**CBWNPS Education Mini-Grant Application**

The mission of Washington Native Plant Society (WNPS) is to promote the appreciation and conservation of Washington's native plants and their habitats through study, education, and advocacy.

As part of the mission, Columbia Basin Chapter of WNPS (CBWNPS) is committed to funding small grants supporting educational and conservation projects in southeastern Washington that focus on Washington native plants. Each year, the board of CBWNPS will determine an amount to be set aside and used to provide these grants to assist in funding education and conservation/restoration projects or programs. The total amount available for grants may vary depending on the available chapter funds.

Application guidelines are listed here:

* The applicant must be a dues-paying member of CBWNPS or have a CBWNPS member as a sponsor for their grant application.
* Funding requests should not exceed $500.00 and are to be used to reimburse direct costs. Payment of grant funds is generally accomplished by reimbursing receipts for the project. Other arrangements may be made by contacting the chapter Treasurer.
* Grant applications should support the mission of WNPS and the public or students.
* Grants are limited to one application per person or organization per year. Applicants must use this CBWNPS grant application form.
* Grants are allocated on a first come – first served basis starting in January of the year. Grant applications can be submitted throughout the year and will be considered if CBWNPS has budgeted funds remaining.
* Grant funds that are awarded to support a project should be expended within 365 days of receipt if possible. If funds cannot be spent within the 365-day period, the grant recipient will provide a written explanation detailing how any of the grant funds were spent and provide a revised plan and schedule to detail how and when the balance of grant funds will be spent.
* Grant requests must provide a brief description of the project and the expected results, the anticipated timeline for the project and how the funds are to be spent.
* Grant recipients will be required to provide a short report at the end of the project and/or give a brief talk at one of the Columbia Basin Chapter general meetings on the funded project and results.

Applications are accepted continually starting on January 1st of each year until budgeted funds for that year are expended. Please review these guidelines carefully before you apply. Complete your application by providing information required in the following sections and email the completed application to cbwnps@gmail.com. After you fill out this grant request, we may contact you for clarifications so make sure you provide a valid email address.

If you have questions or problems filling out the form, please contact the Columbia Basin Chapter by emailing cbwnps@gmail.com.

***Before filling out the form, download the file and first save it with a new file name that represents your proposed project.* Filename should include the applicant’s last name and the year. For example: Smith2023\_BadgerRestoration. Note that** *\*An asterisk denotes a required field.*

# **CBWNPS Grant Request Form**

**Legal Name of Individual and Organization (if applicable) making the request: \***

Click or tap here to enter text.

**Applicant email \*** Click or tap here to enter text.

**Applicant Phone number\*** Enter number.

**Date of Request** Click or tap to enter a date.

**Title of Grant Request\*** Click or tap here to enter text.

**Grant Purpose (check all that apply) \***

[ ] School/class project (i.e., educational)

[ ] Conservation project

[ ] Restoration project

[ ] Scholarship for student to attend WNPS event (e.g., Study weekend, Botany Washington)

[ ] Other: Click or tap here to enter text.

**What level of funding are you requesting? (Grants will not exceed $500.00) \***

$ Enter dollar amount.

**Provide a short description of the project/purpose for which you are requesting funding including the following:**

**1) how the project supports the WNPS mission and/or CBWNPS interests**

Click or tap here to enter text.

**2) how the project provides public benefit**

Click or tap here to enter text.

**3) if the project involves planting or restoration activities, indicate the areal extent (e.g., size in square feet or acres) and the methods used to accomplish the project.**

Click or tap here to enter text.

**4) projected outcomes**

Click or tap here to enter text.

**5) methods for ensuring immediate and long-term project success as appropriate**

Click or tap here to enter text.

**6) proposed itemized budget:**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Click or tap here to enter text. | $enter amount |
| Click or tap here to enter text. | $enter amount |
| Click or tap here to enter text. | $enter amount |
| Click or tap here to enter text. | $enter amount |
| Click or tap here to enter text. | $enter amount |
| Add additional rows as needed. |  |

**Anticipated start date:** Click or tap to enter date.

**Have you received funding from the CBWNPS in the past? \***

[ ] Yes [ ] No

**If so, when, and how much?** Enter date. $ Enter dollar amount.

**Will you be partnering with anyone else on this project? (Check all that apply.) \***

[ ] Yes, with other local groups/entities

[ ] Yes, with another partner or individual

[ ] Yes, with other state or federal agencies

[ ] No, we will not be partnering with anyone else on this project

**List project partners if any (other chapters or organizations or individuals?) Use an additional page if needed. \***

Click or tap to enter text here

**If this is part of a larger project, what is the total project cost?**

 Click or tap to enter text here

**If the total project is funded by more than one source or grant, what specific items/activities will Columbia Basin Chapter funds support?**

Click or tap here to enter text.

**Identify the geographic reach of your project. \***

[ ] Multi-County [ ] County/Local/City [ ] School District [ ] School

**Where will your project take place (e.g., list counties or cities or indicate if not applicable such as development of online curriculum)?**

Click or tap here to enter text.

**Has the project for which you seek funding received any required approvals or permits from the land manager or land owner (e.g., a restoration or conservation project may require permission from USFS, BLM, National Park Service, State, County, and/or City)? \***

[ ] Yes (If yes, answer the next question.)

[ ] No

[ ] Not applicable

**If applicable, which agency has given permission for use of their land?**

Click or tap here to enter text.

**Is the applicant a current member of the Columbia Basin Chapter of the Washington Native Plant Society (CBWNPS)?**

[ ] Yes [ ] No

**If you are a *non-member*, provide the name and email address of the CBWNPS member sponsoring your grant application.**

**Sponsor’s Name\*** Click or tap here to enter text.

**Sponsor’s Email Address** Click or tap here to enter text.

**Provide name and mailing address of the appropriate person and/or organization that will receive CBWNPS grant funds/reimbursement checks\* (Note: Payment of grant funds is generally accomplished by reimbursing receipts for the project after or at the time that CBWNPS receives the grant report detailing the project results. Other arrangements may be possible only after review by the CBWNPS Grant Committee and the Treasurer.)**

Person to whom checks will be written –click here

 Enter organization if applicable-click here.

 Number and Street or PO Box—click here

 City—click here State—click here Zip Code—click here