

2004 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, 2003. E-mailed applications must be sent before midnight on November 1, 2003; mailed applications must be postmarked by November 1, 2003.

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.

How to Apply On-line:

- Applications can be downloaded from www.BoatUS.com/foundation/grants
- Save the application, complete it, and then e-mail it directly to "Grant Administrator" at boatingsafety@BoatUS.com with **2004 Application** as the subject line.

Deadline and Return Information

**All applications must be EMAILED BY MIDNIGHT OR POSTMARKED
Friday, November 1, 2003**

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.

2004 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.

2004 Focus Topic

The focus topic for the 2004 Boating Safety Grant Program is Carbon Monoxide Poisoning Education for 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. Please see Basics of Carbon Monoxide and Boating for further background information.

Who does the program fund?

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

2004 Application due 11/1/2003

Who does the program NOT fund?

- Government agencies
- National or international organizations
- For profit businesses or individuals
- Private clubs not open to the general public

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.
- 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.

Basics of Carbon Monoxide Poisoning and Boating

Carbon Monoxide (CO) is a colorless, odorless gas that is produced when any carbon based fuel is burned. As a result of CO concentrations in the air, early symptoms include drowsiness, headaches, nausea, dizziness, irritated eyes and weakness. These early symptoms are often confused with sea sickness, but with extremely high concentrations or prolonged durations of exposure the result can be death.

Sources: On a boat there are numerous sources of CO, such as a gasoline engine, gasoline generator, propane, and charcoal. These are fuels that we depend on to get us to and from our destination, keep us cool, provide electricity, and heat or cool our food.

CO becomes dangerous when it collects within and around a boat. CO can enter a cabin of a boat from different sources including: hot water heaters, galley stoves, improper ventilation while in motion (the “station wagon effect”), and exhaust leaks in your boat as well as from moored boats nearby. CO can collect in areas around a boat such as: near the swim platform, which is generally found close to the engine exhaust, and areas where boat overhangs can create pockets of air.

Teak Surfing or Dragging is a new activity where a swimmer holds on to the swim platform while the boat drags them through the water. This activity puts a person in direct proximity to extremely high concentrations of CO as well as a moving propeller.

Some Simple Precautions can be taken to avoid exposure to CO.

- Avoid known locations where the gas can be present.
- Have regular maintenance done on your engine and exhaust system by a trained technician.
- Install a CO detector in the cabin of a boat.
- Be aware that CO can accumulate when a boat is running its engine or generator while at a dock or seawall.
- Open hatches and keep fresh air circulating throughout the boat to avoid exhaust fumes from reentering the aft part of the boat – the station wagon effect.
- Turn off the engine or generator when people swim near the boat. Take your passengers water skiing instead of teak surfing.
- Be aware that if a passenger has the symptoms of seasickness it could be CO poisoning and they should immediately be moved to fresh air.
- Get a vessel safety check

For Further information concerning this topic please visit:

www.boatus.com/foundation <http://www.uscgboating.org/co/dangers.htm>

2004 Application due 11/1/2003

2003 Boating Safety Grant APPLICATION

Organization Name	
<i>If USCGA, list following</i>	
	District # _____ Division _____ Flotilla# _____
Name and Title of Person Overseeing Project	
Organization Address for all Mailed Correspondence	
Telephone	
Year Organization Established	
Number of Paid Staff	
Number of Volunteers	
Organization's annual budget	\$ _____
Is your organization profit or non-profit 501 (c)(3):	(Circle one) YES / NO
Organization's Web Address	

Official Representative Authorized to Sign for Your Organization: _____

Title: _____

First Name: _____

Last Name: _____

Address: (if different than above) _____

City, State, Zip: _____

Telephone (daytime): _____

Email Address: _____

Authorized Signature: _____

Date: _____

ABOUT YOUR ORGANIZATION

Please describe your organization in 50 words or less.

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.)

ABOUT YOUR PROJECT

Tell us about your proposed project. What do you hope to accomplish and who do you plan to reach? (Please use as much detail as you feel is needed to demonstrate that your proposal merits consideration for financial assistance.)

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

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.)

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.)

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 that \$5,000, 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.

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.)

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

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 5% of our budget (\$65,000) 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 not 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, 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?

2004 Application due 11/1/2003

A:

- The Boating Safety Grant applications must be sent by email or postmarked by midnight November 1, 2003. Applications will be reviewed, and final decisions will be announced by January 15, 2004. If your group receives a grant, you will be expected to complete all grant related work by December 31, 2004.
- The Clean Water Grant applications must be sent by email or postmarked by midnight February 2, 2004. Applications will be reviewed, and final decisions will be announced by April 1, 2004. If your group receives a grant, you will be expected to complete all grant related work by March 30, 2005.

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 us proofs of your project for approval before you have anything printed.
- You will stay in close communication with the Grant Administrator.
- We must provide a short six month written report including fund allocations
- At the end of the year, you will provide a final 12 month 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.

2004 Application due 11/1/2003

Q: Are there limits on funds?

A: Applicants for the Safety Grant program may request up to \$5000, while applicants for the Clean Water Grant program may request up to \$2000.

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 David Carter at dcarter@boatus.com or 410-897-0949.

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