



GRANT PROGRAM

GRANT GUIDELINES
UPDATED 8/15/2025

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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)	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.
Wildlife Management + Research (WM + RE)	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.
Land Conservation + Access (LC + LA)	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



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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.

APPLICATION TIMELINES

	Grant Cycle #1	Grant Cycle #2
Online Grant Portal Applications Open	March 3, 2025	August 18, 2025
Applications Close	March 28, 2025	September 12, 2025
Awards Notifications Sent	July 2025	December 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 fulfilled.
- Grantee has authority to accept the terms of an awarded RMEF grant, is in good standing under the laws of their state, has all necessary authority to operate and complete the proposed project, and agrees to obtain and maintain all required insurance and local/state/federal permits. Grantee shall not use any grant funds for lobbying purposes.

EVALUATION CRITERIA + MATCH

- Applicants should select the state in which the project will occur.



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



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FUNDING INELIGIBILITY

- Administrative, overhead, or other indirect costs.
- Activities, work, or expenditures incurred outside the Grant Term.
- 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 ineligible 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 are 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.
- Payments of grant funds are contingent upon compliance with these grant guidelines, including timely and complete reporting, meaningful progress on project goals, proper RMEF recognition, and sharing of project materials and information. Meeting these obligations helps ensure continued funding and eligibility for future RMEF support.

RMEF GRANT PORTAL

Welcome to RMEF's new online Grant Portal (ams.rmef.org/outbound-grants)! Our Grant Portal is a comprehensive platform designed to manage all aspects of RMEF's Grant Program. It allows applicants to view grant opportunities and complete applications, enables grantees to manage their grants, and helps RMEF ensure that all grant activities remain organized and transparent, supporting successful project outcomes while providing a user-friendly experience.



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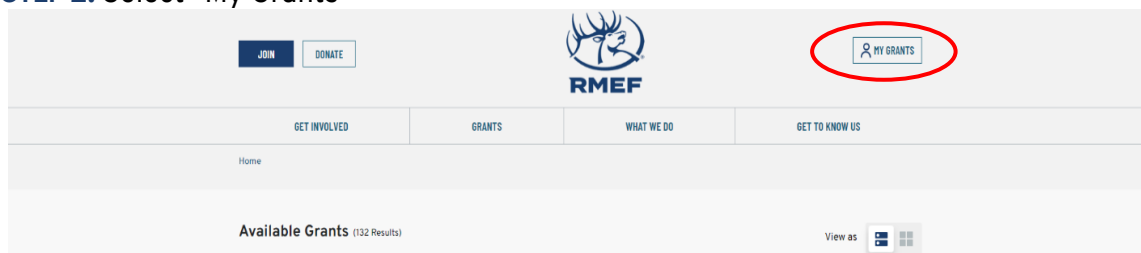
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Grantees are responsible for regularly accessing the Grant Portal and will be accountable for managing project communications with our team, submitting reports and disbursement requests, and accessing detailed information about their specific projects, including timelines, budgets, and progress updates. In the event of change in project administrators, the grantee is responsible for promptly notifying RMEF to ensure appropriate portal access.

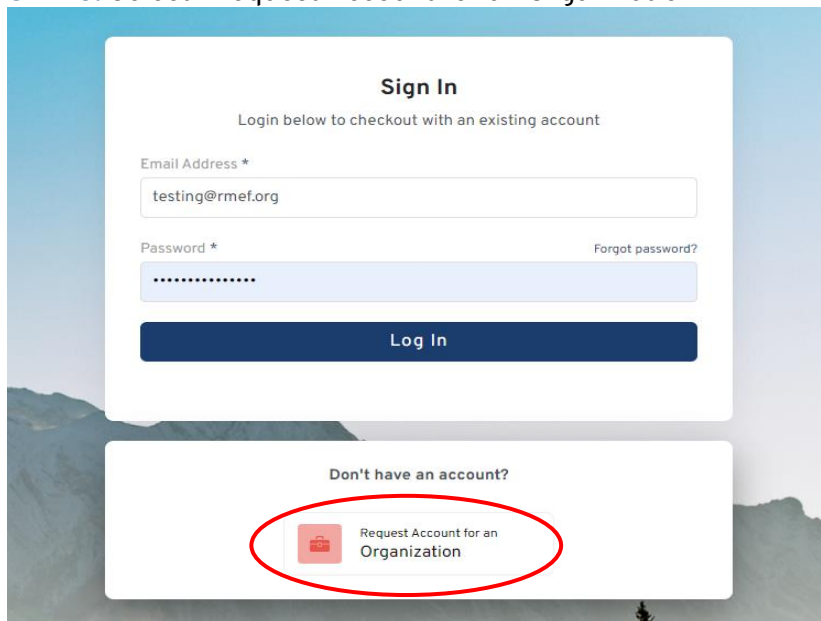
REGISTRATION: REQUEST AN ORGANIZATION ACCOUNT

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"



- **STEP 3:** Select "Request Account for an Organization"



- **STEP 4:** Complete the following fields:
 - **Organization Name** examples:
 - Lolo National Forest – Seeley Lake Ranger District



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- Missoula County 4-H, The Nature Conservancy – Oregon, Arkansas Game and Fish Commission, Five Valleys Land Trust, etc.
- **Organization Contact Number**
- **Organization Domain:**
 - Web address for your Agency/Organization - If you do not have one, please use your organization's name and then ".org"
 - This is used to create your login credentials – a dummy email address.
See Organization Login Email below.
 - Example: if your group is called Red Deer, enter reddeer.org.
 - For Agency Offices/Districts, you can customize a website such as "BNFSRD.gov" for Bitterroot National Forest Stevensville Ranger District.
- **Purpose:** Select "Outbound Grant Applicant"
- **Contact First Name**
- **Contact Last Name**
- **Contact Number**
- **Contact Email Address**
- **Organization Login Email:**
 - This field auto-generates using the Organization Domain above.
 - This is not a real email address and communications will not be sent to it.
 - This will be the email you use to log into RMEF's Grant Portal.
- **STEP 5:** Select "Request Account"
 - RMEF will review the requested account and a notification email will be provided if your account was approved. This may take a few days.
 - Do not wait until the grant deadline!
 - **Important Tip:**
 - Only one account per Organization, but agencies may register per Office/District.
 - For example: Lolo National Forest – Missoula Ranger District and Lolo National Forest – Seeley Lake Ranger District would be 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.



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APPLICATION GUIDE

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.

Service Position

My Grants

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

- **Finding Grant Opportunities:**
 - Select "Grants" to view our list of available Grant opportunities.

Welcome RMEF2025-Test

RMEF

GET INVOLVED GRANTS WHAT WE DO GET TO KNOW US

- 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."



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The screenshot shows the 'Available Grants' page with 129 results. A red box highlights the 'Filters' section on the left. The filters include:

- Project Type:** Habitat Stewardship, Hunting Heritage & Conservation Outreach, Land Conservation & Access, Wildlife Management & Research.
- Entity Type:** Government Agency, Nonprofit, Educational Institution, Individual.
- State:** Select (dropdown menu).

The main content area displays three grant listings:

- Alabama Hunting Heritage & Conservation Outreach 2025** (Hunting Heritage & Conservation Outreach): 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** (Habitat Stewardship): 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** (Hunting Heritage & Conservation Outreach): 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.

The screenshot shows the details page for the 'Alaska Hunting Heritage & Conservation Outreach 2025' grant. The page features a background image of a mountain landscape. The grant title is prominently displayed, along with the RMEF logo. The application deadline is listed as 03/01/2025. The 'Apply' button is circled in red, indicating the next step in the process.

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”.



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< Application Initiation

Address Proposal Tasks Matching Funds Confirmation

Billing Address

Selected

Derrick

5705 Grant Crk.,
Missoula.,
MT, 59802, US

Edit Remove

+ Add a new Address

Next

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

Address Proposal Tasks Matching Funds Confirmation

Eligibility Criteria

Will this proposal fund any of the following?

Administration, Indirect Costs, and Overhead Capital Equipment (Computers, Projectors, Sr Construction of Buildings Farm Equipment)

Will this project provide direct benefit to elk, other wildlife, and their habitat?

Yes

Will this project have a 1:1 funding match?

Yes

Validate

< Previous Next

- **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



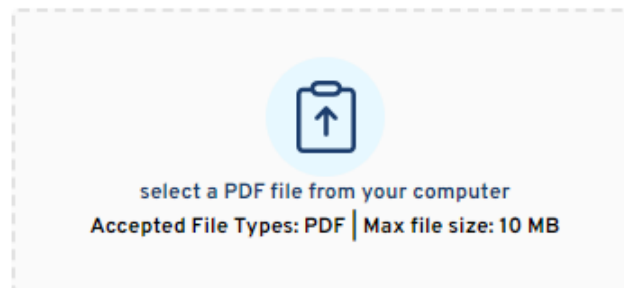
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for more than ten minutes may require you to log in again. Do NOT use the browser back or forward arrows as you may lose your data entered.

- 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.

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.

< Application Initiation

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

Project Information

+Add New

TASK & DESCRIPTION	TYPE	REQUESTED FUNDS	ACTION
No data available			

< Previous

Next

- **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

✓

✓

✓

○

○

AddressProposalTasksMatching FundsConfirmation

Matching Fund

+ Add New

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

< Previous

Next

- **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.



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Add a New Matching Fund



Matching Funder	Task Type	
<input type="text" value="City of Missoula"/>	<input type="text" value="Habitat Stewardship - Invasive Weeds"/>	
Amount	Status	Date
<input type="text" value="5,000.00"/>	<input type="text" value="Confirmed"/>	<input type="text" value="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

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

Matching Fund

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](#)

- **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.



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- 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 (unchecked)

You have selected the following Grant



Alaska Habitat Stewardship 2025

Habitat Stewardship

Award

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

GRANT TERM

- Grant Timeline: Awarded grant funds must be expended and associated activities, event, and field work using these funds must be completed within the Grant Term. Start and end dates can be found within the Grant Portal for the specific project, once awarded.
 - Habitat Stewardship: 2 years
 - Wildlife Management & Research: 2 years
 - Land Conservation & Access: 2 years
 - Hunting Heritage & Conservation Outreach: 1 year
- A request for an extension of the Grant Term must be submitted to RMEF in writing at least forty-five (45) calendar days before the end date of the Grant Term. RMEF retains the right, in its sole discretion, to approve or deny any extension request.



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GRANT FUNDING DISBURSEMENTS + REQUIREMENTS

- Before any grant funds can be disbursed, grantee must accept their award within the Grant Portal. Once the award acceptance task has been completed, RMEF will administer grant funds as a single advanced payment directly to the grantee. Grantees are responsible for carefully managing grant funds, with the following terms applying to all grants:
 - Grantee must maintain detailed records of grant funds received and spent.
 - All expenses must be directly tied to the project and must be used for approved expenses as outlined in the grant application, approved by RMEF, and allowable under the Funding Eligibility section of this document.
 - RMEF reserves the right to review expenses and may withhold funds or terminate your grant if costs are not appropriate.
 - RMEF will not pay more than the total amount awarded under your grant.
 - If your project costs exceed the grant funds awarded, it is your responsibility to secure any additional funding needed from other sources.
 - Any grant funds not used for, or committed to, your project by the end of the Grant Term, or upon early termination of your grant award, must be returned to RMEF within 60 calendar days after the end of the Grant Term or date of termination. This requirement survives termination of the grant.
- 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 award disbursements 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 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”.



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The screenshot shows the top navigation bar with a status bar indicating 'Date Applied: 10.21.2024' and 'Status: Approved and Award Accepted'. Below the navigation bar, the 'Disbursements' tab is highlighted with a red circle. To the right, a button labeled '+ New Disbursement Request' is also circled in red. Below the navigation bar, a table header for 'Disbursements' is visible with columns: DATE, AMOUNT, REQUEST STATUS, VENDOR BILL, PAYMENT STATUS, and ACTION. The table body shows 'No data available'.

- **STEP 5:** Fill out the required fields and upload supporting documentation with your request. Required documents include:
 - An itemized invoice from grantee to RMEF, including:
 - Grantee organization name
 - Project title
 - Each approved Task with corresponding quantities, unit costs, acres, and total cost.
 - A recently completed and signed IRS Form W-9 from the grantee organization, except for eligible government agencies.
 - Digital signature from the Project Lead on a letter or invoice that approves the disbursement request.

The screenshot shows the 'Disbursement Request' form. At the top, there's a header with 'Date: 02/26/2025', 'Request Status: Not Submitted', 'Vendor Bill', and 'Payment Status'. Below this is the 'Disbursement Details' section with fields for 'Amount*', 'Invoice Number*', 'Invoice Date*', and a 'Description*' text area. The 'Document' section has an 'Upload Invoice' label and a large dashed box for file upload. Below the upload box is a button with an upload icon and the text 'select a PDF file from your computer' and 'Accepted File Types: PDF | Max file size: 10 MB'. At the bottom, there are two buttons: 'Save' and 'Save & Submit'.

- **STEP 6:** Select “Save & Submit”.

ADDING A CONTRIBUTOR

The 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 and agreements staff that can provide supporting documents, and more.

- **STEP 1:** Once an applicant has completely applied, log in to your Organization Account.



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- **STEP 2:** Select “My Grants” and then select “View” on the application you would like to add a Contributor to.

Service Position:
Dashboard
My Grants
My Projects

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

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

Habitat Stewardship

Date Applied: 12.17.2024 Status: Pending Approval

Current Tasks All Tasks Awards Contributor Disbursements Progress Reports

Contributor

Invite Contributor Search by name, email

NAME	ASSIGNED	COMPLETED	ACTION
Connie Lopez	1	0	View Remove

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



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The screenshot shows the 'Invite Contributors' dialog box with the 'Existing' tab selected. It features a search bar with the placeholder text 'Search by name, email' and a magnifying glass icon. Below the search bar is a large circular icon containing a person silhouette and a magnifying glass. Text below the icon reads: 'Use the search bar on top to get started. Matching results will be populated here.' At the bottom is a blue button labeled 'Send Invites'.

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

The screenshot shows the 'Invite Contributors' dialog box with the 'New by Email' tab selected. It contains three input fields: 'First Name' (with 'John'), 'Last Name' (with 'Doe'), and 'Email Address' (with 'johndoe@testing.com'). Below these fields is a button labeled '+ Add another contact'. At the bottom is a blue button labeled 'Send Invites'.

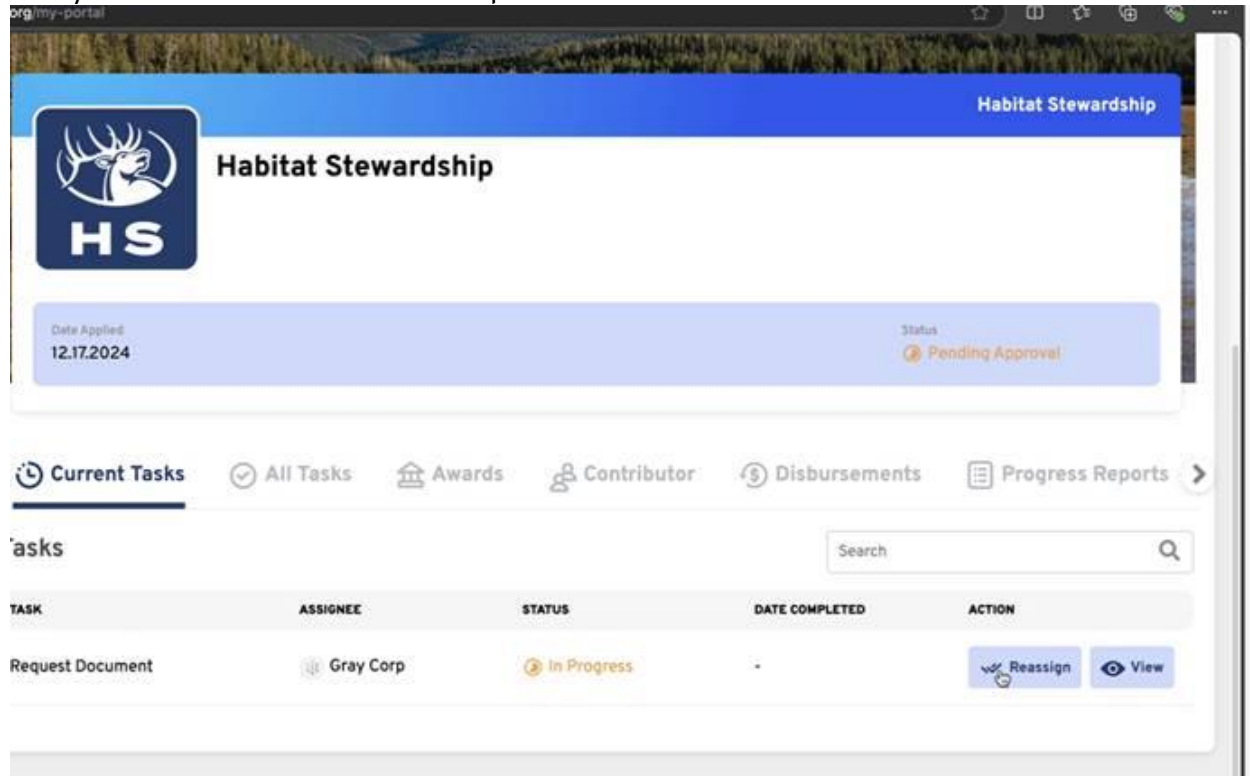
- **STEP 6:** Now that you have invited them as a Contributor, it is time to assign them to a task. Under Current Tasks, you will see the task that needs to be completed for this grant. For the desired task, under Action, select “Reassign.” Choose the Contributor



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that you would like to be able to complete this task.



- **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.



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The first screenshot shows the 'My Tasks' interface for 'Habitat Stewardship'. The 'Task Status' summary shows 0 Not Started, 1 In-Progress, and 0 Completed. The 'Tasks' table lists one task, 'Request Document', with status 'In-Progress' circled in red. The second screenshot shows the same interface after the task is completed. The 'Task Status' summary now shows 0 Not Started, 0 In-Progress, and 1 Completed. The 'Request Document' task in the table now has a status of 'Completed', also circled in red.

My Tasks

Title: Habitat Stewardship

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

My Tasks

Title: Habitat Stewardship

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

Pending Tasks | Completed Tasks

Tasks

TASK	APPLICANT	TASK STATUS	ACTION
Request Document	Gray Corp	Completed	View

Showing 1-1 out of 1 results

REPORTING REQUIREMENTS + DELIVERABLES

All reporting for RMEF-funded projects must be submitted through the Grant Portal using RMEF's designated forms and templates, according to the schedules and requirements outlined below. These reporting terms will remain in effect after the Grant Term. Accurate and timely reporting contributes to RMEF's ability to market and share the impact of funded projects.

- **Progress Reporting:** RMEF reserves the right to request interim progress reports at any time, including photos and a summary of project expenditures and accomplishments.
- **Annual Reporting:** For multi-year grants, annual progress reports with a full accounting of grant expenditures to date are due by November 15.
- **Final Reporting:** Project Completion Reports (PCRs) must be submitted to RMEF within 60 calendar days of project completion through the Grant Portal. Accurate PCRs



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contribute to RMEF marketing, fundraising, and publications. Applicants who do not submit a timely PCR will be ineligible for future RMEF funding. The PCR must include:

- A summary of project accomplishments.
 - A comprehensive budget showing the full project cost, documentation of all eligible expenses incurred by the grant, and matching grant funds.
 - Photos of project activities during implementation and after completion.
 - RMEF reserves the right to request additional documentation and records to validate activity, spending, and matching contributions of the grant award.
- **Marketing + Interpretive Display Requirements:**
 - For projects involving permanent interpretive displays at museums, wildlife viewing areas, or similar sites, RMEF policy requires an in-house review and approval of all final message content to ensure consistency with RMEF's mission.
 - RMEF requires recognition of grant funding in the grantee's press releases, social media content, and any other communications detailing the project's funding and partners. Grantees must provide RMEF with final drafts of press releases, social media content, interpretive signs, brochures, and any materials acknowledging the project or RMEF's support at least 10 calendar days before publication. If RMEF does not respond within 5 calendar days, the drafts will be considered approved. Any public materials developed by the grantee that quote RMEF must be coordinated with and reviewed by RMEF.
- **Photo Requirements:** Documenting funded activities with photos is required.
 - High-quality digital photos help RMEF share project accomplishments through presentations, videos, displays, publications, and other communication channels.
 - Photos should capture examples such as crews and equipment in action, scenic habitat views, before-and-after treatment shots from the same vantage point, events/participants in action, and wildlife using the project site.
 - Please note RMEF cannot guarantee photo credits, as photos may be used by multiple departments for various purposes.
- **Deliverables:** Grantees must ensure that any data, research, and other information developed with RMEF funds are made freely available to RMEF, at RMEF's request.

GRANT PROGRAM TEAM

Program, Policies + Compliance	Grant Portal, Applications, Awards + Disbursements	Reporting + Deliverables
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