

NPSNM

2021 Jack and Martha Carter Grant Application Guidelines for 2022 Funding

Please read and follow these **Application Guidelines** carefully.

1. Send a Cover Letter and a completed Application as email attachments to cartergrantapps@gmail.com no later than December 31, 2021.
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. Both the **Cover Letter** and **Grant Application** must be a Microsoft Word document (not PDF or other software formats). Download the application form from our website.
4. The **Cover Letter** should name the project and is to briefly describe you and/or your organization, explaining how you are qualified (training or experience or opportunity, etc.) to undertake this project, using a maximum of 400 words. Please don't duplicate project justifications and descriptions — you will include those in the application itself.
5. On the **Application Form**, please type directly into the template and the spaces beside the questions will expand to accommodate your answers. The completed application is not to exceed a total of 4 pages (including any optional bibliography) using a 12 pt. font. We do not wish to review applications of more than 4 pages, so budget your words and space.
6. 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
 - Contribute to the conservation or the restoration/preservation of native plants and their natural habitats, OR
 - Conduct botanical research, involving New Mexico native plants, OR
 - Encourage the appropriate use of native plants to conserve water, land and wildlife.
7. **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 if co-funded by other sources.
8. 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).
9. You must specify a **backup contact person** just in case you have to leave the project.

NPSNM reserves the right to fair use of results summaries, quotes, and excerpts for its nonprofit mission and promotion of the Jack and Martha Carter Conservation Fund.

A summary report of accomplishments on the project is required of all recipients. This is due to be sent by email by November 30 of the year the grant was received. To stay in our good graces and remain eligible for future awards, please select an additional way of sharing results with NPSNM members (see examples at the end of the application).