

## Jack and Martha Carter Grant Application Guidelines

Please read and follow these **Application Guidelines** when applying.

1. Download the **Application Form** from our website at <https://www.npsnm.org/nps-sponsored-grants-donations/>.
2. On the **Application Form**, please type directly into the spaces beside the questions. They will expand to accommodate your answers. The completed application is not to exceed a total of 5 pages (including any optional bibliography) using a 12-pt. font. We will not review applications of more than 5 pages, so budget your words and space.
3. The **Cover Letter** portion of the application 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 later in the application.
4. While working on the application, save it frequently. When ready to submit, use “save as” to save the file as PDF. Contact us at [cartergrantapps@gmail.com](mailto:cartergrantapps@gmail.com) if help is needed with this.
6. Send the completed **Application Form** as a PDF attached to a short email to [cartergrantapps@gmail.com](mailto:cartergrantapps@gmail.com) no later than December 31 of this year for funding next year. The first page of the application is provided as a cover letter, so a separate letter is not desired.
7. If you do not receive an acknowledgement (by e-mail) within a week, we may not have received it. Please contact us for clarification.
8. Your project must support at least one **NPSNM mission** area, by clearly stating how your project will:
  - Educate the public about native plants by promoting knowledge of native 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
  - Demonstrate the appropriate use of native plants to conserve water, land and wildlife.
9. **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.
10. Voucher Specimens: If the project is botanical research 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 (University of New Mexico, New Mexico State University, University of Texas at El Paso, San Juan College, and Western New Mexico University).
11. You must specify a **backup contact person** and email just in case you have to leave the project.
12. **A summary report of progress and accomplishments on the project is required of all recipients, whether the final objectives have been achieved yet or not. This is to be sent by email by December 1 of the year the grant was received. To remain eligible for future awards, please select an additional way of sharing results with NPSNM members** (see examples at the end of the application).

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.