

South Sound Chapter of the Washington Native Plant Society Grant Application Form

Summary

Each year, the South Sound Chapter (SSC) of the Washington Native Plant Society (WNPS) awards grants for conservation and education projects. Individual grants will be a minimum of \$250 and a maximum of \$500. Grants must further the WNPS mission to:

“promote the appreciation and conservation of Washington's native plants and their habitats through study, education, and advocacy.”

The initial submission deadline each year will be March 1 and awards will be announced on April 1. Should any funds remain after April 1, subsequent grant applications will be considered until budgeted funds have been fully awarded. Applicants are encouraged to discuss their application first with an SSC Board member or grant committee member prior to submission.

Grant Requirements

Grant requests may be from any individual or organization.

Grant-supported projects must be located in the counties served by the South Sound Chapter (Pierce and Thurston counties along with counties south and west of Pierce and Thurston).

A grant award to a grantee must be expended by the grantee on the project within one calendar year from the signature of the grant agreement unless a specific extension is authorized.

Evaluation Criteria

Proposals will be evaluated based on:

1. Appropriateness of the proposal to the WNPS mission.
2. Impact of the project to the community and the environment.
3. Likelihood of project success.

Application Schedule

The initial award cycle for grants will begin each year on January 1, at which time a newly funded pool of grant money will be available from SSC. Applications received by March 1 will be evaluated during that month and awards will be announced by April 1. Note, however, that available grant funds are not always exhausted during this period, so be sure to check with the grant committee following April 1. Funds may still be available.

Should grant funds remain after the initial award cycle, SSC will consider proposals and award grants during the remainder of the calendar year. In these cases, applicants will be notified within 30 days of receipt of their application. Applicants should contact the SSC chair or grant committee chair if they are interested in submitting a proposal after the initial award announcements.

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Grant Application Content Requirements

Grant applications should be 1-2 pages long, printed in 12 point Times New Roman Font
They must include:

Title:

Please select a brief title that can be used to share information about the project and indicate the date of the application.

Contact Information:

Include applicant name, address, telephone number and e-mail address. If the applicant is an organization, the name, address, telephone number and e-mail of the designated contact person. The contact person shall act as the project's liaison to SSC.

Narrative:

The proposal narrative must include: a brief description of the project, proposed methods or activities, projected outcomes, and an explanation of how the project furthers the goals of WNPS. Note size and scope of the project, project participants, and the impact on the community and/or environment.

Timeline:

Describe when activities funded by the grant will occur, including a timeline for the project.

Budget:

Requested funds and how they will be used on the project.

Grant Submission

Email an electronic copy of the proposal to: grants@southsoundchapterwnps.org

Funding

Grantees shall receive one half of the grant upon signature of the grant agreement and the balance upon submission of expense receipts and acceptance of the final report.

Follow-up

Upon completion of projects, grantees must submit a final report to SSC and, upon request, make a presentation at an SSC chapter meeting. At a minimum the final report should:

- Be 100-300 words in length.
- Summarize project accomplishments.
- Explain how the SSC grant was utilized.
- Describe future plans, if any.
- If possible, include digital photo(s) suitable for publication.
- Include original copies of all receipts for which grant funds are used or claimed for reimbursement.