

**INSTRUCTIONS FOR COMPLETING  
RMEF HABITAT ENHANCEMENT AND WILDLIFE MANAGEMENT  
PROJECT PROPOSAL (FORM # HEWM – 2005)**

All habitat enhancement and wildlife management project proposals must be submitted to the Rocky Mountain Elk Foundation (RMEF) on current RMEF Project Proposal forms. The current form is form # PAC-2005. This form number is located on the proposal form cover page below the RMEF logo. Should you not have the current form, please contact RMEF at (406) 523-4500 and ask for the Conservation Coordinator. RMEF requires a separate form for each project. The information requested on the proposal form assists with project evaluation and communication and should not be viewed as reducing consideration for project funding.

**Project Title:** Use a descriptive name that helps identify the area such as a locally recognized natural feature (i.e. creek, meadow, etc.)

**Project Synopsis:** Briefly describe your project and what you hope to accomplish in one to five sentences. Please use popular writing style so that it can be used in *BUGLE* magazine.

**Location:** List general project location. USFS should include Forest and District. BLM should include Field Office and Resource Area if applicable. Game and Fish agencies should use Wildlife Management Areas or private land if applicable.

**Land Ownership:** Please indicate landownership pattern percentages on project treatment site.

**Geographic Center of Project:** For large scale treatments use geographic center. For multiple project sites list legal description for each treatment (drinkers, burn block segments, etc.)

**Submitted By:** Identify the project lead. This should be the individual most familiar with the project that can address project inquiries and is responsible for submitting a Project Completion Report. Include address, phone number and email.

**Coordinated With:** List wildlife or land management agency person (other than your own agency personnel) you consulted/communicated with when developing the proposal. Our expectation is that coordination with other agencies occurs prior to project submission.

**Project Type:** List the method of treatment. Examples: Prescribed burn, water development, mechanical thinning, road closure, seeding/planting, etc. If more than one project type, list each component with its corresponding project costs.

**Size of Treatment or Project Area:** List actual acres treated. For prescribed burn, include the number of acres within the blackline perimeter. For road closures provide acres ripped and/or seeded, acres planted with tree seedling or acres of weeds treated.

**Project Work Schedule:** List month and year when project field work is expected to be initiated and when field work is expected to be completed.

**RMEF Funds:** List amount of funds requested from RMEF. Break out request by project type in order for us to evaluate cost of each. Requests for multi-year funding should show annual amounts rather than total. RMEF policy limits funding to the first year of the project. Funding for subsequent years is contingent upon the project coordinator submitting a written progress report and a new project proposal form for the next year's funding consideration. Projects demonstrating good progress receive priority for available funds.

**Matching/Contributor Funds** – In the spirit of partnerships, RMEF requires at least a 1:1 match

ratio but looks favorably on higher matching contributor funds. List all matching funds and their source. Example: USFS \$2,000; BLM \$1,500. Volunteer groups contributing labor should be identified as volunteer groups with a reasonable per hour rate. It is important to include all contributors as RMEF attempts to recognize them by various means.

**Total Project Cost:** Should include RMEF and all matching/partner funds.

**Elk Information:** List the number of elk that will benefit from the project. Do not include the entire herd unit population.

**Project Analysis:** Clearly state the resource issues being addressed by the project and the possible factors contributing to the need for the project.

**Project Objective:** List specific objectives. Examples:

- a) Improve water availability for elk in a high elevation meadow.
- b) Increase forage production from current pounds per acre to the anticipated results after treatment, i.e. the site produced 400 lbs of vegetation per acre, 90% of which was spotted knapweed. Past projects have shown that this treatment will increase forage production to about 1,200 lbs. per acre of native herbaceous plants with less than 1% spotted knapweed.
- c) Improve habitat security or reduce elk vulnerability...
- d) Protect migration corridor, winter range, etc.
- e) Improve habitat on public lands to reduce depredation on private lands.

**Project Strategies:** List specific actions which will be taken to achieve the project objectives.

Examples:

- a) Deepen and seal existing dirt tank with bentonite to improve water holding capability.
- b) Burn and reseed 500 acres of oakbrush winter range (list seed mixtures on worksheet).
- c) Installed six gates/tank traps to close ten miles of road to motorized access. (obliteration, gate, reseed, etc.)
- d) Radio collar 50 elk to determine distribution, habitat use and migration routes.

**Area Description:** Attach required map with project site clearly marked, discuss value or potential value of the area to the elk resource and elk use of the area

**Existing Project Area Land Management Activities:** Is this project part of a larger project or series of projects? Identify related activities/programs that exist in support of the project. Include associated past RMEF project number and titles if tied in with this site.

**Use of RMEF Funds:**

RMEF contributes toward projects that extend an agency's/organization's ability to implement habitat enhancement, wildlife management or conservation education projects. It is not our desire to replace agency/organization maintenance and operations budgets.

RMEF policy requires its grant funds be used exclusively for actual "on the ground" expenses incurred during project completion. RMEF policy strictly prohibits the use of its funds for administrative, overhead or indirect costs.

Routine agency/organization operations are not eligible for RMEF funding. Flight time for annual surveys is 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, migration patterns, winter and summer range distributions. Etc

Identify specifically how RMEF funds will be used (i.e. helicopter \$5,000, seed \$3,000, guzzler \$2,500, etc.). It is important that agencies submit their project costs in a

similar manner. Please use only the project costs. While match ratios are important, so are cost per acre or other unit cost measures.

Salaries: Salaries for permanent employees will not be considered for RMEF funding. Other costs of burn crews, biologist aides, and graduate student stipends may be considered for RMEF funding.

Equipment: RMEF does not fund capital facility or capital equipment items. Equipment purchases have been primarily limited to elk radio collars, telemetry receivers and antennas.

Planning and inventory: RMEF views these as agency responsibilities mandated by legislative or congressional action. Once the planning, inventory and mapping are completed, identified projects can be submitted for RMEF project funding consideration. 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.

**Project Monitoring Plan:** Identify what monitoring techniques will be used to assess and quantify the effectiveness of the project as related to the objectives. What criteria will you use to evaluate the project's success? Include both short term and long term monitoring. What monitoring feedback will you provide to RMEF?

**Additional Project Benefits:** Describe any additional benefits of the project from an ecological, educational and or socio/economic perspective. Examples:

- a) Benefits to other wildlife, include any threatened or sensitive species
- b) Benefits to other natural resources.
- c) Benefits to people and communities

**Additional Comments:** Any additional information you feel would be helpful in evaluation of the proposed project.

### **REPORTING PROCEDURE**

The RMEF requires a Project Completion Report for all funded projects within 60 days of project completion. Photos are an essential part of the reporting process and are used extensively in RMEF presentations, videos, displays and publications. Crews and/or equipment in action, habitat scenic, pre- and post-treatment from the same vantage point, and wildlife using the project site are all good photo subject matter.

### **PROCEDURE FOR SUBMITTING PROPOSALS**

Agency proposals should be submitted to the agency's representative on the State Project Advisory Committee. Other applicants should submit proposals to the appropriate RMEF Regional Director. For additional information contact:

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