**St. Paul Audubon Society**

**Grant Applicant Guidelines**

People or organizations requesting funding must complete the brief grant application

Committees may approve grant awards up to $500

The Board must approve any expenditures or grant awards over $500

Grants are targeted for projects rather than general operating expenses

Priority is given to projects or activities that work on SPAS’s priority focus areas (Education, Conservation, Policy/Advocacy)

Priority is given to projects or activities within SPAS’s geographic area

The Board will review applications at the March and September meetings, provided the application is received one week prior to the meeting

Applications for emergency situations and short-notice opportunities will be considered during other months at the Board’s discretion

The Committee or Board may approve full funding, approve partial funding, decline, defer, or request more information on an application

Approved applicants should request payment from the Treasurer

Grant recipients must file the brief grant report with the Treasurer within 60 days of project completion, or within 30 days after the anniversary of the grant approval for longer-term grants

**St. Paul Audubon Society**

**Grant Application**

Person making request: Contact info:

Project name: Amount requested:

Total budget for this project:

Date of request: Date funds needed:

Date of project completion:

Which of SPAS’s priority focus areas does this project address?

Is this a one-time request or are future requests anticipated? (include frequency):

Brief description of project and its goals:

How will you determine whether the project is successful?

Brief description of project activities:

Target audience:

List partners, if any:

Approved by \_\_ Board \_\_Committee Name\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount:

**St. Paul Audubon Society**

**Grant Report**

Person completing report: Contact info:

Project name: Amount spent:

Brief description of project activities:

Provide any applicable numbers (people, birds, products, etc.):

Number of people affected by project and demographics if known:

Which parts of the project were successful?

If the project was not fully successful what were the factors that limited success?

Key results:

v.3 2/20