**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 January 15 and Sept. 15. Email this document to general@saintpaulaudubon.org. In a genuine emergency, appeals outside the application window may be considered.

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

Grant recipients are requested to provide a short article about the project (with pictures if possible) for Chapter publications and be available for a 5-minute presentation at a member meeting.

**Saint Paul Audubon Society**

**Grant Application**

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

**Organization:**  **Tax ID#:**

**Fiscal Agent (optional):** **Tax ID# (optional):**

**The person making the request:**

**Email:**  **Phone:**

**Project name:** **Amount requested:**

**Date of request:** **Date funds needed:**

**A brief overview of the organization, including its mission statement (links to information are acceptable):**

**A description of the project, including location, activities, goals, timeline, and expected completion date (or is it for operational expenses?):**

**If approved, will these dollars be the sole funding mechanism for this project? If not, please list other partners and funders.**

**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 these benefits?**

**How can Saint Paul Audubon assist in the success of your project/organization?**

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

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