



CALL FOR APPLICATIONS

*from qualified nonprofit organizations for
the auction or raffle of governor's hunt permits for
the 2024/2025 hunting season.*

State of Alaska
Department of Fish and Game
Division of Wildlife Conservation-Headquarters
333 Raspberry Road
Anchorage, Alaska 99518

CALL FOR APPLICATIONS

Governor's Auction/Raffle Permits

April 6, 2023

Partners in Conservation,

We are excited to invite you to apply for big game permits under the Governor's Auction and Raffle Program. Each year, we offer hunt permits for multiple species to our nonprofit partners in conservation. We are happy to continue this program into its 26th year and offer permits for the Fall 2024/Spring 2025 hunt season. Permits will be awarded through two programs, the Partnership Program [16.05.343(a)] and the Big Game Program [16.05.343(c)]. More details about both programs can be found in this packet.

We will accept applications from qualified nonprofits organizations until the deadline of **Monday, May 15, 2023, at 5:00 p.m.** Applications may be received via email or by mail; however, they must be delivered by the application deadline. To be eligible, nonprofit organizations must complete and submit a full application package consisting of:

- A completed and signed application- this is available online here:
https://www.adfg.alaska.gov/index.cfm?adfg=huntlicense.auction_application
If you cannot access the site, please contact the person listed below for a hard copy.
- Written proof of Alaska nonprofit status including the nonprofit number.

Complete instructions for eligibility, submission of application, evaluation criteria, award/protest procedures, marketing requirements, and reporting and remittance requirements are included in this Call for Applications. Most of these topics are also reflected in the cooperative agreements that have been drafted between your nonprofit and the department if you have already participated in the program. If you have questions, or should you need any clarifying information, the contact person is:

Molly McCarthy-Cunfer
Partner Outreach Coordinator
Alaska Department of Fish and Game
Division of Wildlife Conservation
333 Raspberry Road
Anchorage, AK 99518
Email: molly.mccarthy@alaska.gov
Phone: 907-717-0725
Alt. Phone: 907-267-2134

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KEY ACTION DATES

EVENT	DATE
Call for Applications Released	April 6, 2023
Final date to submit applications: NO LATER THAN 5:00 PM	May 15, 2023
Applications Evaluated and Ranked	May 16-May 31, 2023
Notice of Intent to Award Sent	June 1, 2023
Last Day to Appeal	June 8, 2023
Last Day to Make Department-Approved Permit Trade with another Nonprofit	August 8, 2023

ELIGIBILITY REQUIREMENTS**PARTNERSHIP PROGRAM**

Under AS 16.05.343(a), the “**Partnership Program**,” the department may donate up to two harvest permits for elk from the Etolin, Afognak, or Raspberry Island herds, and one harvest permit for bison to non-profit organizations incorporated in Alaska that have been ***established to promote education in outdoor traditions and wildlife conservation and wildlife protection programs in partnership with the department.*** The stipulations of this partnership are *subject to the terms of a memorandum of agreement developed by the department.* Organizations that have an existing memorandum of agreement with the department and meet the requirements of having been ***established to promote education in outdoor traditions and conservation and wildlife protection programs in partnership with the department*** may be approved for the Partnership Program. Organizations participating in the Partnership Program may retain all proceeds resulting from an auction/raffle of the awarded permits. Winners of these permits are not eligible for a complimentary hunting license or big game tag.

To participate in the **Partnership Program** an organization must:

1. Be ***established to promote education in outdoor traditions and conservation and wildlife protection programs in partnership with the department;***
2. Be incorporated in Alaska as a nonprofit corporation; and
3. Enter into a memorandum of agreement developed by the department that outlines a direct relationship between the nonprofit and the department to collaborate on education, conservation and wildlife protection programs.

BIG GAME PROGRAM

Under AS 16.05.343 (c), the “**Big Game Program**,” the department may donate up to four harvest permits each year for each of the following species: emperor goose, Dall sheep, bison, muskox, brown or grizzly bear, black bear, moose, caribou, goat, elk and wolf. Additionally, organizations may retain up to 30% of the net auction/raffle proceeds. Statutes state that the 30% of proceeds retained by an organization “*may be used only to support outdoor tradition education projects and wildlife conservation and wildlife protection programs approved by the*

department and may not be used to make a contribution to any candidate for political office or to any organization supporting or opposing ballot propositions or to pay expenses associated with lobbying the legislature or administration."

To participate in the **Big Game Program** an organization must:

1. Promote education in outdoor traditions and conduct wildlife conservation and wildlife protection program
2. Be incorporated in Alaska as a nonprofit corporation; and
3. In the judgment of ADF&G, demonstrate support for a state-based model of wildlife conservation through a user-pays system based on sustained yield and use principles.

GENERAL CONDITIONS AND REQUIREMENTS

- 1) Applications must be complete in all aspects as required by this Call for Applications. An application may be rejected if it is conditional or incomplete or if it contains any alterations of form or other irregularities of any kind.
- 2) The application must be signed by a representative of the nonprofit organization or chapter thereof who has authority to sign agreements binding upon the organization. An unsigned application will be rejected.
- 3) An application with false or misleading statements may be rejected. If, in the opinion of the department, the information provided was intended to mislead the department in its evaluation of the application, it will be the basis for rejection of the application. If information in the application is insufficient for the department to determine eligibility and understand how a nonprofit organization plans to auction/raffle a permit, the department may reject the application. The department's determination of the applicant's integrity, based on the information provided in their application, shall be final.
- 4) No officer of the department may actively help an organization craft their application. If an organization has questions about how to fill out the application form, they may contact the listed department contact. However, this contact cannot help craft answers.
- 5) Although the department has designated specific permits for the 2024/2025 hunt season, there is a chance that a permit may need to be changed due to biological concerns for a specific population of game. We agree that if a raffle or auction is ongoing, or has commenced, we will honor the original permit for which the hunter bid on or bought a ticket for. However, if there is a need to switch a permit before an auction or raffle begins, we will work with the organization to find the next best option that is of equal value to the awarded permit.

SPECIFIC CONDITIONS AND REQUIREMENTS

- 1) Applicant is a nonprofit organization or chapter thereof, as defined by the Internal Revenue code.
- 2) Applicant agrees that the auction or raffle will be conducted under terms and conditions that comply with all Alaska State laws. If the event is held outside of Alaska, the parties agree that Alaska law will control in the event of any dispute.
- 3) The applicant will conduct the auction or raffle event prior to June 13 of the year in which the tag is valid. This allows department staff adequate time to prepare hunting licenses, permits, and locking tags, and mail them to the hunter.
- 4) The applicant agrees that the auction or raffle will be conducted under standards of good faith and commercial reasonableness, and the applicant will use its best effort to obtain maximum return. The organization may opt to auction or raffle the permit at an in-person event, a live-streamed event, or another method in a manner accommodating similar public participation as in-person or live-streamed events.
- 5) Revenue generated by the Governor's permit must be transferred to the Alaska department of Fish and Game within 30 calendar days of the event or by June 13th, whichever comes first. Failure to submit payment to the department within 30 calendar days of the event may result in disqualification from next year's Governor's permit process and may result in your hunter not receiving their permit on time, which will not be at fault of the department. The department cannot issue hunting permits to the winning bidder until department staff receive a signed report form by the nonprofit and the remittance payment.
- 6) When auctioning or raffling Governor's permits, the nonprofit shall clearly indicate in all advertisements and to potential permit recipients that such permits are subject to all existing conditions required for the take of the species per 5 AAC 93.080. If unsure, the nonprofit shall reach out to department staff for guidance before advertising.
- 7) By statute, to receive a Governor's permit, your organization must support a state-based model (for game management) through a user-pays system based on sustained yield and use principles. Your organization must support this model and has taken no actions to exhibit otherwise against the department.
- 8) Per department policy, a nonprofit organization may not receive a Governor's permit if the nonprofit, or any of its Board members, are involved in an active lawsuit against the State of Alaska, department of Fish and Game, or the Commissioner of the department. Your organization must not be involved in an active lawsuit against any of the above entities.
- 9) Organizations may deduct marketing costs from the net proceeds but must abide by the Marketing Requirements on Page 9.
- 10) Multiple chapters of an organization are encouraged to apply. However, the information provided on the application must be specific to the chapter applying for the permit.

- 11) Awarded permits are transferrable before August 8, 2023. If two non-profits who have been awarded permits decide they'd like to trade, they may send an email to the department employee listed in the Call for Applications and request the trade. Super 7 permits are not transferrable.

SUBMISSION OF APPLICATION

- 1) The application may be submitted in one of two ways:
 - In a sealed envelope marked "Governor's Permit Application". The mailed application must be received by the date and time shown in "Key Action Dates". An application received after this date and time will not be considered. Applicants are cautioned that department processing of mail may add an extra 48-hours of delivery time, so please plan accordingly.

Mailing Address:
Alaska Department of Fish and Game
Division of Wildlife Conservation
ATTN: Molly McCarthy-Cunfer
333 Raspberry Road
Anchorage, AK 99518
 - By email to: molly.mccarthy@alaska.gov
- 2) Applications must be typed or legibly printed in ink.
- 3) The application must be signed by a representative of the nonprofit who has the authority to sign agreements binding upon the organization.
- 4) Before submitting the application, applicants should review to ensure all necessary signatures are in place and areas have been filled out. Department staff will only review applications once the application window closes, so please be sure that your application is complete upon submittal.
- 5) If your application has been received via mail or email, you will receive an email confirming receipt of application. Please give at least 48-hours for response, and do not expect a response on a weekend. Note that the confirmation is only that your application is in the pool, but if the application is incomplete, department staff will not know until the window has closed. If you do not receive a confirmation within 7 business days of when you expect staff should have received your application, please contact the Partner Outreach Coordinator at molly.mccarthy@alaska.gov.

EVALUATION AND SELECTION

- 1) Each eligible nonprofit may be awarded up to three permits. An applicant is encouraged to list all five choices to optimize the chance of selection. If an applicant only chooses one permit and is not chosen for that permit, the department will have no other choice but to not award another permit due to lack of options.
- 2) Each application will be logged as it is received but will remain closed until the designated review period.
- 3) Applications will first be reviewed by the Partner Outreach Coordinator to ensure all signatures are in place and eligibility requirements are met by the applicant.
- 4) Eligible applications will be dispersed to the review team, made up of a small group of department staff. Applications will be scored based on the criteria below in "Evaluation Criteria". Upon final scoring, the list of recommendations will be submitted to the Division Director for review and approval.
- 5) If an application is rejected based on criteria review, the applicant will receive a letter on the same day as "Notice of Intent to Award" letters are sent out (June 1, 2023). The department reserves the right to reject any or all applications at any time.
- 6) The number of permits available to be dispersed will depend on biological conditions for wildlife populations, as well as applicant interest. Number of permits distributed will likely vary by year.

DEPARTMENT-APPROVED PROJECTS AND GOALS

As part of the application, the department must approve where funds generated from the Governor's permit raffle/auction go. Per 16.05.343(g), proceeds from the raffle or auction may be used only by the organization awarded the permit and cannot be used to make a contribution to a candidate for political office or to other organizations supporting or opposing ballot propositions or paying expenses associated with lobbying the legislature or administration. Although this gives a fair amount of flexibility to an organization, we would like those projects to align with our mission, which is to conserve and enhance Alaska's wildlife and habitats and provide for a wide range of public uses and benefits. We strive to maintain and enhance opportunities to hunt, trap and view wildlife, as well as provide opportunities for Alaskans to gain knowledge of and appreciation for Alaska's wildlife, its management, and ways to interact with wildlife safely and ethically.

EVALUATION CRITERIA

Evaluation criteria have been established to help identify eligible applicants and to help provide an objective way to determine permit distribution. The goal of the program is to generate maximum revenue from the Governor's permits and generate funds to support projects in Alaska, so those organizations with proven ability to reach a larger audience outside of Alaska, but will spend the funds within Alaska, will likely be prioritized for higher value permits. Factors to be evaluated are outlined below:

- Permit Event Details.....5 points
- Marketing Strategy.....15 points
- Fundraising experience and ability.....15 points
- Use of retained funds.....20 points
- Ability to generate revenue from Governor's permits.....15 points
 - The department has created a scoring rubric for performance criteria for each permit and species based on the last 25 years of data. This rubric may be requested at any time. If your organization has only been awarded lower value permits but has performed well with those, it will rank just as highly as those with higher value permits.
 - If you are a first-year applicant to Governor's permit programs, this will be null and will not count for or against your organization in the scoring.

TOTAL: 70 points

AWARD AND PROTEST PROCEDURES

- 1) Department personnel will evaluate and rank eligible applications. On June 1, 2023, all applicants will be notified of their application status via email from the Partner Outreach Coordinator.
- 2) If an applicant has submitted an application believed to be eligible under the Call for Applications and qualifications, he or she may submit an appeal.
- 3) Appeals must be written or typed and signed by the individual authorized to sign on behalf of the nonprofit applicant and must give reason(s) for the appeal. The individual appealing must cite the law, rule, regulation or procedure on which the appeal is based and provide facts and evidence to support the claim. All appeals must be received by the Partner Outreach Coordinator by **June 8, 2023**. The Division Director will review the appeal and will take steps to resolve the appeal after receipt.

WINDOW TO MAKE CHANGES

To awarded permits:

- The department will allow two organizations who have been awarded permits to make a “permit swap” during the first two months after permits have been awarded. If two organizations would like to trade, they must provide a document to the Partner Outreach Coordinator describing which permits the organizations would like to trade and their updated marketing strategies for the new permits. The document must be signed by a representative of both organizations to be valid. Once received, the Partner Outreach Coordinator will submit to the Division Director for approval. Permit swap requests must be received by **August 8, 2023**. The department will give a final decision within 10 business days of document receipt.
- Super 7 permits are ineligible for trade.

To the hunter:

- Alaska Governor's permits are transferrable; however, they cannot be sold. If an auction/raffle winner wants to gift their permit to another hunter, please ensure that the new hunter is listed on the report form. This decision must be made within the 30-day window that nonprofits have for report and remit payment to the department. Once a report is received by the department, staff will begin issuing the license and permit. At that point, if the hunter has any issues, he or she can work with department staff to make additional changes if permitted.

MARKETING REQUIREMENTS AND PERMIT SPONSORSHIP

Awarded applicants may deduct marketing expenses from the net proceeds from the raffle/auction. If you plan to deduct marketing expenses from the sale of your awarded permit(s), please keep receipts to attach to your report form. The department is currently trying to examine which marketing tactics work well for nonprofit partners and this data is valuable.

- If, as a marketing strategy, your organization chooses to ask a larger national organization, or a larger local organization, to sponsor your permit, you may write off a maximum of 5% of the net as a marketing cost to pay the other organization for processing and hosting the permit. Please include this deduction in your receipts.
- If another organization is sponsoring a permit, on all advertisements, the organization that holds the permit MUST be listed to avoid confusion from the public and the perception that the department awarded one organization more permits than allowed by statute. An example would be: “The National Wild Sheep Foundation is sponsoring the Alaska Wild Sheep Foundation's Governor's Permit for auction”.

- Even if a permit is sponsored by another organization, the original organization awarded is responsible to meet all reporting and remission requirements. It is the responsibility of the sponsoring organization and the organization with the permit to enter an agreement on how this will happen within the reporting window. The department will not be involved and is not responsible for any issues that incur from this relationship. We recommend that the permit sponsor disperses funds generated from their sponsored raffle/auction to the permit holder within 15 days to provide adequate time for that organization to submit their report in time.
- If reporting and remittance requirements are not met, the organization holding the permit will be held responsible for not meeting deadlines, not the sponsoring organization.

REPORTING AND REMITTANCE REQUIREMENTS

Report forms and revenue generated by an awarded Governor's permit must be transferred to the Alaska Department of Fish and Game within 30 calendar days of the event or by June 13th, whichever comes first. Failure to submit payment to the department within 30 calendar days of the event may result in disqualification from next year's Governor's permit program and may result in your hunter not receiving their permit on time, which will not be at fault of the department. The department cannot issue hunting permits to the winning bidder until department staff receive a signed report form by both the nonprofit and the hunter, as well as a remittance payment. Incomplete report forms will be returned to the organization to be completed.

- Receipts for marketing costs shall be included with the report forms.
- A copy of the most recent report form will be sent to eligible organizations with their Notice of Intent to Award on June 1, 2023. From that date on, please use only that report form to ensure reporting and remittance requirements are met.