GRANT PROGRAM
2026 GRANT GUIDELINES
UPDATED 2/6/2026

RMEF®

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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 2025 alone, RMEF granted awards to 488 projects, totaling more than $7.4 million, that will leverage more than $53 million in partner funding for projects spread across 44 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.

OPPORTUNITIES + PRIORITIES 2026

Habitat Stewardship	RMEF accepts grant proposals for habitat enhancement projects that support elk or other big game species and their habitat across the United States. Habitat includes food, water, cover, and space. Examples of habitat work RMEF funds include prescribed burning, forest thinning, noxious weed treatments, the development of wildlife water sources, and more. RMEF's 2026 priorities include: • Habitat Improvement in Migration Corridors • Aspen Regeneration • Invasive Grasses • Conifer Encroachment
Wildlife Management + Research	RMEF accepts grant proposals for wildlife management that directly affect elk and other big game populations and research that expands the body of knowledge of big game ecology and habitats. RMEF's 2026 priorities include: • Research about migration & connectivity, critical habitat & nutrition, big game population trajectories, challenges to big game populations, and big game management solutions • Wildlife Friendly Fencing
Land Conservation + Access	RMEF accepts grant proposals designed to conserve and protect quality elk and other big game range, migration corridors, and birthing areas while seeking to open or improve public access opportunities for hunters and other recreationists. RMEF's 2026 priorities include: • Conserving big game winter range and migratory corridors and connecting landscapes through public access and land conservation efforts • Creating new or improved public access through access easements and agreements and state-run access programs
Hunting Heritage	RMEF accepts grant proposals that work to ensure the future of our hunting heritage. Examples include outdoor skills programs or events, hunter or conservation outreach, mentored hunts, and other similar activities.

APPLICATION TIMELINES

	Grant Cycle #1	Grant Cycle #2
Applications Open	January 28, 2026	July 2026
Application Deadline	March 4, 2026	August 2026
Award Announcements Expected	May 22, 2026	November 2026

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. Grantees will be required to submit IRS Form W-9.
- Individuals, international organizations, and political organizations are ineligible.
- Past RMEF grantees must be in good standing and all past reporting fulfilled.
- Grantee has the 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.
- 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.
- Indirect Costs are not eligible to count as match. The match is only eligible if it is a direct project expense or value through in-kind contributions specific to the on-the-ground work.
- Projects must begin and be completed within the Grant Term. Consider applying during a subsequent RMEF grant cycle if uncertain in ability to complete within these timelines (see Grant Term below).
- Proposals are evaluated based on criteria that align with our program goals and organizational priorities (see Grant Opportunities + Priorities 2026 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.

FUNDING INELIGIBILITY

- Administrative, overhead, indirect costs, utilities, or legal fees.
- Activities, work, or expenditures incurred outside the Grant Term.
- Routine agency/organization operations, staff travel, permanent employee salaries, planning/consulting, 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.
  - We will assist with salaries in the case of vendors/contractors that are hired specifically to do the work outlined and approved in the project proposal. Detailed records must be kept and submitted during the Reporting.
  - Permanent salaries will be considered an eligible expense for Research projects and must be explicitly detailed in the project proposal.
- 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 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.

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 ORGANIZATIONAL 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, awards, disbursements, and reporting.
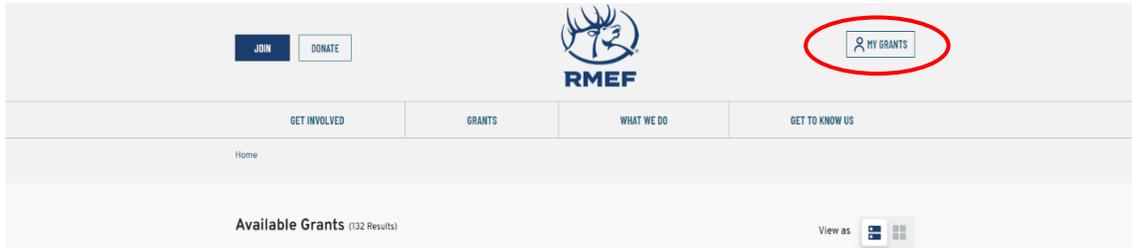- **STEP 1:** Navigate to ams.rmef.org/outbound-grants.
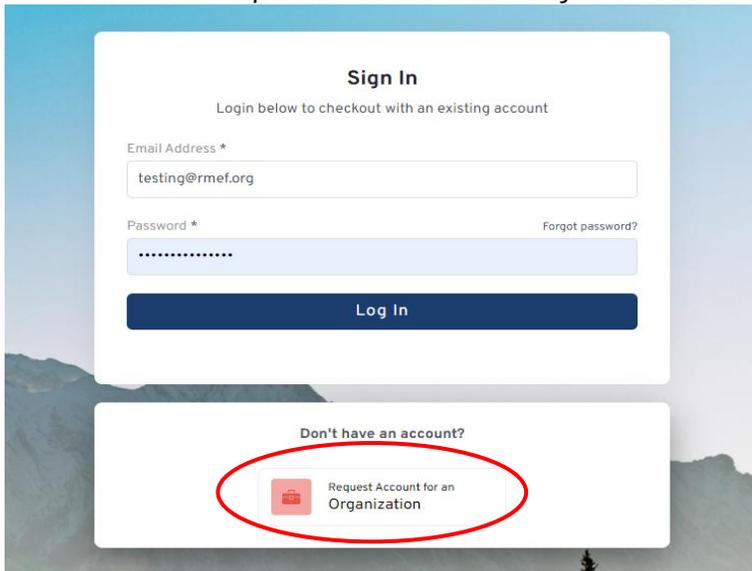- **STEP 2:** Select "My Grants"

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

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

- o Contact Email Address
  - o **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"
  - o RMEF will review the requested account and a notification email will be provided if your account was approved. This may take a few days.
  - o Do not wait until the grant date!
  - o **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 through RMEF's Grant Portal.

- **STEP 1:** Visit www.rmef.org/grants.
- **STEP 2:** Review the RMEF Grant Guidelines.
- **STEP 3:** Select "Apply Now" to enter the Grant Portal.
- **STEP 4:** Select your grant opportunity and select "Apply".
- **STEP 5:** Add your Billing Address.
- **STEP 6:** Confirm your entity and project eligibility.
- **STEP 7:** Complete and submit the Proposal, Project Tasks, and Matching Funds forms.

Now that you have requested an Organizational Account for your organization and it has been approved, it is time to apply for one of our grants. Use this guide to walk through the application process, 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.
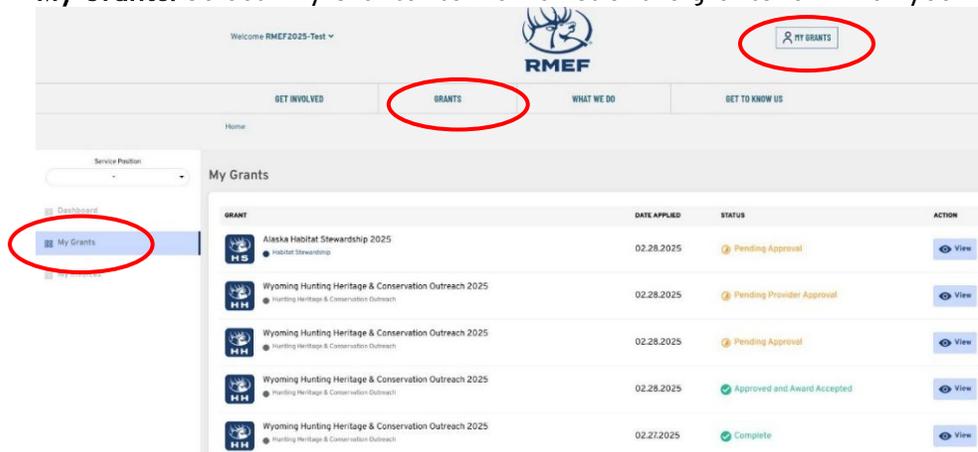
- **My Grants:** Select "My Grants" to view a list of the grants for which you have applied.

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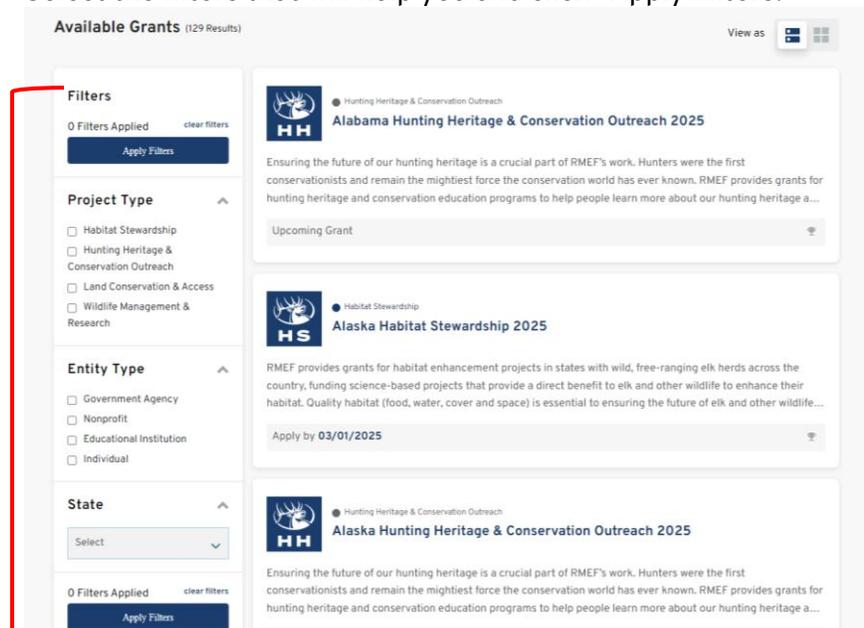
  - Select the grant you want to apply for. It will bring you to a page that provides details on the grant opportunity and the Application Deadline. If the grant is open, you will be able to select the "Apply" button.

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".
- **Eligibility Criteria:** Thoroughly review these Grant Guidelines and confirm your entity and project eligibility prior to submitting your grant 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, Project 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 a single PDF file (maximum size: 10mb) and upload them in this space in your application.
- **Project Tasks:** Next you will add the specific project work or "Project Tasks" you are looking to fund. Select "Add New" for each Project Task you are proposing for RMEF funding. You can add multiple tasks if your proposed project is asking to fund multiple task types.

- **Adding a Project Task:** Next choose the appropriate Project 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 Project Tasks associated with this Proposal, and if RMEF funding is not requested for the specific Project Task, enter $0 for the Requested Funds field. This ensures you can include the value in the subsequent Matching Funds section.

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

- **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.

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

- **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 requesting 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, and you will receive an automated email confirming submission.

- 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.
- Your submitted Applications will be viewable in the My Grants subtab. Note: it is normal for it to take a few minutes for your submitted application to appear.
- **Next Steps:** 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.

GRANT TERM

- Grant Term: Awarded grant funds must be expended and associated activities, events, and field work using these funds must begin after the Start Date and be completed by the End Date - the Grant Term. Start and End Dates can be found within the Grant Portal for the specific project, once awarded. An **example** timeline for 2026 below.

EXAMPLE GRANT TERMS	Grant Cycle #1	Grant Cycle #2
Applications Open	January 28, 2026	July 2026
Applications Deadline	March 4, 2026	August 2026
Award Announcements Expected	May 22, 2026	November 2026
Award Start Date	May 22, 2026	November 2026
Hunting Heritage Grant Award End Date (1-year term)	May 22, 2027	November 2027
Habitat Stewardship Grant Award End Date (2-year term)	May 22, 2028	November 2028
Wildlife Management Grant Award End Date (2-year term)	May 22, 2028	November 2028
Land Conservation Grant Award End Date (2-year term)	May 22, 2028	November 2028

- 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.

ACCEPTING YOUR GRANT AWARD

- **STEP 1:** Log into the RMEF Grant Portal using your organization's login credentials.
- **STEP 2:** From your Dashboard, click on "My Grants" on the left side of the page.

- **STEP 3:** Find the grant that you are looking to accept, which will have the status "Approved and Pending Acceptance".
- **STEP 4:** Under "Current Tasks", there is a task called "Accept Award". Click "View" on the right side.
- **STEP 5:** This will bring you to the Award Acceptance page to review RMEF's Grant Agreement, which will be emailed to you upon acceptance.
- **STEP 6:** If you haven't already, please email your mailing address and a recent, completed W-9 to grants@rmef.org.

FUNDING DISBURSEMENTS

- 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 4 – 6 weeks from receipt of disbursement request.
  - Habitat Stewardship
  - Wildlife Management & Research
  - Land Conservation & Access
- Hunting Heritage grant awards will be disbursed following acceptance of the grant award and receipt of a current W-9. Disbursement Requests are not required.
- To request a disbursement:
  - **STEP 1:** Log in to your Organization Account through the Grant Portal.
  - **STEP 2:** Select "My Grants".

o **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

o **STEP 4:** Under the Disbursements subtab, select "New Disbursement Request".

Date Applied 10.21.2024		Status ✅ Approved and Award Accepted

‹ ⏱ Current Tasks   ✅ All Tasks   🏛 Awards   👥 Contribut   💲 **Disbursements**   📄 Progress Reports   ›

Disbursements   **+ New Disbursement Request**

DATE	AMOUNT	REQUEST STATUS	VENDOR BILL	PAYMENT STATUS	ACTION
		No data available			

o **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 and RMEF project #
    • 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.

‹ Disbursement Request

Date 02/26/2025	Request Status ⏱ Not Submitted	Vendor Bill -	Payment Status -

Disbursement Details

Amount*	Invoice Number*	Invoice Date*
		📅

Description*

Document

Upload Invoice

📋⬆

select a PDF file from your computer
Accepted File Types: PDF | Max file size: 10 MB

Save	Save & Submit

o **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.
- **STEP 2:** Select "My Grants" and then select "View" on the application you would like to add a Contributor to.
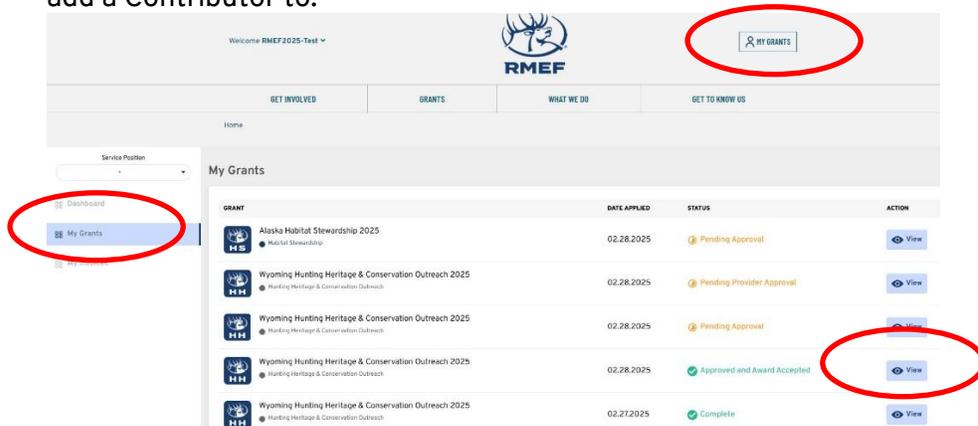
- **STEP 3:** Select the "Contributor" tab and select "Invite Contributor".
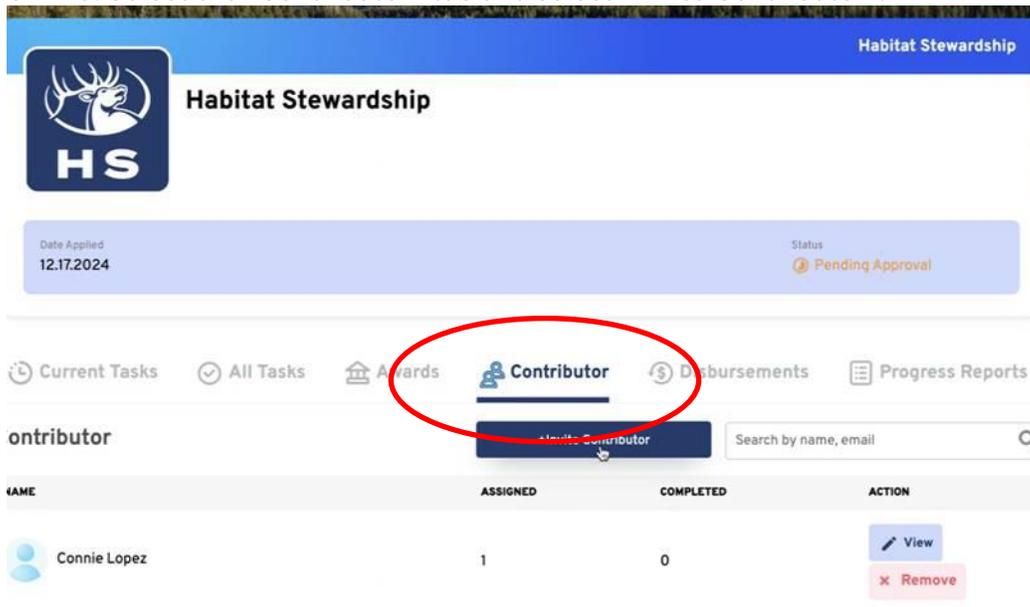
- **STEP 4:** You can search for an Existing Contributor if one exists. If not, you can add a new one by clicking "New by Email."

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

- **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.

- **STEP 7:** At this point, the Contributor will receive an email with instructions to log in to the Grant Portal using their email address.
  - When the Contributor is logged into the Portal, click on the "My Grants" tab and select "View" on the Application.
  - 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.

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 account of grant expenditures to date are due by November 15.
- **Land Conservation & Access Due Diligence Requirements:**

- o Deed of CE provided for review 30 calendar days prior to closing.
  - o Settlement statements showing RMEF's contribution 10 days prior to closing.
  - o Final recorded documents, including deed(s) and access easements within 30 days of closing.
  - o Shapefile of property boundary.
- **Final Reporting:** Project Completion Reports (PCRs) must be submitted to RMEF within 60 calendar days of project completion through the Grant Portal. Please upload PCR document as a PDF file. Accurate PCRs 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:
  - o A summary of project accomplishments.
  - o A comprehensive budget showing the full project cost, documentation of all eligible expenses incurred by the grant, and matching grant funds.
  - o Photos of project activities during implementation and after completion.
  - o A final project map showing proposed treatment areas and final treatment areas.
  - o RMEF reserves the right to request additional documentation and records to validate activity, spending, and matching contributions of the grant award.
- **Refunds:** Any unspent grant funds must be returned to RMEF within 30 calendar days of completion, cancellation, or grant term, whichever comes first. All unspent funds should be issued to RMEF:

  Rocky Mountain Elk Foundation
  Attn: Grant Program
  5705 Grant Creek Road
  Missoula, MT 59808

- **Marketing + Interpretive Display Requirements:**
  - o 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.
  - o 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.
  - o High-quality digital photos help RMEF share project accomplishments through presentations, videos, displays, publications, and other communication channels.

- o 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.
  - o 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

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