

## Guidelines for 2021 Grant Application

Please read and follow these guidelines carefully.

### APPLICATION PROCESS

1. Send a Cover Letter and a completed Application as email attachments to: [carter-grantapps@gmail.com](mailto:carter-grantapps@gmail.com) no later than December 31, 2020.
2. If you do not receive an acknowledgement (by e-mail) within a week, we may not have received it. Please contact us for clarification.
3. The Cover Letter and Grant Application are to be a single document file in MS Word format (not PDF, Google Docs, or other formats). **A space for the cover letter is provided as the first page of the grant application.**
4. The **Cover Letter** should name the project and is to briefly describe you and/or your organization, explaining how you are qualified (training, experience, special opportunity, etc.) to undertake this project, using a maximum of 400 words, a single side of a page. **Please don't duplicate** project reasons and descriptions you will include in the application itself.
5. In the **Application**, please type directly into the template and the spaces beside the questions will expand to accommodate your answers. The completed application itself is not to exceed a total of 4 pages (including any optional bibliography) using a 12 pt. font. With the one-page cover letter attached, you will be sending a total of five pages at most.

Your project must support at least one **NPSNM mission** area, clearly stated in grant application:

- Educate the public about native plants by promoting knowledge of plant identification, ecology or uses, OR
- Native plant conservation or the restoration/preservation of natural habitats, OR
- Contribute to botanical research, focused on New Mexico native plants, OR
- Encourage or exemplify the appropriate use of native plants to conserve water, land and wildlife.

**Budget:** Be specific and realistic as to how money from NPSNM will be spent and whether this grant is to fund all or a specific portion of the project. It is normal to have multiple funding sources. **Do not include overhead charges** to be drawn from this grant by an institution. Our policy and our pledge to our donors is to support projects aligned with our mission, not to fund the overhead costs of other institutions.

**Voucher Specimens:** If the project is botanical research involving collection in the field, a species list is requested upon completion, and a set of voucher specimens must be deposited in an academic herbarium supported by NPSNM (NM schools and UTEP).

Grant awardees may have to furnish a tax ID number (SS for individual or EIN for organization) before NPSNM can issue a check.

**A year-end summary report is required of all recipients. This does not mean a publication quality writeup, but a simple explanation of activities performed, results to date, and how grant money was used. A template for this will be provided to grant awardees. Some form of presentation or sharing results with NPSNM members in the following year is appreciated in order to remain eligible for additional grants. (See examples at the end of the application).**

Note: All results and any intellectual property developed in the course of funded projects is the property of the grant recipient. However, NPSNM retains the right to fair use of results summaries, quotes, and excerpts for its nonprofit mission purposes and promotion of the Jack and Martha Carter Conservation Fund.