



July 8, 2011

Toni Smith  
Saint Paul Parks and Recreation  
25 W. 4<sup>th</sup> Street, Suite 400  
Saint Paul, MN 55102

Dear Ms Smith.,

Congratulations! Saint Paul Parks and Recreation has been selected as a grant recipient of the 2011-2012 Take Me Fishing™ program, supported by the Recreational Boating and Fishing Foundation's (RBFF) Youth Boating and Fishing Initiative.

The category in which you have been awarded funding is:

Category: ***Program Sustainability***  
Funding Amount: ***\$10,000***

**Please have this agreement signed and returned to  
[cpittard@nrpa.org](mailto:cpittard@nrpa.org) by July 13, 2011.**

As a Take Me Fishing grantee, your efforts will serve to build and sustain programs and opportunities to engage young people and their families in recreational fishing and boating. These efforts will augment public awareness and appreciation for the need of protecting, conserving and restoring the nation's aquatic resources.

**The grant agreement period is July 1, 2011 to September 1, 2012. During this period, your agency is expected to:**

1. Engage a minimum of 3,250 youth ages 6-15 and/or families by **September 1, 2012** in recreational fishing and boating activities. Ensure that 25% of these participants belong to a minority group as outlined by the US Census.
2. Expend all grant funds in total by **June 30, 2012**.
3. Submit progress reports with budget updates via an online tool\*\* provided by NRPA on the following dates:
  - a. 1<sup>st</sup> quarter progress report - October 1, 2011
  - b. 2<sup>nd</sup> quarter progress report - January 1, 2012
  - c. 3<sup>rd</sup> quarter progress report - April 1, 2012
  - d. 4<sup>th</sup> quarter progress report - June 1, 2012
  - e. Final report - September 1, 2012

\*\*The online tool will be provided at a later date.

4. Report any actions that demonstrate your plan to identify and obtain additional resources to continue your programs without future funding from NPRA/RBFF.



5. Conduct participant pre and post surveys that measure attitudes and behavior changes. Surveys to be provided by NRPA for adults and youth participants.
6. Sign and return to NRPA the attached RBFF logo usage agreement. Include, where applicable, the Take Me Fishing and NRPA logos in all promotional, advertising and communication messaging.
7. Participate in the following NRPA Take Me Fishing webinars (dates TBD)
  - Orientation
  - Fundraising Strategies
  - Building Sustainable Programs
8. As stated in the Federal Administration requirements, you must adhere to all Office of Management Budget Cost Principles as outlined in 2 CFR 230 – [Cost Principles for Nonprofit Organizations](#). Listed below are some of the highlights that pertain to park and recreation agencies receiving funds through the Take Me Fishing program:
  - Agree to notify NRPA of any changes in scope of project as submitted in grant application, or changes in key personnel
  - Ensure tangible, nonexpendable, equipment not exceed purchase price of grant funds for a single unit.
  - Funds may not be used for land, including improvements and structures, lobbying or advocacy efforts, tangible personal property other than equipment and intangible property – trademarks, copyrights, patents and patent applications.
  - Grant records must be maintained for 3 years (from July 1, 2011)
  - Timekeeping: Grantees must ensure that employee time is appropriately allocated to grant projects
9. Submit to NRPA copies of all photos, marketing and communications materials, testimonials from program participants, and stakeholders, which will be shared with RBFF and their constituents. Photo release forms available upon request.

**As a Take Me Fishing grant recipient you will receive the following items:**

1. Awarded grant funds
2. Access to RBFF marketing and promotional materials including:
  - a. Take Me Fishing event planning tool kit,
  - b. Passport to Fishing
  - c. Best Practices Workbook,
  - d. Logos and marketing guides
3. NRPA's Boating and Fishing Community Resource Guide



# National Recreation and Park Association

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Please acknowledge agreement to these terms by signature of the department director or other appropriate authority by July 13, 2011. Upon receipt of this signed form, a check shall be issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Once signed, please scan and e-mail this to Colleen Pittard, Partnerships Manager, at [cpittard@nrpa.org](mailto:cpittard@nrpa.org). Please do not hesitate to contact Colleen directly at (703) 858-4741 should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Sieglinde Friedman", written over a light gray dotted grid background.

Sieglinde Friedman  
Chief, Business Development