



# Pennsylvania Fish and Boat Commission

## 2025 R3 Education Grant Guidelines & Application

### Grant Overview and Purpose

The Pennsylvania Fish and Boat Commission (PFBC) established the R3 Education Grant Program (R3 Grant) to support partner organizations providing hands-on education for the recruitment, retention, and reactivation (R3) of anglers and boaters in Pennsylvania. Accessible and inclusive learning opportunities increase fishing and boating knowledge, confidence in skills, facilitate social support, and empower participants to enjoy the waters in their communities.

**This is a reimbursable grant program.** Grant funds will be disbursed to the applicant/recipient only after completion of the project. The PFBC will reimburse qualifying organizations up to \$25,000 for eligible expenses for projects running approximately July 1, 2025, through June 30, 2026. The grant requires a minimum **25% match of total project costs**. Awards are based on the total number of applications received and available funding. Not all projects will be funded or funded in their entirety.

### Eligibility

Organizations eligible for funding include school districts, universities and colleges, community and civic groups, sporting and conservation organizations, and local recreation departments. Projects can span a variety of topics within fishing and boating in Pennsylvania, such as but not limited to introductory fishing skills, fishing skills targeting specific species (catfish, steelhead, muskellunge, etc.), fly fishing skills, kayak fishing, paddlesports, and similar. Projects and organizations previously funded by this grant will be eligible for future funding only if the applicant can demonstrate how the additional funds will be used to innovate or expand the program.

Priority consideration will be given to applications that incorporate one or more of the following key areas supported by recent R3 research:

- Projects providing multiple, hands-on fishing and/or boating opportunities.
- Projects reaching underrepresented audiences in the fishing and boating population including girls, women, young adults ages 18-25, participants of diverse demographic backgrounds, participants with disabilities, and other groups.
- Projects occurring in [environmental justice areas](#) as outlined by Pennsylvania Department of Environmental Protection (DEP) or the Environmental Protection Agency (EPA).
- Projects occurring in locations that are accessible to the public or empower participants with an understanding of where to fish or boat in their communities.
- Implementing education efforts targeting outdoor recreationists, to encourage fishing or boating participation as part of other outdoor recreation or social activities.
- Projects that are free or have minimal fees incurred by participants.

### Timeline

- |                      |   |
|----------------------|---|
| • December 6, 2024:  | Application deadline                                      |
| • February 28, 2025: | Approximate grant award announcement                      |
| • July 1, 2025:      | Approximate start date pending final Comptroller approval |
| • January 15, 2026:  | Progress report and first invoice due                     |
| • June 30, 2026:     | Project completion date                                   |
| • July 15, 2026:     | Final report and invoice due                              |

Projects selected for funding may only begin upon the full execution (approval) by the Comptroller. It may take 60-90 days to complete the formal agreement approval process. **Expenses incurred prior to Comptroller approval are ineligible for reimbursement and cannot be used as a match.**

## Applicant and Grant Recipient Requirements

- Applications will serve as the scope of work for formal agreements. Incomplete applications will be returned.
- Applications must be registered in the PA Supplier Portal and have a valid PA vendor number. New applicants will need to register in the Portal as a non-procurement vendor. Please allow several days to receive a vendor number. Applicants who have registered as a supplier/vendor in the past do not need to register again. The vendor number is still valid.
  - To look up an existing vendor number, visit: [Commonwealth Of Pennsylvania Supplier Lookup \(pa.gov\)](#).
  - To register as a vendor, visit: [Vendor Registration \(pa.gov\)](#). Select non-procurement.
  - For non-procurement vendor help visit [Non-Procurement Vendor Help \(pa.gov\)](#).
- This is a reimbursable grant program. Grant funds will be disbursed to the recipient only after agency staff have verified that the work has been satisfactorily completed. Payment will only be made for documented and verified costs for work completed. The PFBC will in no case pre-approve or disburse, in advance, any grant funds.
- Grant recipients are required to:
  - Enter into a legally binding agreement with the PFBC and comply with all outlined terms and conditions.
  - Update or revise budget details as needed.
  - Submit progress and final reports, including information on how project goals were met, participant numbers, and other available program data.
  - Provide receipts and supporting documentation of all project expenses and account for 25% match of total project costs.
  - Submit or establish direct deposit information in the Commonwealth's Master Database within 10 days of receiving the fully executed contract. Additional information is available at [Direct Deposit \(ACH Payment\)](#).
  - Comply with PFBC and [Commonwealth Travel Policy](#) if seeking hotel or mileage reimbursement.
  - Follow all [fishing](#) and [boating](#) regulations when implementing their projects and/or using equipment funded by the PFBC.
  - All program participants in PFBC-funded projects are required to wear [U.S. Coast Guard approved life jackets](#) (PFDs) on all powered and unpowered boats including but not limited to motorboats, drift boats, canoes, kayaks, rafts, and stand-up paddleboards.

## R3 Resources

Many R3 tools and research insights have been made available for free to support organizations implementing fishing and boating instruction. Please see the links below for related resources on R3 education.

- [Best Practices Education Workbook \(takemefishing.org\)](#)
- [Event Tip Sheets \(takemefishing.org\)](#)
- [Recommendations and Strategic Tools for Effective Angler R3](#)
- [Actionable Strategies for Angler Recruitment, Retention, and Reactivation](#)

## Eligible Grant Expenses

### Funding May Be Used For

#### Equipment and Educational Supplies

- Program equipment such as kayaks, canoes, paddleboards, paddles, life jackets, throw bags, dry bags, fishing rod and reels, tackle boxes, terminal tackle, bait, fishing line, and similar.
- Classroom or space rental.
- Costs associated with basic safety equipment such as reasonable first aid supplies and personal protective equipment directly related to fishing and boating education.
- Costs associated with instructor materials, teaching aids, student books, and curriculum.
- Printing or copying instructional materials or student handouts. *Preference is given to applications that do not rely heavily on printed material reimbursement.*

#### Transportation and Travel Costs

- Transportation to and/or from the program location, either mileage or bus rentals. Mileage based on GSA rate. Toll costs are reimbursable with corresponding receipt.
- Lodging costs when the program location is 50 miles or more from home or headquarters. Reimbursement based on GSA rate.

#### Staff Time and Substitute Teacher Fees

- Personnel costs for those directly involved with the project can be reimbursed. This may include wages, salaries, volunteer time, and/or substitute teacher costs. *Preference is given to applications that do not rely heavily on staff time reimbursement.*

## Ineligible Grant Expenses

### Funding May Not Be Used For

- Activities outside of Pennsylvania.
- Programs that focus on species, resources, or activities not found in Pennsylvania.
- Support of anti-fishing or anti-boating messages, entities, and similar.
- Purchase of fishing licenses or payment of boating safety education certification fees or other required permit or license fees.
- Purchase of equipment not related to fishing or boating education.
- Purchase of fish. (*Exception: baitfish.*)
- Aquaculture activities producing fish for market or stocking.
- Lodging for fishing or boating trips.
- Professional guide or charter fees.
- Clothing. (*Exception: life jackets, fishing vests, and similar.*)
- Derbies, races, rodeos, tournaments, youth contests, or other competitive events.
- Awards, prizes, trophies, or similar.
- Admission and/or membership fees.
- Administrative and utility fees.
- Legal Fees
- Guest speaker fees.
- General marketing materials and services promoting the grantee's organization without promoting the project. (*Exception: materials and services directly related to promotion and advertisement of educational programs or participant recruitment.*)
- Website development and hosting.
- Electronics such as computers, radios including other communication equipment, camera equipment including disposable cameras, film, or similar.
- Electrofishing gear and related fishery sampling equipment.
- Motorboat fuel and oil.
- Pool supplies including chlorine, pool chemicals, and other maintenance materials.
- Fixed assets, infrastructure, facilities, sheds, and similar long-term structures.
- Food and beverage. (*Exceptions: Water for programs is reimbursable. Other food and beverages are ineligible for reimbursement but can be used as a match.*)

## Organization Information

This section should be completed by the treasurer, finance officer, or person who has fiscal authority for the organization. This will be the contact for PFBC regarding financial matters. The official name, address, and contact information for the organization/school district must be provided below.

<b>Organization/School Name (must match PA Supplier Lookup Name)</b>			<b>Phone Number</b>	
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>County</b>
<b>Email Address</b>		<b>Federal ID #</b>	<b>PA Vendor # (REQUIRED*)</b>	
<b>Name of Financial Contact</b>			<b>Title</b>	

- \*Check here if you have registered for a vendor number and it is still in progress. Provide proof of registration by attaching or forwarding your auto-reply confirmation email along with this grant application.

## Project Contact Information

This section should be completed by the staff member overseeing project implementation for the organization. This will be the contact for PFBC regarding education matters.

<b>Name of Project Contact</b>	<b>Title</b>
<b>Email Address</b>	<b>Phone Number</b>

## Project Information

The project title should describe your project efficiently. The project overview should be descriptive but concise, using 150 words or less. The PFBC will use this title and overview in agency reports and promotional materials.

<b>Project Title</b>
<b>Project Overview (150 words or less)</b>

## For Pennsylvania Fish and Boat Commission Staff Use Only

<b>Date Received</b>	<b>County</b>	<b>Region</b>	<b>Commissioner District</b>	
<b>Recommended Amount</b> \$		<b>Fund Coding: Fish</b> %	<b>Fund Coding: Boat</b> %	

## Proposed Budget

Complete the budget tables below. The budget table on page 7 should provide an estimated cost of the project, including the amount being requested for reimbursement and the value of any matching funds. Not all projects will have costs in each category. Rounds costs to the nearest dollar. Refer to guidelines on page 3. Provide additional pages as needed.

### Equipment & Educational Supplies

For small, miscellaneous fishing items such as terminal tackle (sinkers, bobbers, lures, fishing line, etc.) enter Quantity as 1 and the total amount under Cost per Item. You may include water for programs in this category.

Description	Quantity	Cost per Item	Total Cost

**Equipment & Educational Supplies Total Costs**

### Transportation & Travel Costs

To enter a flat rate rental fee (such as bus service or lodging), enter 1 under Miles and the cost under Rate. Mileage and lodging rates based on current GSA rates.

Description	Miles/Qty	Rate (\$.67/mile)	Total Cost

**Transportation & Travel Total Costs**

### Staff and Volunteer Time

Volunteer time is donated time and may be used as match at a rate of \$31.30 per hour from the Pennsylvania Independent Sector Value of Volunteer Time. [Value of Volunteer Time Report](#) | [Independent Sector Resources](#)

Staff or Volunteer Name	Title/Description of Activity	Number of Hours	Hourly Rate <i>(Volunteers at \$31.30)</i>	Total Cost

**Staff and Volunteer Total Costs**

### Food and Beverage (Match Only)

Food and beverages are ineligible for reimbursement but can be used as a match.

*Exception:* Water for programs is reimbursable and should be listed under Equipment & Educational Supplies.

Description	Quantity	Cost per Item	Total Cost

**Food and Beverage Total Costs**

### Match Sources

Briefly describe your match source(s).

Description	Source	Amount

**Match Total**

## Budget Table

This table will serve as the reimbursable budget in the formal agreement. Totals in Column C should match total costs for each category above. Grantees will be required to submit copies of receipts, staff time records, and supporting documentation to account for all expenses incurred including reimbursables and match expenses. *Applications that rely on funding from diverse sources are preferred over those relying exclusively on the R3 Grant. Projects that demonstrate cost effectiveness and minimize overhead costs are preferred.*

**Match:** Your match must be at least 25% of the total project cost. Matching funds may include cash match, in-kind match, donations, volunteer hours, or other grants. Ineligible items listed on page 3 of this document may not be used as match unless otherwise indicated.

Expense Category	Column A. R3 Grant Request	Column B. Match	Column C. Total Project Cost (Column A + Column B = C)
Equipment and Educational Supplies			
Transportation and Travel Costs			
Staff and Volunteer Time, Substitute Teacher fees			
Food and Beverage <i>(only available as match)</i>			
	<b>Total R3 Grant Request</b>	<b>Total Match</b>	<b>Total Project Cost</b>
<b>Percent Match</b>			<b>%</b>
<i>(Total Match ÷ Total Project Cost) x 100 = Percent Match</i>			

## Project Narrative

Please be as specific as possible and answer all questions in their entirety. Use additional pages as needed.

**1. Describe how your project will support R3 efforts for anglers and/or boaters in Pennsylvania. Include details, as applicable, on how your project removes barriers to fishing and/or boating participation.**

**2. Describe and give the amounts of any costs that will be incurred by participants of your project (include membership fees, tuition, summer camp fees, etc.).**

**Do you offer subsidized or low-cost alternatives if there is a fee? Include details on scholarships or other funding assistance. Include the number and percentage of participants who may take advantage of this opportunity.**

**3. Who is your target audience? Include demographic information (age, gender, culture), location (urban, suburban, rural, environmental justice area), and other related details.**



4. Provide the estimated number of sessions, participants, hours of instruction, and instructor to participant ratios.

5. Describe your project’s learning objectives, teaching methods, and evaluation methods to assess that content was learned. Refer to the R3 Resources section of this application for more information on learning objectives, teaching methods, and assessment techniques.

6. Provide a project timeline that includes major tasks and dates of completion. Include a brief plan on how the program will be sustainable after the grant period.

7. Who will be involved in your project? Provide the name, title, and relevant experience of main staff and volunteers.

### Certification

By electronic signature and submission of this proposal, the undersigned agrees to the conditions of this grant program and agrees to comply with program requirements.

Name

Title

Signature

Date

Complete this application digitally and email to [RA-FB-Education@pa.gov](mailto:RA-FB-Education@pa.gov) by 4:00 PM on December 6, 2024. You will receive a confirmation email in return. If you do not receive a confirmation email within 1-3 business days, please contact us at 717-705-7835.