

Fill in the requested information in a maximum of five pages. Please type in the spaces provided, and they will expand and wrap as needed. Use black, size 12 font. **SAVE OFTEN AS YOU PROCEED!**

Step 1: Write a single-page cover letter, beginning in the shaded space immediately below, naming the project and introducing yourself and group. Why are you the person, group or institution well suited to carry out this project? (Try not to duplicate the project description below in this cover letter.)

Step 2: Supply this basic information.

Name of project:

Person making this application:

Email address:

Organization/institution applying: (or check if it's the same person as above
☐)

Contact address:

Best telephone: Website if any:

Name of person in charge of this project: (or same as above ☐)

Position or title of this person:

Backup contact person, their position and email. Important!

Exact name of Payee to appear on the grant check:

Project Abstract (a one-paragraph summary of the project), 75 words or less. For applications that receive funding, NPSNM might use this abstract in announcements and publications:

Step 3: State the Mission Area. There may be several benefits of this work, but show with an X the NPSNM mission area that you think this will most directly address.

- Educate the public about native plants by promoting knowledge of native plant identification, ecology or uses. ☐
- Contribute to the conservation or the restoration/preservation of native plants and their natural habitats. ☐
- Conduct botanical research, involving New Mexico native plants. ☐
- Demonstrate/promote appropriate use of native plants to conserve water, land, wildlife. ☐

Step 4: Describe the project in the ways requested below.

A) Why is this project needed?

B) Methods: Simply describe the plan of action, estimated length of time, and the participants' roles.

C) What result or milestone do you hope to accomplish by year's end?

D) How will this benefit the environment, plants, the participants or the community?

Step 5: Estimated Budget – what amount are you requesting for the grant? Provide a basic, itemized budget for how the grant money will be used. We do not fund institutional overhead and prefer not to provide management compensation.

Total requested:

Estimated budget for grant money (item or category on left, amount on right):

Name any other sources of money you have obtained or applied for:

Is this year's project a continuation of something funded by NPSNM previously?

Yes ☐ No ☐

SELF CHECK! Your application at this point should be less than five pages. Longer applications are usually rejected.

Step 6: Project completion. Who, in addition to yourself, will evaluate the project results?

Reporting: In addition to the Year-End Summary Report (due November 1) on a template we provide, we require an article (250 word minimum) for the NPSNM newsletter. We would appreciate if your article includes at least one high-resolution photo or illustration. Grantees will receive additional information from our editor.

Indicate with an X below the most likely additional ways you will use to further inform NPSNM members/donors about your project.

- Poster at our annual conference in summer/fall ☐
- Presentation at a chapter meeting (either online or in person) ☐
- Share an article or presentation to be published elsewhere (publication, website, organization newsletter, etc.) ☐

Step 7: Submit this application.

Carter Conservation Fund Grants - - - Native Plant Society of New Mexico, NPSNM

Submission with your name and date indicates that you accept our terms. Specifically, you agree that a taxpayer ID or organization tax identification number will be provided to NPSNM *if requested* in order to receive a grant check; that a year-end report will be provided to us; and that NPSNM is entitled to fair use of project descriptions, results, summaries, quotes or excerpts for its own nonprofit purposes. It is understood that the project described is not a project of NPSNM itself, it does not oversee the work, and that grant winners remain responsible for all activities and results of their use of grant money, including any harms or injuries that may occur coincidental to its use.

This application is submitted by (Type your name and date)

My typed name is equal to my handwritten signature in testifying to the accuracy and truth of this application to the best of my knowledge today.

Save your application first as a Word or Pages file, then use “save as” to save it as pdf.

Please send the signed application in PDF form to:
cartergrantapps@gmail.com

The submission deadline is November 30 of the year before a grant is expected. Earlier submission is welcome and recommended.