



## California Scholastic Archery Program (CSAP) Equipment Grants (Please read these instructions before completing the application)

### Description of Grant:

The California Department of Fish and Wildlife (CDFW), through the aid of federal monies, provides a designated number of elementary, middle and high schools with archery equipment for participation in the department's scholastic target archery program CSAP.

The equipment stays with the school as long as the school continues to stay in good standing with the program and utilizes the equipment. Archery kits are estimated to cost \$3,800 each.

### The equipment grant includes:

- 12 Genesis bows (includes 2 left-handed bows, can request more if needed)
- 5 Morrell targets
- 1 arrow resistant net
- 5 dozen arrows
- 10 floor quivers
- 1 bow hanger
- 1 repair kit

### Eligible Applicants:

Public, private, charter and special needs schools in California that intend to offer the CSAP to students in grades 4-12. Only one application per school may be submitted. School personnel may apply on behalf of the school. Only completed application packets can be considered.

### Eligible Projects:

Schools that intend to deliver the CSAP to students as a component of their physical education (PE) or Elective classes during the school day.

### Grant Timeline:

Applications are accepted from April 20 - August 1. Allocations of equipment begin on August 15 and continue until all available equipment grants have been distributed per fiscal year.

Equipment kits will generally be provided on a first-come, first-served basis; however, if there are insufficient monies to fund all applications, CDFW reserves the right to rank applicants according to need and other criteria solely in the discretion of CDFW.

### Grantee Requirements:

The applicant is required to make sure that archery is an activity supported by the school district and that the school's liability insurance has no exclusion to archery.

Incomplete applications will not be considered. Submission of this application constitutes acceptance of the grant requirements herein. Implementation of the CSAP must occur within one year of the grant award and school must remain in the CSAP for a total of 3 years.

**Reporting Requirement:**

An annual report in the form of logging into the NASP National Archery website and recording hours taught in-school, along with participation in a CDFW electronic survey must be completed by each teacher delivering the program sometime throughout the school year (Aug. 1-July 31). The survey will be sent electronically from the CSAP Coordinator to all registered instructors in May of each year.

The annual report must be completed regardless of when the grant was awarded. For example, if the grant was awarded in April, a response to the annual survey in May is still required. All NASP Basic Archery Instructors certified after 2023 must also register as a CDFW Volunteer and volunteer training time. Hours logged through the CDFW Volunteer site will be used for "in-kind" Federal Funding for the CSAP.

**Criteria to Qualify (all points must be met):**

- The archery program is overseen by a credentialed teacher (official volunteers or representatives of the school may teach—but at least one credentialed teacher must oversee the program and be available to provide feedback).
- All staff that deliver the archery program must be certified through the NASP Basic Archery Instructor (BAI) training program (CDFW provides training). Schools may apply before staff are certified but are required to be trained before the program begins with students.
- The archery program is academically structured and has its roots in the formal classroom. (Cannot only be offered afterschool or as a "club.")
- The archery program is one of the school's educational programs and is recognized by the school as such.
- The archery program only uses approved program equipment and strictly follows the program training principles. Other types of equipment may be demonstrated outside of the in-school portion.
- The archery program has the potential of being delivered during regular school hours as an in-school lesson.
- The archery program may result (not required) in developing a competitive team.
- An assessment of archer demographics and learning are taken at the end of the program (not required but encouraged).

**Application Packet Requirements:**

**1. Fill out the official NASP Application Doc**

**2. Write a Letter Proposal**

In one or two pages, describe the proposed grant by addressing the criteria above; please describe your school and students. You may include demographic and socio-economic status information.

### 3. Write a Criterion

In addition to the letter proposal, answer the questions below in a separate document. Please separate information into the four categories listed. (Purpose, School Impact, CSAP Curriculum Correlation, and Project Impact). Please label this document, "Criterion."

#### **Purpose of the Grant:**

What are the goal(s) and measurable objectives of the project?

#### **School Impact:**

Describe your school and demographics. Please include enrollment numbers, demographic breakdown of students and percentage of population who qualify for free or reduced lunch programs. Please also include anything that makes your school different. Examples: We are a Continuation School for unhoused youth; We focus on educating children with disabilities; We serve a high percentage of students from Tribal Communities.

#### **CSAP Curriculum Correlation:**

Explain how the CSAP curriculum will conform to your school year plan?

#### **Project impact:**

Describe how the proposed project will affect students. Please include how many students you anticipate participating in NASP? How many teachers will be involved?

#### **Send the completed Application, Letter Proposal and Criterion:**

Email application, Letter and completed Criterion to [Grace.Vierra@wildlife.ca.gov](mailto:Grace.Vierra@wildlife.ca.gov)

#### **If Your School is Selected:**

The principal or superintendent will be notified, and a draft Letter of Understanding (LOU) will be sent for review. The LOU outlines the responsibilities of CDFW and the School. If no changes are required, CDFW will prepare the final LOU for signature. The LOU will be sent via DocuSign.

After this, CDFW will place the order for the equipment. It will be shipped directly to your school, and it takes approximately 6-8 weeks for delivery. If staff have not been trained and certified to use the equipment, the school is encouraged to utilize shipping time to get the training done. Staff may also wait to be trained on equipment until all shipments have been delivered and their school can host a training on their campus so a certified training can evaluate their range setup and curriculum plan.

Archery equipment cannot be transferred, sold or traded, and CDFW must be notified if the school no longer wishes to participate.



*CSAP is administered by the California Department of Fish and Wildlife and funded through the Federal Aid in Wildlife Restoration Program.*