

Application for Financial Support Instructions

Complete and fill out each section of the *2023-2025 Application for Financial Support* to be considered for a cooperative nursery sponsor grant. Contact the Cooperative Nursery Unit at 814-353-2225 with any questions pertaining to the completion of the application.

Section 1: Project Information

Include a project title and the location where the project is being completed, along with proposed start and completion dates. *Please note that a grant project cannot start until the grant agreement is signed by the Comptroller's Office, which then makes the grant agreement fully executed.* At that time, the grant project can begin, this includes spending grant money on purchases such as equipment and materials.

Section 2: Sponsor SAP Information

Include all contact information for the sponsor organization. This information must match the address on file through SAP. To apply for, or to verify the sponsor SAP number, contact SAP at (877) 435-7363 and select option 1. This information can also be found on previous sponsor grant applications.

Section 3: Project Coordinator Information

Include all contact information for the individual responsible for filling out the sponsor grant application. This will be the contact person for this grant application. Any questions regarding this specific grant application will be directed to this person.

Section 4: Project Financial Support

List the total amount of grant funding requested from the Pennsylvania Fish and Boat Commission. Additionally, include all matching funds. List the organization and total funding amount. Matching funds is not a requirement for a sponsor grant. However, preference is given to those sponsor organizations that have matching funds. Please note that "in-kind" labor is not considered matching funds.

Section 5: Project Description (outline, expected results, attached drawing/blueprint of design, and additional comments)

Describe the proposed project and the expected results. If needed, attach a drawing or blueprint of design. Please provide as much detail as possible.

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Section 6: Project Budget and Costs

List all items associated with the grant project. Be as descriptive as possible and provide cost estimates for each item. Make sure the total amount of each item adds up to the total cost of the project. It is suggested that estimates (when applicable) and product information from catalogs and websites be included with the *2023-2025 Application for Financial Support*. Please see the example below for reference.

ITEMS/DESCRIPTION	AMOUNT
2" x 4" x 12' Pressure Treated Lumber: 15 @ \$11.88	\$178.20
#9 x 1-1/2" Exterior Wood Screws (QTY 100): 1 @ \$13.58	\$13.58
50' x 4' Steel Chicken Wire: 4 @ \$48.98	\$195.92
5.388" Outdoor Gate Hinges (QTY 2): 5 @ \$10.98	\$54.90
6-1/2" Outdoor Gate Handle: 5 @ \$4.78	\$23.90
3-1/2" Outdoor Swivel Hasps: 5 @ \$5.08	\$25.40
1-1/4" x 1/4" Round Crown 9-Gauge Fence Staples (QTY 413): 2 @ \$15.98	\$31.96
Compound Miter Saw Rental: 1 Day @ \$49.00	\$49.00
2,000-Watt Inverter Generator Rental: 1 Day @ \$55.00	\$55.00

Total Cost of Project: \$ 627.86

Section 7: Funding Allocation

List all sources of funding for the grant project. Include requested funding from the PFBC and any matching funds. Make sure the total amount of each category adds up to the total cost of the project. Also, complete the signature line and the associated information at the bottom of the section. Please see the example below for reference.

	PFBC	MATCHING FUNDS	AMOUNT
Equipment Costs	\$	\$104.00	\$104.00
Materials/Supplies	\$523.86	\$	\$523.86
Payment for Services	\$	\$	\$
Miscellaneous (list)	\$	\$	\$
TOTAL	\$523.86	\$104.00	\$627.86

Signature of Preparer: *Your Signature Here*

Title: Secretary

Date: 5/1/2023