



NATIONAL ARCHERY IN THE SCHOOLS PROGRAM GRANT APPLICATION

A NORTH DAKOTA GAME AND FISH DEPARTMENT GRANT PROGRAM

The National Archery in the Schools Program is designed to promote international archery style target shooting during physical education classes in grades 4-12. The Game and Fish Department believes that exposing thousands of kids to a shooting sport such as target archery will add to the recruitment of the next generation of hunters. The North Dakota Game and Fish Department is responsible for training and certifying NASP Basic Archery Instructors and overseeing the program in North Dakota. It is also our goal to deliver this program to as many schools as possible and as such we have created a grant program to assist schools with getting started.

APPLICATION PROCESS

You have taken the first step in getting your school started in NASP. The next step is getting the physical education teachers and principal on board. One of the documents needed whether you are applying for a grant or not is a letter of support signed by your principal. This letter should state that he or she is aware of and supports the program that it will be offered to students as part of their regular Physical Education curriculum during school hours.

FUNDING

The next step is to determine funding sources. The standard start up archery kit includes 12 Genesis bows, 5 targets, 5 dozen arrows, an arrow curtain, a bow rack, and a repair kit. The exact cost varies depending on manufacture and shipping costs at the time of purchase but is approximately \$3000.00. This grant works on a reimbursement basis, so your school will need to have funding in place for the full amount prior to equipment purchase.

Game and Fish Grant

The Game and Fish Department grant provides up to 50% of the equipment start-up costs. Your school must come up with at least 50% matching funds. Other state, federal and and NGO grant funds may be used for match. Included is a list of potential matching grant sources.

Other Grant Sources

Many schools have obtained grants from state, local, and national conservation and shooting sports type of organizations to help purchase the start up kit. We recommend that you start locally and work your way to national organizations. The bigger the scale (national) the more time and effort it takes to secure funding.

Suggested Grant Sources:

- Boys and Girls clubs, Moose Lodge, Elks
- State and National sporting goods retailers, Local Archery Shops, etc.
- Banks



- Local chapters of National Wild Turkey Federation, Rocky Mountain Elk Foundation, Mule Deer Foundation
- National Chapters of the above and Whitetails Unlimited

For additional fund-raising ideas, go to the NASP website at: Nasparchery.com click on *Instructor Resources* and look for *Fundraising Ideas*.

WHAT'S THE NEXT STEP?

Send your application/grant application and letter of support from your principal to the Game and Fish Department.

CONTRACT

Once your school is approved for a game and fish grant you will receive a contract. This contract must be signed by the principal and returned to the Department.

Once your funding is in place and/or your grant has been approved the State NASP coordinator will work with you to order equipment and schedule training.

TRAINING

The NASP Basic Archery Instructor (BAI) workshop is 1 day (8 hour) course. There is no charge for the training; however, you are responsible for any travel charges. If training is taking place at your school, it is important to communicate with the person in charge of building scheduling and the custodian at this point in time. The archery range needs to be set up the day before training and will be done by the instructor trainer. It takes an hour or two depending on the site, and is usually done in the evening to avoid conflicts with other programming. The facility needs to be locked up and remain vacant (other than school staff) once the range is set up.

EQUIPMENT ORDER

The State Coordinator will place the equipment order and set a shipping date sometime after your training is complete. Once your equipment has been received and paid for you can request reimbursement from the Department.

The two items below will be needed before your order is placed.

Purchase Order #:

Your school will need a PO for the equipment order to be placed. This can be any number (it's required by the manufacturer for shipment), but many schools want to tie this number into its accounting system. No form is necessary, just the number.

Excise Tax Exemption Form:

Firearms, ammunition, and archery equipment have a special tax placed on them at the manufacturer's level. Government agencies and Educational institutions are exempt from this tax, but must fill out a form. This form will be mailed to your school just prior to ordering equipment. Give this form to your school administrator to complete and fax or return to the address on the form.



REIMBURSEMENT

Once your school has been trained and the entire kit has been received (multiple shipments), you may request reimbursement from the Game and Fish Department. Send a letter requesting reimbursement along with receipts or other documentation showing the equipment has been paid for.

ONGOING COSTS

Ongoing costs for the NASP program are listed as \$200-\$500 on average per year. This is mostly for target face and arrow replacement and is probably on the high side. During training you will learn how to repair arrows and make basic bow repairs. Recognizing that statistics show that nationally 27% of NASP participants purchase their own equipment, many archery pro shops are willing to supply arrow repair parts or repair arrows and bows free of charge. In 2007, the North Dakota Bow Hunters Association approved funding specifically for equipment maintenance and replacement for schools involved in the NASP. Any of the organizations listed as potential funding for the start up kit would be good places to seek funding for equipment maintenance or replacement needs.

ODDS AND ENDS

There are a few items that are not included in archery kit or training. These will be provided for the training workshop, but will be needed prior to teaching your first student class.

- Painters Tape - \$10.00
- Floor Quivers - \$20-\$100



APPLICATION

School Name: _____

Elementary Middle High (Check all that apply.)

School Address: (No P.O., please) _____ Zip: _____

Instructor Contact Name and Title: _____

Telephone: _____

Email: _____

Grade Levels the program will be offered to: _____

Estimated number of students: _____

Does your school currently have an archery program in Phy Ed or as an after school program? Yes _____ No _____

Please list other teachers/staff members in your school that will receive training:

GRANT

Up to 50% of basic NASP equipment costs. Approximate cost \$3,000.00.
Please list other funding sources and amounts below.

Source _____	Amount _____	Source _____	Amount _____
Source _____	Amount _____	Source _____	Amount _____
Source _____	Amount _____	Source _____	Amount _____



Signature of School Representative _____

CHECKLIST

- APPLICATION
- LETTER OF APPROVAL
- FUNDING
- CONTRACT
- EQUIPMENT ORDER

The NASP state coordinator will place your order once funding is all secured.

- EXEMPTION FORM (FROM ARCHERY MANUFACTURER)
- PO# _____

- TRAINING
 - EQUIPMENT
 - REIMBURSEMENT REQUEST
- Payment will only be released once training has been completed.

North Dakota Game and Fish Department
Attention: Jeff Long
100 N. Bismarck Expressway
Bismarck, ND 58501
(701) 328-6322
jrlong@nd.gov
or visit us on the web at ndgf.nd.gov

