

# Basic Grants Management Course (WSFR)

**Type:** Instructor-led classroom training

**Duration:** 32 hours

**Description:**

This course provides a basic overview of the Wildlife and Sport Fish Restoration (WSFR) Program's grant management process. Emphasis is placed on knowledge and use of the Service manual and associated regulations, rules and supplemental documents. Participants work individually and in small groups to develop and process a basic grant package and evaluate a variety of grant types using case studies.

**Who should take this course:**

Persons responsible for managing WSFR Program's grants, especially state wildlife agency coordinators, WSFR Program's specialists with less than 1.5 years of experience with WSFR Program's grants. Service Policy [232 FW 1](#) was signed on Friday 17 October 2014. The policy requires all Service personnel who work with financial assistance to receive a Service specific financial assistance training. All WSFR employees are required to complete the WSFR specific Basic Grants Management (BGM) training.

**Objectives:**

- Describe WSFR Program's grant programs and processes.
- Describe the roles and responsibilities of federal and state/grantee partners in managing WSFR Program's grants.
- Process and manage a basic grant.
- Use the Service manual and other resources.
- Build a network of professional grant management contacts.

**Tuition/Cost:** Tuition is free (paid by WSFR Program). Students are responsible for lodging, per diem, and all travel costs. Refer to the [NCTC Information Sheet](#) for lodging costs (includes meals) and shuttle service cost/information.

**Availability:**

**2017:**

May 8 - 11, 2017 in Shepherdstown, West Virginia. Travel days are Sunday, May 7, and Friday, May 12

September 11 - 14, 2017 in Lakewood, Colorado. Travel days are Sunday, September 10, and Friday, September 15

The U.S. Fish and Wildlife Service is committed to providing access to this course (event) for all participants. Please direct all requests for sign language interpreting services, close captioning, or other accommodation needs to Julie Schroyer, 304-876-7927, [julie\\_schroyer@fws.gov](mailto:julie_schroyer@fws.gov), TTY 800-877-8339.

**Enroll/Register:**

[2017 BGM Course Registration - NCTC, Shepherdstown, WV](#)

[2017 BGM Course Registration - Lakewood, CO](#)

**Questions:**

Contact [WSFR Program's Information Management Branch](#) at 304-876-7927