**FY 19-20 California State Duck Stamp
Funding Application Template**

Keep your habitat project submittal to a maximum of three pages in length, including budget. If you have any other questions please contact the grant administrator as identified on the Request for Proposal.

***Project Title*** (Include landowner name):

***Applicant Contact Information:*** (Organization, name, phone, e-mail)

***Area Contact Information if habitat project*:** (Land Owner/Organization, phone, e-mail)

***Issue/Problem Statement:***

***Project Description (provide acres if habitat project):***

***Expected Benefits:*** Be clear and succinct including types of acres benefitting from work.

***Itemized Budget:*** (include separate line items for the following budget categories - Personnel (including benefits listed as separate line item); Operating Expense (per unit cost needed for materials); and Administration (include overhead rate here, mandatory 6% maximum). Example:

|  |  |
| --- | --- |
| Line Item Budget for <Insert Project Name> | ProjectTotals |
| Personnel  |  |
| <Staff Title> (Provide hourly or salary rate by classification) | $ |
| Staff Benefits @ % | $ |
| Total Personnel Expenses | $ |
| Operating Expense |  |
| Materials - show units needed and cost per unit | $ |
| Travel (per diem, lodging, mileage - include rate)  |  |
| Equipment - show units needed and cost per unit |  |
| Total Operating Expenses | $ |
| Subtotal Personnel Operating Expenses | $ |
| Overhead (@ 6%) or | $ |
| Total Project Cost  | $ |

***Map*** – black and white, 8 ½ x 11