Obtaining a Conservation Grant From the Atlantic Chapter

General

• Groups that apply must provide a match of 50% from Group funds or from funds obtained by special Group fund raising efforts, unless the ExCom modifies the group’s share as in third step.
• Applicants should describe other current or potential sources of funds for their project, and expected donations from these sources.

Revised Conservation Grant priorities:

• Proposals incorporate multiple conservation priorities, or develop materials/results that can be used chapter-wide.
• Project effectively engages members in environmental action and has a plan to retain these members as active volunteers.
• The project is submitted by a leader or sponsor with a record of effective project development, execution, and follow-up.

Grant Procedures:

First step:
Volunteers from a Group or Chapter Committee inform the Chapter Steering Committee of their intention to request a Conservation Grant. The purpose of this step is to assist the applicant by sharing information and ideas, and to find out if other Groups or Committees might want to join in the project.

Second Step:
• The Applicant completes the application form on the Chapter Leaders’ Toolkit page of the Chapter website, including a detailed budget of expenses and a statement that the Group will contribute and/or receive donations for a 50% match of funds.
• Starting dates and expected completion dates should be stated in the application.
• The Applicant submits the application to the Conservation Chair.
• The Conservation Chair consults with the Chapter Steering Committee and other members or outside consultants with experience related to the project and may suggest amendments to the application.

Third Step:
• The Conservation Chair may decide grants less than $500 and will report the decision to the Group and Chapter ExComs and the Chapter Treasurer.
• The Chapter Conservation Chair and the Applicant will submit applications greater than $500 to the Chapter ExCom.
• For grants greater than $3,000, the Chapter Excom may vote to Co-Sponsor the project and to reduce the Group's share of expenses to a specified amount less than 50%.
• The ExCom will vote on supporting the application at a regular meeting. The Conservation Chair may request a phone meeting of the ExCom to vote on the project if there are time considerations for starting the project; for example, if it is for a seasonal outdoor activity.
Fifth Step:
- Groups should obtain invoices for project expenses and forward the invoices to the Chapter Treasurer for payment.
- If expenditures cannot be invoiced, and must be paid in advance, the project leader will send receipts with the reimbursement request form (in the Atlantic Chapter Leaders’ Toolkit) to the Chapter Treasurer.

Sixth Step:
The Group or Committee sponsoring the project sends the Chapter Chair, Chapter Treasurer and Conservation Chair progress reports, if applicable, and a final report within six months of the completion of the project. The final report must be received before any further grant applications from the Group will be considered.