



**COLLEGIATE SHOOTING SPORTS
CHALLENGE GRANT PROGRAM**

2010 GRANT APPLICATION GUIDELINES

I. PURPOSE

The Collegiate Shooting Sports Challenge Grant Program will grow the shooting sports at the collegiate level by providing direct grant assistance to colleges and universities seeking to establish new shooting clubs and teams or to support their existing programs. The program's focus is recruitment and retention. The grants are provided by National Shooting Sports Foundation and are meant to supplement the resources colleges and universities have to create or expand their shooting programs; introduce and educate students, coaches, faculty and other school officials about the shooting sports; and/or provide more opportunities for students to participate in the shooting sports at both the club and competitive levels.

II. ELIGIBILITY & APPLICATION SUBMISSION

Who May Apply: Any accredited public or private college or university located in the 50 United States seeking to establish a shooting program or to expand an existing program may apply for a Collegiate Shooting Sports Challenge Grant. Grant applications must be completed and signed by responsible school officials with oversight of the shooting program. Responsible school officials include school administrators, faculty, student advisors or experienced coaches who are employed by the college or university they represent. **Grant applicants must obtain written authorization from their institution's risk management office or other appropriate department to conduct their shooting programs before submitting their grant applications.**

How Much Grant Funding Is Available: A total of \$175,000 will be available to qualified colleges and universities to implement or support their shooting clubs or teams. Of this amount, each selected grant applicant is eligible to receive up to a maximum of \$7,500 in grant funding from the NSSF. The amount of funding that selected applicants may be awarded shall be at the sole discretion of the NSSF. NSSF's award decisions are final and non-reviewable.

Projects Eligible for Grant Assistance:

- A. Implementing a new shooting sports club or team at your school
- B. Recruitment of new shooters from the student body
- C. Raising awareness or implementing outreach efforts to introduce students and/or school officials to the shooting sports (e.g., assist with hosting a First Shots event at your home shooting range, campus wide recruiting event, or other various marketing initiatives)
- D. Creating more shooting opportunities (e.g., host a regional shoot at your local/home shooting range)
- E. Attending the Collegiate National Championship for the shooting discipline the club/team participates in

Projects NOT Eligible for Grant Assistance:

- a. Projects that involve building new or improving existing structures, such as clubhouses, shelter buildings or other facilities.
- b. Projects including activities other than with a firearm.
- c. Projects that include the purchase or improvement of land.
- d. All other projects that are not directly related to the stated purpose, goals or objectives of the Grant Program as determined by the NSSF.

Project Completion Deadline: Projects must be completed by April 29, 2011

Reporting Requirements: All grant recipients shall be required to submit written mid-term progress reports and final reports to the NSSF

Midterm Report due: January 17, 2011

Final Report due: May 9, 2011

How to Apply: Provide the required information about your project requested herein and submit it to the NSSF.

Grant Application Submission Deadline: All grant applications must be **received** by NSSF **no later than 5pm (ET) on September 17, 2010.**

Proposals must be submitted in both hard copy and electronic format as follows:

- All submissions must have one checklist attached;
- One original and two (2) copies of the proposal; and
- One diskette (3.5" floppy disk) or CD-ROM in Microsoft Word format and/or PDF format containing a copy of the proposal.

Grant applications sent by e-mail will not be accepted.

Grant applications must be sent to:

Zach Snow
Senior Shooting Promotions Coordinator
National Shooting Sports Foundation
11 Mile Hill Road
Newtown, CT 06470-2359
(P): (203) 426-1320

III. APPLICATION REVIEW & SELECTION

A committee of the NSSF shall evaluate Grant applications for eligibility. Grants shall only be made to applicants with proposals that comply with all application requirements and guidelines, and who, in the sole judgment of the NSSF, propose activities that best promote the advancement of target shooting opportunities, participation and retention objectives within the collegiate arena. **All decisions of NSSF are final and non-reviewable.**

Grant recipients shall be required to sign a written Grants Condition Acknowledgement Agreement with the NSSF immediately following notification of acceptance. Grant awards are not final and shall be non-binding on NSSF until agreements are signed by grant recipients and returned to the NSSF. Please [click here](#) to review what a typical Grant Conditions Acknowledgement Agreement looks like. Grant recipients shall also be required to submit all other necessary documentation (e.g., mid-term progress and final written reports) as directed during the term of the grant to ensure their commitment to the Grant Program.

The NSSF reserves the right, at any time, to terminate, suspend or amend the Collegiate Shooting Sports Challenge Grant Program, to adjust the total amount of funding available under the program or awarded, to correct any errors made in awarding grant funds, or to take any other action deemed necessary and appropriate, in NSSF's sole discretion. NSSF shall also be authorized to terminate, suspend or amend the Grant application process, reject any or all grant applications, in whole or in part, waive minor irregularities in applications, or to allow applicants to correct minor irregularities, if the best interests of the Grant Program will be served by doing so.

IV. APPLICATION FORMAT & CONTENT REQUIREMENTS

Grant applications **must** be prepared in the following format and must fully address **all** of the sections below. Applicants shall limit the narrative portion of their applications to four pages or less. To assist you in completing your application, included below are special considerations and examples of how to approach a question (provided in parentheses).

1. **Title:** A short descriptive name of the proposed project.
2. **Applicant's Name & Contact Information:** Identify the name of the college or university applying for the grant. Also, please identify the college or university official responsible for overseeing the project and to whom all correspondence regarding this grant should be sent. Please include name, title, address, telephone and fax numbers and e-mail address.
3. **Awareness/Public Benefit:** Please list projects that provide outreach for customers/public. Significant outreach will help better chances of funding. Here are some examples:

(Example: Does your project Implement a new shooting program, Recruit new shooters or Retain those already involved in the shooting sports? Does it promote safe shooting practices? How does your club inform the student body? How do you let the public know about your new college club and its activities? Do you offer or participate in competitive events and encourage spectator participation with these events?)

4. **Mission, goals and objectives:** Your project should state clearly defined mission, goals and objectives related to shooting recruitment and retention. Your project should reflect a need of public awareness, accessibility, frequency of use and recruiting and retaining students interested in joining applicant's shooting club or team.

a. Mission: What is your college club or team trying to do? A mission statement offers broad explanation about what this program should contribute.

(Example: Why is the project needed?)

b. Goals: Why are you doing this program? Goals define how the program will help achieve the broader mission.

c. Objectives: What specifically do you want to accomplish? Objectives must be measurable, and generally - although not always - set up on a relatively short time frame.

(Example: 1. Identify special benefits that will result from the project. 2. Special marketing plan to attract new shooters. 3. Promotion with adjacent facilities and/or colleges to increase participation).

5. **Approach:** Describe the process to be followed to meet project objectives including:

a. A description of techniques and methods to be used;

b. A description of how the applicant will monitor project progress; and

c. A description of how the applicant will measure project progress in achieving objectives.

6. **Project Time Schedule:**

a. What is the time schedule for fulfilling the objectives of the project? **(Please refer to the outlined deadlines for mid-term progress reporting, final reporting and completion dates)**

b. Identify key milestones of the project and provide the dates of the milestones that will be achieved.

7. **Evaluation component to measure effectiveness:** Your evaluation should include the following considerations, when possible. Evaluations should:

a. Be based on program goals and objectives. (Don't measure outputs or outcomes that you were not specifically trying to achieve.)

b. Identify simple program outputs such as numbers of participants and feedback (but don't stop there!)

c. Investigate program's learning outcomes (behavior changes, etc.) when appropriate.

d. Encourage use of multiple and varied assessment methods whenever possible. (The more ways you can look at something the more comprehensive your evaluation will be.)

- e. Consider the evaluation in initial planning stages as a key project component, not tacked on at the end as an afterthought.

(If, by assessment of these criteria, the grantee discovers that this program was successful, the entire program could easily be expanded. Armed with these results, the grantees can decide upon next steps for recruitment and retention efforts.)

8. **Outline budget needs, support, resources and staffing:** As you plan your effort, you should outline all core elements of your project and ensure that it has adequate support, as well as resources and staffing to achieve your goals. Also consider your current monies, what you hope to raise this year and other income/support.
 - a. A budget should identify all the variables you need to cover. Look at what is feasible to cover over the life of the project. This will help avoid planning a project that takes more resources than your college or university has. Include an itemized budget showing cost justifications.. Grant funds shall not be used for any unrelated, unnecessary or indirect expenses (e.g. salaries, overhead, office supplies, etc.) NSSF shall have final approval of all submitted budgets. If you have any questions about your budgets, please ask.
 - b. Show how college/university officials, students and volunteers are prepared to work together to reach project goals. Consider the placement and involvement of qualified, committed and knowledgeable individuals to carry out parts of the project.
 - c. Be integrated with similar, ongoing efforts, whenever possible. Integrating your new project with similar, ongoing efforts ensures that opportunities for and effects on participants are frequent and sustainable over time.
 - d. Illustrate how you intend to raise monies to sustain your club/team and any other support being provided (e.g., participation fees, home club membership fees waived, volunteer time, etc.).
9. **Outline involvement of stakeholders whenever possible:** Partners and stakeholders can be key to program development, from initial planning to evaluation. Use them whenever possible. Successful programs bring a coalition of stakeholders together to design, implement and evaluate a program that meets their mutual needs. Stakeholders have some interest in the program being developed. They care about the program and are willing to commit to it.

Diverse stakeholders lend a variety of perspectives to the program, helping shape the focus and audience for maximum benefit. Their participation also helps achieve buy-in early in the process, so the program is more likely to be used. During evaluation, stakeholders can offer input about what information to gather, how to gather it, and how to share it with important audiences.

10. **Resumes:** Include a resume or curriculum vitae ("CV") of college or university officials responsible for the program. Resumes or CVs must not exceed one page per individual and are in addition to the five-page requirement for the proposals.
11. **Institutional Authorization Form:** An Institutional Authorization Form must be completed and signed by the applicant's college/university risk management office or other appropriate department permitting applicant to conduct his/her shooting program. The forms must be submitted with the grant application or received by the NSSF before the grant application submission deadline.

Application check list

A completed application check list must accompany your grant application. Copy or remove this page, then initial each item you have attached to your application. Incomplete applications are ineligible for funding.

**Check to indicate
item is in your
application**

Item

- Check list
- Project title
- Applicant's Name & Contact Information
- Awareness/Public Benefit
- Mission, goals and objectives
- Approach
- Project Time Schedule
- Evaluation to measure effectiveness
- Budget needs, support, resources and staffing
- Outline of stakeholders (if applicable)**
- Resumes**
- Institutional Authorization Form**
- One diskette (3.5" floppy disk) or CD-ROM in Microsoft Word format and/or PDF format containing a copy of the proposal.
- Three complete sets of the proposal and support documents

