Grant Administrator.

**Q: Are there limits on funds?**

**A:** Applicants for the Boating Safety Grant & Clean Water Grant may request up to \$4,000 for each grant. As the Foundation tries to help as many groups as possible, the preference would be to fund 4 \$1,000 grants rather than 1 \$4,000 grant. Be realistic in your funding request, and you will stand a much higher chance of being funded.

**Q: What about matching funds?**

**A:** Matching funds are not required. However, the Foundation requires that its grant represent at least 50% of a project's budget. Proposals that include in-kind donations of product and/or time are encouraged. Please make sure that your budget is as complete and detailed as possible.

**Q: What are matching funds and in-kind donations?**

**A:** Matching funds is the money your organization is putting into a project. An in-kind donation is the goods or services that your organization will add to the grant, like graphic design skills, products, or staff time spent distributing brochures, etc.

**Q: What is a “proof” and why does the Foundation want to see it?**

**A:**

- A proof is a draft of your project before it is printed. With your application, we'd like to see a proof that is as close to the final design of your project as possible so we can visualize your project, and so we know you have thought out your message.
- Once you receive a grant, we must then approve a final proof before printing. We have a lot of experience educating boaters, so we want to help make sure the information you are conveying is accurate and complete.

**Q: The application says I should get permissions from “controlling authorities?” What does that mean?**

**A:** If your project will require the cooperation or permission of others, we'll like you to obtain that before you apply. For instance, if you want to hang signs at a marina or a park, get the permission of the property owner or manager, or the agency that oversees the park. You may also need permission to hold public events, distribute brochures in a state or national park, post signs at public launch ramps, etc.

**Q: Still have questions?**

**A:** We suggest that you read these questions and answers thoroughly and print out a copy of the application and read it before beginning the application. If something is unclear, please contact the grant administrator.

If you have questions for the Boating Safety Grants, contact Shannon Barrett at [sbarrett@boatus.com](mailto:sbarrett@boatus.com) or 410-897-0943.

If you have questions for the Clean Water Grants, contact Joni Turken at [jonit@boatus.com](mailto:jonit@boatus.com) or 410-897-0514.