**Saint Paul Audubon Society**

**Grant Applicant Guidelines**

People or organizations requesting funding must complete the brief grant application

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 (Ramsey and Washington Counties)

The Board will review applications at the March and September Board meetings. Applications must be received by February 15 and August 15. Email this document to: general@saintpaulaudubon.org. In the event of a true emergency, appeals outside of the application window may be considered.

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

Grant recipients are requested to provide a short article about the project and pictures for Chapter publications if at all possible, and to do a 5-minute presentation at a member meeting.

**Saint Paul Audubon Society**

**Grant Application**

Please complete all fields. Use N/A if not applicable.

Person making request:

Organization: Tax ID#:

Fiscal Agent: Tax ID#:

Email: Phone:

Project name: Amount requested:

Date of request: Date funds needed:

Brief overview of the organization, including mission statement:

Brief description of project—location, activities, goals, timeline, and expected completion date:

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

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

How will you determine whether the project is successful?

Who will benefit from this project, and how will you measure benefit?

List partners (work partners and other funders), if any:

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

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