



GRANT PROGRAM

GRANT GUIDELINES

UPDATED 3/3/2025

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GRANT PROGRAM PURPOSE + OVERVIEW

The Rocky Mountain Elk Foundation is a non-governmental, non-profit 501(c)3 organization that is recognized as one of the foremost big game conservation organizations in the United States. Founded in 1984 and fueled by hunters, RMEF is regularly called upon to provide science-based knowledge and relationship-building skills to advance strategic wildlife and habitat conservation.

In addition to conserving and stewarding the best of elk country, RMEF believes that responsible hunting plays a pivotal role in conserving and enhancing our natural heritage. RMEF is a leading advocate for legislation and policies that advance the interests of sportsmen and women and supports programs nationwide that engage youth and adults in outdoor activities.

To date, RMEF has conserved more than 9.1 million acres of vital habitat for elk and other wildlife and opened or improved access to more than 1.6 million acres of land to the public to hunt, fish, or otherwise enjoy.

The RMEF Grant Program lies at the core advancing our mission to ensure the future of elk, other wildlife, their habitat, and our hunting heritage. RMEF established the program in 1986 to provide financial and logistical support to projects that align with our priorities and goals. Grant funds raised by RMEF members, volunteers, and generous donors from across the country translate into significantly more conservation accomplishment when matched with partner funds. The Grant Program also aims to build recognition for RMEF's work, grow engagement, and boost local fundraising efforts.

Since awarding our first grant in 1986 for a habitat project – a 1,100-acre prescribed burn in a place fittingly named Elk Creek on Montana's Kootenai National Forest RMEF supported more than 14,800 projects in 49 states that directly contributed to advancing our mission. The Grant Program, in part, supplied funding for most of these projects. In 2024 alone, RMEF funded 535 projects, totaling more than \$11.2 million that leveraged more than \$70 million in partner funding for projects spread across 42 states.

Governed by clear guidelines and criteria, the RMEF Grant Program seeks to foster meaningful collaborations and long-term impacts in the conservation of natural resources and outdoor traditions. Grant project partners include federal, state, local, and tribal wildlife and land management agencies, private landowners and local stakeholders, sportsmen and women, conservation organizations, universities, foundations, and the outdoor industry. Eligible projects primarily focus on habitat stewardship, land conservation and access, wildlife management and research, and hunting heritage.



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PROGRAM FUNDING

Funding for RMEF’s Grant Program is provided through each state’s Mission Allocation. Each year, the Mission Allocation is computed from the net income of revenue sources, less organizational operating expenses from the prior year. Mission Allocation amounts are distributed to Regional Directors (RDs) for consultation with State Leadership Teams (SLT). The SLT, comprised of State Chair(s), District Chair (s) and RDs, decides how to break out the allocation to each of RMEF’s Mission Programs in-line with RMEF’s organizational priorities: Habitat Stewardship, Wildlife Management & Research, Land Conservation & Access, and Hunting Heritage & Conservation Outreach.

GRANT OPPORTUNITIES + PRIORITIES 2025

Habitat Stewardship (HS)	<p>RMEF supplies grants for habitat enhancement projects in states with wild, free-ranging elk herds across the country, funding science-based projects that provide a direct benefit to elk, mule deer, and other wildlife to enhance their habitat (food, water, cover, and space). Quality habitat is essential to ensuring the future of elk, mule deer and other wildlife. RMEF and its partners direct financial support to conduct prescribed burning, forest thinning, noxious weed treatments, the development of wildlife water sources, and other projects to enhance wildlife habitat. RMEF's 2025 priorities include addressing big game crucial habitat and migration corridors, promoting wildfire restoration in the West, and supporting eastern elk herds.</p>
Wildlife Management + Research (WM + RE)	<p>RMEF provides grants for wildlife management and research in U.S states with wild, free-ranging elk herds, funding work that directly affect elk populations (e.g., disease management, wildlife-friendly fencing, etc.) and research that expands the body of knowledge of elk ecology and their habitats. RMEF’s 2025 priorities include addressing crucial big game habitat, migration corridors, and promoting wildlife-friendly fencing, as well as research about recreational impacts on big game, eastern elk ecology and management, and understanding changes in big game population trajectories.</p>
Land Conservation + Access (LC + LA)	<p>RMEF works with partners to conserve and protect quality elk range, migration corridors, and calving areas while seeking to open or improve public access opportunities. Conservation tools include land acquisitions, exchanges, voluntary conservation agreements (conservation easements), and other means. RMEF's 2025 priorities include conserving big game winter range and migratory corridors, creating new or improved</p>



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	public access, and connecting landscapes through public access and land conservation efforts.
Hunting Heritage + Conservation Outreach (HH + CO)	Ensuring the future of our hunting heritage is also a vital part of RMEF’s work. Hunters and anglers were among the first crusaders for conservation and remain today’s most important conservation supporters and leaders. RMEF supplies grants for hunting heritage and conservation education programs to help people of all ages learn more about hunting’s link to conservation and engage them in hunting and other outdoor pursuits. Outdoor skills programs or events, hunter or conservation outreach, mentored hunts, and other activities receive support from RMEF’s hunting heritage efforts.

TIMELINES

	Grant Cycle #1	Grant Cycle #2
Online Grant Portal Applications Open	March 3, 2025	August 2025
Applications Close	March 28, 2025	September 2025
Awards Notifications Sent	June 2, 2025	November 2025

ENTITY ELIGIBILITY

- RMEF supports organizations recognized by the Internal Revenue Service (IRS) as a 501(c)3 entity, federal, state, local, or tribal government entities, sportsmen’s organization, or educational institutions. All applicants must have a Federal Employer Identification Number (EIN) issued by the IRS. RMEF does not offer grants to individuals.
- Grantees will be required to submit a W9 (exclusions apply to eligible governmental agencies).
- Individuals, international organizations, and political organizations are ineligible.
- Past RMEF grantees must be in good standing and all past reporting requirements and deliverables fulfilled.

EVALUATION CRITERIA + MATCH

- Applicants should select the state in which the project will occur.
- In the spirit of partnerships, applicants are required to demonstrate at least a 1:1 funding match in cash or in-kind contributions and request no more than 50% of the total



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project cost from RMEF. These include cash, donated goods and services, volunteer hours, and/or property secured and utilized for the project during the grant term. Higher match ratios and contributions from a diverse range of partners are encouraged and will enhance competitiveness during the application review process.

- Projects must be completed within the grant term. Consider applying during a subsequent RMEF grant cycle if uncertain in ability to complete within these timelines.
 - Habitat Stewardship: 2 years
 - Wildlife Management & Research: 2 years
 - Land Conservation & Access: 2 years
 - Hunting Heritage & Conservation Outreach: 1 year
- Proposals are evaluated based on criteria that aligns with our program goals and organizational priorities (see Grant Opportunities + Priorities 2025 above).
- Habitat Stewardship, Wildlife Management & Research, and Land Conservation criteria:
 - Science-based.
 - Provide direct benefit to elk, other wildlife, and their habitat.
 - Request no more than 50% of total project cost from RMEF (1:1 match required).
 - Consistent with the state wildlife agency's elk management plan.
 - Fund on-the-ground projects.
 - Foster cooperative partnerships.
 - Previously funded projects include prescribed burns, thinning, water developments, seeding, fertilizations, aspen restoration, noxious weed treatments, wildlife management activities directly affecting elk populations such as elk transplants, wildlife friendly fencing, road management, telemetry studies, research scientifically expanding the body of knowledge regarding elk, their habitat, and interactions.
- Hunting Heritage criteria:
 - Educate members and the public about wildlife habitat conservation, the value of hunting, hunting ethics, and/or wildlife management.
 - Educational materials supporting the above including educational kiosks, interpretive displays, and signs.
 - Scholarships to natural history or outdoor skills programs, such as Becoming an Outdoors Woman, youth bow hunter camps, etc.
 - Outdoor skills programs including shooting, survival, and hunting/fishing skills.
 - Teaching tools for youth educators (note: RMEF Elk Trunks are funded through a separate grant opportunity).
 - Mentored hunt programs, hunter and bowhunter education classes, and materials.
 - Shooting sports programs, firearms, targets, ammo, and other shooting range supplies, and/or essential associated amenities. Firearm purchases will only be funded for non-personal use by legitimate organizations and must comply with all local, state, and federal laws.



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- Membership in, or sponsorship of, state-based organizations associated with the National Assembly of Sportsmen's Caucuses.

INELIGIBLE USE OF FUNDS

- Administrative, overhead, or other indirect costs.
- Routine agency/organization operations, permanent employee salaries, planning, and inventory are viewed as an agency responsibility.
 - Flight time has been approved to test new sampling techniques or for special projects i.e., telemetry studies to determine habitat use.
 - Pre-project surveys are not supported and considered a requirement of planning. Since monitoring is so important to measure the success of the project, RMEF will consider requests for partial funding for formal project follow-up monitoring.
 - We will assist in student stipends or salaries in the case of bio-aides hired specifically to conduct the project objectives.
- Capital equipment purchases such as computers, projectors, vehicles (trucks, ATVs, snowmobiles), trailers, farm equipment, helitorches/terratorches, irrigation pumps, generators, etc. Equipment purchases have been primarily limited to elk radio collars, telemetry receivers, and antennas. Vehicle rental allowed for project specific implementation.
- Construction of administrative buildings or non-essential structures including museums, community centers, patrol cabins, memorials, and visitor centers (along with equipment for buildings).
- Political projects or political candidate endorsements.
- Academic scholarships directly to individuals or education institutions (note: see RMEF's Wildlife Leadership Awards).
- Memberships or affiliations with other organizations except for state-based organizations such as sportsmen's caucuses.
- RMEF marketing tools or fundraising activities including banquets, tournaments, competitions, exhibits, booths, public relations, promotional materials, fundraising, banquets, tournaments, competitions, and philanthropic events or activities.

REGISTRATION: REQUEST AN ORGANIZATION ACCOUNT

The first step towards applying for an RMEF Grant includes creating an account for your Organization for RMEF's Grant Portal. This feature is intended to help both RMEF as well as you, the applicant, with organizing and tracking your Grant applications, disbursements, and reporting.

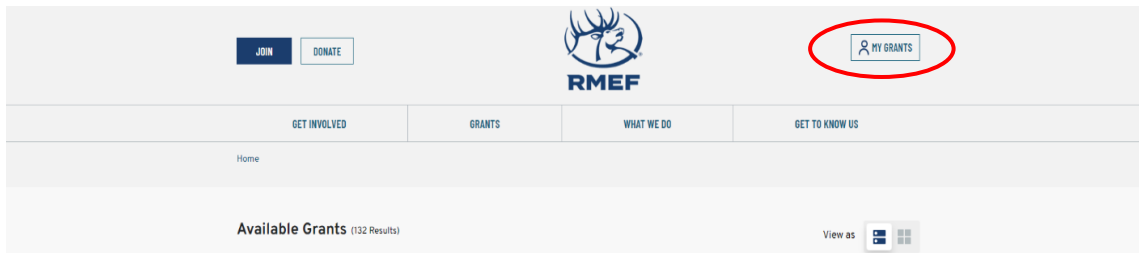
- **STEP 1:** Navigate to ams.rmf.org/outbound-grants.
- **STEP 2:** Select "My Grants" in the top left corner.



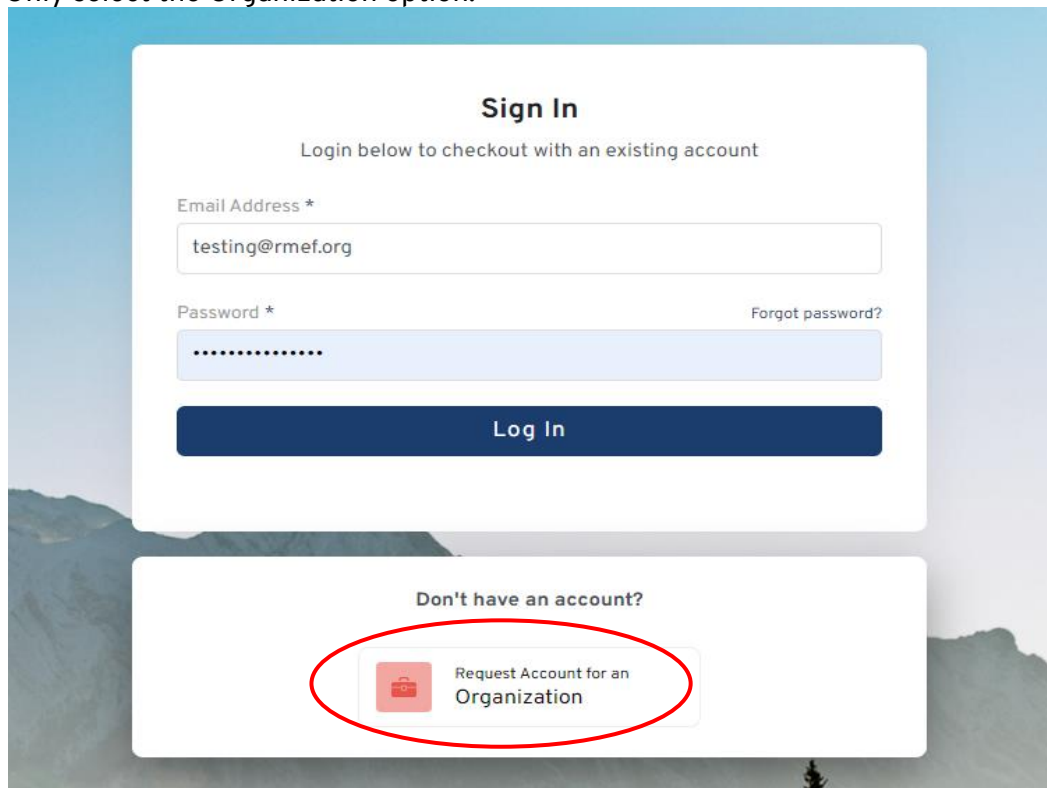
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- **STEP 3:** This will bring you to the “Sign In” page.
 - Select “Request Account for an Organization.”
 - **Important Tip:** Do not select Sign Up as an Individual if that is given as an option. Only select the Organization option.



- **STEP 4:** This will bring you to the screen below to complete several fields.
 - **Organization Name:** What is the name of the Organization you are representing? Example: Lolo National Forest – Seeley Lake Ranger District, Missoula County 4-H, The Nature Conservancy – Oregon, Arkansas Game & Fish Commission, Five Valleys Land Trust, etc.
 - **Organization Contact Number:** Phone number to reach your Organization.



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- **Organization Domain:** What is the web address for your Agency/Organization? If you do not have one, please use your group's name and then ".org." For Example, if your group is called Red Deer, put www.reddeer.org.
- **Purpose:** Select "Outbound Grant Applicant."
- **Contact First Name**
- **Contact Last Name**
- **Contact Number:** Enter the best phone number to reach you.
- **Contact Email Address:** Provide the best email address to reach you regarding this Grant Application.
- **Organization Login Email:** This will be the email you use to log-in to RMEF's Grant Portal. It will auto-fill using the Domain information above.
- **Important Tip:** Write down the Organization Login Email for future reference. You will need this to log in to your Organization's account and apply for Grants.

Organization Details

Organization Name *

Organization Contact Number *

Organization Domain *

Purpose

Purpose *

Select Purpose

Contact Details

Contact First Name *

Contact Last Name *

Contact Number *

Contact Email Address *

Organization Login Email *

- **STEP 5:** Select "Request Account".
 - Our team at RMEF will review requested accounts and you will be notified via email if your account was approved.
 - Do not wait until the grant deadline to request your account!
 - **Important Tip:** You cannot create multiple Organization accounts for your Organization. For example, Missoula County 4-H can have only one account. If you are an Agency or an Organization with multiple offices, you can create one account



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per Office/Ranger District. For example, Lolo National Forest – Missoula Ranger District and Lolo National Forest – Seeley Lake Ranger District can be two separate accounts.

HOW TO APPLY

RMEF has two grant cycles each year. During these grant application cycles, eligible entities may apply online for funding consideration through RMEF’s Grant Portal.

- **STEP 1:** Visit www.rmef.org/grants.
- **STEP 2:** Select “Apply Now” to enter the Grant Portal.
- **STEP 3:** Select your grant opportunity and select “Apply”.
- **STEP 4:** Add your Billing Address.
- **STEP 5:** Review and “Validate” the Eligibility Criteria.
- **STEP 6:** Complete and submit the Proposal, Tasks, and Matching Funds forms.

GRANT PORTAL + APPLICATION GUIDE

Welcome to RMEF’s new online Grant Portal! Now that you have requested an Organization Account for your organization and it has been approved, it is time to apply to one of our Grants. Use this guide to walk through the application process the first time, to understand what you will need to do.

- **Logging In:** Log in to your organization’s profile. During Registration, you were given an Organizational login that will look something like “rmef-admin@(your organization website).” You should have received an email with initial password instructions.
- **My Grants:** Select “My Grants” to view a list of the Grants for which you have applied.

GRANT	DATE APPLIED	STATUS	ACTION
Alaska Habitat Stewardship 2025 Habitat Stewardship	02.28.2025	Pending Approval	View
Wyoming Hunting Heritage & Conservation Outreach 2025 Hunting Heritage & Conservation Outreach	02.28.2025	Pending Provider Approval	View
Wyoming Hunting Heritage & Conservation Outreach 2025 Hunting Heritage & Conservation Outreach	02.28.2025	Pending Approval	View
Wyoming Hunting Heritage & Conservation Outreach 2025 Hunting Heritage & Conservation Outreach	02.28.2025	Approved and Award Accepted	View
Wyoming Hunting Heritage & Conservation Outreach 2025 Hunting Heritage & Conservation Outreach	02.27.2025	Complete	View



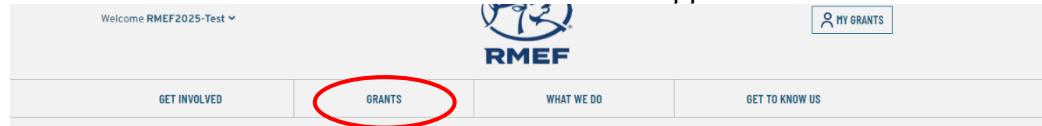
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- **Finding Grant Opportunities:**

- Select “Grants” to view our list of available Grant opportunities.



- The Grants page, seen below, will list all available Grants opportunities. The Filter options on the left side of the page are extremely helpful, and you can narrow down what you are looking for based on Project Type, Entity Type, and State. Select the filters that will help you and click “Apply Filters.”

Available Grants (129 Results) View as [Grid]

Filters
0 Filters Applied clear filters
Apply Filters

Project Type
 Habitat Stewardship
 Hunting Heritage & Conservation Outreach
 Land Conservation & Access
 Wildlife Management & Research

Entity Type
 Government Agency
 Nonprofit
 Educational Institution
 Individual

State
Select

0 Filters Applied clear filters
Apply Filters

Alabama Hunting Heritage & Conservation Outreach 2025
Ensuring the future of our hunting heritage is a crucial part of RMEF's work. Hunters were the first conservationists and remain the mightiest force the conservation world has ever known. RMEF provides grants for hunting heritage and conservation education programs to help people learn more about our hunting heritage a...
Upcoming Grant

Alaska Habitat Stewardship 2025
RMEF provides grants for habitat enhancement projects in states with wild, free-ranging elk herds across the country, funding science-based projects that provide a direct benefit to elk and other wildlife to enhance their habitat. Quality habitat (food, water, cover and space) is essential to ensuring the future of elk and other wildlife...
Apply by 03/01/2025

Alaska Hunting Heritage & Conservation Outreach 2025
Ensuring the future of our hunting heritage is a crucial part of RMEF's work. Hunters were the first conservationists and remain the mightiest force the conservation world has ever known. RMEF provides grants for hunting heritage and conservation education programs to help people learn more about our hunting heritage a...

- Select the Grant you want to apply for. It will bring you to a page that provides details on the Grant opportunity and the Application Deadline. If the Grant is open, you will be able to select the “Apply” button.



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Hunting Heritage & Conservation Outreach

Alaska Hunting Heritage & Conservation Outreach 2025

Application Deadline
03/01/2025

Apply

Grant Information

Alaska Hunting Heritage & Conservation Outreach 2025
Ensuring the future of our hunting heritage is a crucial part of RMEF's work. Hunters were the first conservationists and remain the mightiest force the conservation world has ever known. RMEF provides grants for hunting heritage and conservation education programs to help people learn more about our hunting heritage and help them engage in hunting and other outdoor pursuits. Hunters and anglers were among the first crusaders for conservation and remain today's most important conservation supporters and leaders. Examples of programs and activities supported include outdoor skills programs or events, hunter or conservation outreach, mentored hunts, and more.

- **Address:** After selecting “Apply,” it will bring you to the Application Initiation step, to select and/or enter the Billing Address for this application. Select “Next”.

[← Application Initiation](#)

Address Proposal Tasks Matching Funds Confirmation

Billing Address

Selected

5705 Grant Crk ,
Missoula ,
MT, 59802 , US

Edit Remove

+ Add a new Address

Next



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- **Eligibility Criteria:** These Grant Guidelines outline more about what is required in order to receive an RMEF Grant. Select “Validate” once you have answered the questions. If your project is eligible, the portal will move on to the Proposal Forms/Application.

- **Proposal Forms/Application:** This will bring you to our Proposal, where you will provide most details about your project. Every field with an asterisk * is required, and you will not be able to submit your application without completing the required fields. Most fields will have a help field that pops up when you click in the field, detailing what information we are looking for in that answer. Be detailed in your answers where necessary - it will help our grant reviewers as they score projects that are submitted.
- **Important Tips:**
 - You can click on “Previous” or “Next” to go navigate through the Proposal, Tasks, Matching Funds, and the Submission page at any point during your application process. However, being inactive while logged into the Grant Portal for more than ten minutes may require you to log in again. Do NOT use the browser back or forward arrows as you may lose your data entered.
 - Proposals can be saved and revisited prior to submission. To save your application, navigate to the Confirmation Page (by using the “Next” buttons at the bottom of each page) and select “Save.”
- **Project Maps:** For Habitat Stewardship, Wildlife Management & Research, and Land Conservation & Access applications, it will be required to upload a map. If you have multiple maps/documents to upload, please combine them into one PDF file (maximum size: 10mb) and upload them in this space in your Application.

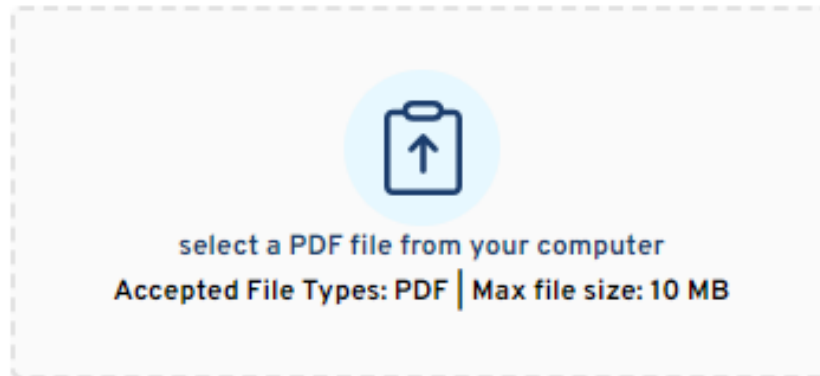


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Project Map - Please Combine Documents Into One PDF File



- **Tasks:** Next you will add the specific project work or “Tasks” you are looking to fund. Select “Add New” for each Task you are proposing for RMEF funding. You can add multiple tasks if your proposed project is asking to fund multiple task types.

TASK & DESCRIPTION	TYPE	REQUESTED FUNDS	ACTION
No data available			

- **Adding a Task:** Next choose the appropriate Task type. Include the Start Date and anticipated Completion Date of the Proposal. For Hunting Heritage Grants, choose start and end dates of the event. Enter all Tasks associated with this Proposal, and if RMEF funding is not requested for the specific Task, enter \$0 for the Requested Funds field. This ensures you can include the value in the subsequent Matching Funds section.



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Add a New Task ✕

Task Type *

Habitat Stewardship - Invasive Weeds/Grasses - Herbicide

Project Task Name *

Herbicide Application for Cheatgrass in Grant Creek Drainage

Information

Project Description *

We are requesting RMEF funds to pay for the application of Rejuvra to select areas of cheatgrass infestation in the Grant Creek drainage.

Treatment Size *

18

Units of Measure *

A. Acres

Requested Funds *

4,000.00

Start Date

04/24/2025

Completion Date

06/03/2025

Add Task

- **Matching Funds** When you are done adding tasks and select “Next,” you are brought to the Matching Funds section. Select “Add New.”

< Application Initiation

Progress: Address (✓) — Proposal (✓) — Tasks (✓) — **Matching Funds** (○) — Confirmation (○)

Matching Fund + Add New

MATCHING FUNDER	TASK TYPE	STATUS	FUNDING DATE	FUNDING AMOUNT	ACTION
No data available					

< Previous Next



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- Adding Matching Funds:** In these fields, we are gathering information about your matching fund partners, as well as specifying which task these particular funds are matching. The Date section here is for communicating when these matching funds were confirmed/when they are expected to be determined if they are pending.

Add a New Matching Fund ✕

Matching Funder		Task Type	
City of Missoula		Habitat Stewardship - Invasive Weeds	
Amount	Status	Date	
5,000.00	Confirmed ▼	03/19/2025 📅	
<input checked="" type="checkbox"/> In-kind			

Add Matching Fund

- Important Tip:** Just like with Task types, you can add multiple matching funders on this page. If there are 5 Tasks on the Task page, then there should be 5 Tasks on the Matching Funds page.

[← Application Initiation](#)

Matching Fund + Add New					
MATCHING FUNDER	TASK TYPE	STATUS	FUNDING DATE	FUNDING AMOUNT	ACTION
City of Missoula	Habitat Stewardship - Invasive Weeds/Grasses - Herbicide	Confirmed	03.19.2025	\$5,000.00 In-kind	✕ Remove ✎ Edit
Friends of Grant Creek	Habitat Stewardship - Invasive Weeds/Grasses - Herbicide	In Progress	03.24.2025	\$2,000.00	✕ Remove ✎ Edit

< Previous
Next



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- **Confirmation:** When you are finished adding your Matching Funders, select “Next” to navigate to the Confirmation page. Here you can see a brief summary of the Project Information with the Tasks you are proposing for funding. You have the option to select “Previous” to navigate back into your Application, you can Save your application, or you can Save & Submit. Once you Save & Submit, you cannot go edit your Application.
- **Important Tips:**
 - Verify the total Requested Funds is the total amount you are requested from RMEF and Total Funding Amount is the total Matching Funds of the project.
 - When you click Save & Submit, there will be a banner that shows up that lets you know that your application was submitted successfully. If you forgot to fill in any required fields, you will not be able to submit your application until you toggle to the previous pages and complete what is required.
 - From here, you should be brought back to My Grants. Your submitted Applications will be viewable in the My Grants subtab on the left. Note: it may take a few minutes for your submitted application to appear - that is normal.
- **Next Steps:** From here, the Application will go through our internal review process. We will notify you via email if we need any supplemental information/documents for your Application.
- **Notifications:** All communications and award notifications will be directed via email.

< Application Initiation

Progress bar: Address (checked), Proposal (checked), Tasks (checked), Matching Funds (checked), Confirmation (unselected)

You have selected the following Grant



Alaska Habitat Stewardship 2025 Award

● Habitat Stewardship

Project Information

Habitat Stewardship - Invasive Weeds/Grasses - Herbicide
Herbicide Application for Cheatgrass in Grant Creek Drainage
We are requesting RMEF funds to pay for the application of Rejuvra to select areas of cheatgrass infestation in the Grant Creek drainage.

Total Requested Funds	Total Funding Amount
\$4,000.00	\$7,000.00

< Previous Save Save & Submit



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PAYMENT REQUESTS/DISBURSEMENTS + REQUIREMENTS

- RMEF Grants are awarded as an advanced, single lump sum payment. Grantees who have been awarded a Grant from the following categories will Request a Disbursement to receive payment. Requests can be submitted within 60 calendar days from the start of work on your project. Full Grant Awards will be made within 30 calendar days in advance of the project.
 - Habitat Stewardship
 - Wildlife Management & Research
 - Land Conservation & Access
- Hunting Heritage Grant Awards will be disbursed automatically following acceptance of the Grant Award and do not require any Disbursement Requests.
- To Request a Disbursement:
 - **STEP 1:** Log in to your Organization Account through the RMEF Grant Portal.
 - **STEP 2:** Select “My Grants”.
 - **STEP 3:** Select “View” for the Grant you are requesting a disbursement for.

DATE APPLIED	STATUS	ACTION
10.21.2024	Approved and Award Accepted	View

- **STEP 4:** Under the Disbursements subtab, select “New Disbursement Request”.

The screenshot shows a navigation bar with tabs: Current Tasks, All Tasks, Awards, Contributions, **Disbursements**, and Progress Reports. Below the navigation bar, there is a 'Disbursements' section with a table header: DATE, AMOUNT, REQUEST STATUS, VENDOR BILL, PAYMENT STATUS, ACTION. A '+ New Disbursement Request' button is circled in red. Above the table, there is a summary card for a grant with 'Date Applied: 10.21.2024' and 'Status: Approved and Award Accepted'.

- **STEP 5:** Fill out the required fields and upload supporting documentation with your request. Required documents include:
 - An Itemized invoice detailing each Task so we know exactly what RMEF funds will be paying for include quantities, acres, cost per, etc.
 - A recently completed and signed recent W9 form.



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- **STEP 6:** Select “Save & Submit”.

ADDING A CONTRIBUTOR

RMEF’s new Grant Portal allows the Grantee/Applicant the ability to invite “Contributors” who can assist in completing tasks that are needed for managing grant deliverables. During RMEF’s review process, there are instances where our reviewers may request additional information from the applicant. Contributors can be other staff that help with project implementation and reporting, Grants & Agreements staff that can provide supporting documents, and more.

- **STEP 1:** Once an applicant has completely applied, log in to your Organization Account.
- **STEP 2:** Select “My Grants” and then select “View” on the application you would like to add a Contributor to.

GRANT	DATE APPLIED	STATUS	ACTION
Alaska Habitat Stewardship 2025 Habitat Stewardship	02.28.2025	Pending Approval	View
Wyoming Hunting Heritage & Conservation Outreach 2025 Hunting Heritage & Conservation Outreach	02.28.2025	Pending Provider Approval	View
Wyoming Hunting Heritage & Conservation Outreach 2025 Hunting Heritage & Conservation Outreach	02.28.2025	Pending Approval	View
Wyoming Hunting Heritage & Conservation Outreach 2025 Hunting Heritage & Conservation Outreach	02.28.2025	Approved and Award Accepted	View
Wyoming Hunting Heritage & Conservation Outreach 2025 Hunting Heritage & Conservation Outreach	02.27.2025	Complete	View



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- **STEP 3:** Select the “Contributor” tab and select “Invite Contributor”.

The screenshot shows the Habitat Stewardship dashboard. At the top, there is a blue header with the RMEF logo and the text 'Habitat Stewardship'. Below the header, there is a section with 'Date Applied' (12.17.2024) and 'Status' (Pending Approval). A navigation bar contains several tabs: 'Current Tasks', 'All Tasks', 'Awards', 'Contributor', 'Disbursements', and 'Progress Reports'. The 'Contributor' tab is selected and highlighted with a red circle. Below the navigation bar, there is a search bar labeled 'Search by name, email' and a button labeled '+Invite Contributor', which is also highlighted with a red circle. Below the search bar, there is a table with columns: 'NAME', 'ASSIGNED', 'COMPLETED', and 'ACTION'. The table contains one row for 'Connie Lopez' with 1 assigned and 0 completed. There are 'View' and 'Remove' buttons for this entry.

- **STEP 4:** You can search for an Existing Contributor, if one exists when you search, go ahead and use that. If not, you can add a new one by clicking “New by Email.”

The screenshot shows the 'Invite Contributors' modal window. At the top, there is a title 'Invite Contributors' and a close button. Below the title, there are two tabs: 'Existing' (selected) and 'New by Email'. Below the tabs, there is a search bar labeled 'Search by name, email'. In the center of the modal, there is a large circular icon with a person silhouette and a magnifying glass. Below the icon, there is text that reads 'Use the search bar on top to get started.' and 'Matching results will be populated here.' At the bottom of the modal, there is a large blue button labeled 'Send Invites'.



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- **STEP 5:** Complete and select “Send.” This will email the invited Contributor(s).

Invite Contributors

Existing **New by Email**

First Name Last Name Email Address

John Doe johndoe@testing.com

+ Add another contact

Send Invites

- **STEP 6:** Now that you have invited them as a Contributor, it is time to assign them to a task. Under Current Tasks, you will see the task that needs to be completed for this Grant. For the desired task, under Action, select “Reassign.” Choose the Contributor that you would like to be able to complete this task.

Habitat Stewardship

Date Applied: 12.17.2024 Status: Pending Approval

Current Tasks All Tasks Awards Contributor Disbursements Progress Reports

TASK	ASSIGNEE	STATUS	DATE COMPLETED	ACTION
Request Document	Gray Corp	In Progress	-	Reassign View



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- **STEP 7:** At this point, the Contributor will log in to the Grant Portal using their email address and the password: Reset@123. They can reset their password under “Settings” when they log in.
 - When the Contributor is logged into the Portal, click on the My Grants tab on the left side and select “View” on the Application.
 - Here, they will see the task they have been assigned under Pending Tasks by the Applicant, which will be marked as In Progress. Once the task is assigned by the applicant, it might take a few minutes for the task to populate on this page for the Contributor.
 - The Contributor can select “View” under the Action column and complete the task that is assigned to them. Once they go back to the page, it will be marked as Completed Tasks as seen below.

My Tasks

Title
Habitat Stewardship

● Habitat Stewardship

Task Status

Not Started	In-Progress	Completed
0	1	0

Pending Tasks **Completed Tasks**

Tasks

TASK	APPLICANT	TASK STATUS	ACTION
Request Document	Gray Corp	In-Progress	View

Showing 1-1 out of 1 results



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< My Tasks

Title
Habitat Stewardship
● Habitat Stewardship

Task Status Not Started: 0 In-Progress: 0 Completed: 1

🕒 Pending Tasks ✅ Completed Tasks

Tasks

TASK	APPLICANT	TASK STATUS	ACTION
Request Document	GC Gray Corp	Completed	View

Showing 1-1 out of 1 results

REPORTING + DELIVERABLE REQUIREMENTS

- Annual Reporting: For multi-year grants, annual progress reports with a full accounting of grant expenditures to date are due by November 15.
- Progress Reporting: RMEF Grant Staff reserves the right to request progress reporting on recent grant activities through the RMEF Grant Portal throughout the year.
- Final Reporting: Project Completion Reports (PCRs) must be submitted to RMEF within 60 calendar days of project completion through RMEF's Grant Portal. Accurate PCRs contribute to RMEF marketing, fundraising, and publications. Applicants who do not submit a timely PCR will be ineligible for future RMEF funding.
- Marketing Requirements: RMEF policy requires an in-house review of the final draft for all permanent interpretive displays at museums, wildlife viewing areas, etc. to ensure the message is consistent with our mission. Funding for interpretive displays will not be sent until RMEF receives, reviews, and approves message content.
- Photo Requirements: Documenting the funded activity is required. Photos are vital to sharing project accomplishments and used extensively in RMEF presentations, videos, displays, and publications. Provide RMEF with high quality digital photos that demonstrate the benefits the grant provided. For example: Crews and/or equipment in action, scenic habitat, pre- and post-treatment from the same vantage point, and wildlife using the project site are all good photo subject matter. RMEF will not be able to



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give photo credits for project photos as it is difficult to keep track of this information as the photos may be used by different RMEF departments for a variety of uses.

- Expenses: Documentation of all eligible expenses incurred by the grant.

GRANT PROGRAM CONTACTS

Grants + Mission Systems Manager	Mission Granting Coordinator	Mission Data Specialist
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