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**COMMUNITY CONSERVATION PROGRAM**

**APPLICATION FOR FUNDING INFORMATION SHEET**

**ORGANIZATION INFORMATION**

*Organization name:*

*Organization web address:*

*Organization mailing address:*

**PROPOSAL TITLE DATE**

**AMOUNT REQUESTED MATCH AMOUNT (if any)**

**START/STOP DATES**

**PRIMARY CONTACT INFORMATION**

*Primary Contact (name and title):*

*Email address:*

*Cell phone number:*

*Office phone number:*

*Mailing address:*

**BANKING INFORMATION**

*Organization name as it appears on the bank account:*

*Bank name:*

*Bank ABA routing number:*

*Grantee account number:*

**TAX STATUS AND TAX ID NUMBER**

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**COMMUNITY CONSERVATION PROGRAM**

**APPLICATION FOR FUNDING**

 (VEE may request additional information upon review of this application.)

APPLICATION SUBMISSION **MUST BE A WORD DOCUMENT**.

 ATTACHMENTS ONLY MAY BE PDF DOCUMENTS

**DATE: APPLICATION DEADLINE:**

**PROPOSAL TITLE:**

**DESCRIPTION OF APPLICANT ORGANIZATION**

*Identify applicant’s type of organization (academic institution, federal agency, local government, nonprofit tax exempt organization, soil and water conservation district, state or federally recognized tribe, state agency, or other), its tax status, mission, and history. VEE does not accept applications from individuals.*

*Provide a copy of the applicant’s annual operations budget, a list of the Board of Directo*rs, *and a copy of an IRS tax-exempt determination letter (if applicable).*

*Note:*

* *The application process for the Community Conservation Program is open to any qualified organization. However, VEE strongly suggests that any organization interested in submitting a proposal first provide VEE with a one to two page letter briefly explaining the proposal so as to allow VEE staff the opportunity to provide an informal review and response before submission.*

**PROPOSAL CATEGORY/CATEGORIES**

*Identify which of the Community Conservation Program’s specified jurisdictions and purposes the proposal addresses.*

*Specified jurisdictions: The Program provides funds for conservation initiatives located within the counties of Craig, Franklin, Giles, Montgomery, Pittsylvania and Roanoke, and the cities of Salem and Roanoke.*

*Purposes: The Program focuses on water quality protection, restoration, and improvement; land conservation support; and environmental literacy and awareness within the listed jurisdictions. However, please see the “Summary of Past Awards” listed on the Community Conservation Program page of the VEE website to see previously successful applications.* [*https://www.vee.org/grant-programs-application/community-conservation-program/*](https://www.vee.org/grant-programs-application/community-conservation-program/)

*Note:*

* *VEE will decline without further review any proposal that is clearly outside the specified jurisdictions and purposes of the Program.*
* *Proposals VEE received in the past which did not receive VEE funding are ineligible for resubmission absent prior express authorization from VEE.*

**DESCRIPTION OF THE PROPOSAL**

*Provide a description of the proposal (limited to five pages, single sided). Include the following elements in the description:*

* *Summary overview*
* *Description of proposal work, including proposal need and existing conditions.*
* *Connection or consistency with any existing local, regional, or state plans*
* *Proposal goals and objectives*
* *Anticipated outcomes, including how the applicant will measure outcomes.*
* *Projected life of any outcome and proposed actions to ensure sustainability beyond the grant period.*
* *A detailed plan for evaluating and disseminating results and for raising future financial support, if applicable.*

**SCHEDULE**

*Provide a timeline. Include any major milestones that may impact the schedule (e.g., permit issuance, landowner consent, staff hire, site selection, notice of additional funds).*

*Note:*

* *Multi-year projects of up to three years are eligible.*

**PRINCIPAL STAFF, COLLABORATORS AND PARTNERS**

*Identify all principal staff, collaborators, partners, and participants, including their background/expertise, respective roles, and anticipated contributions.*

**AMOUNT REQUESTED**

*Specify the amount of funding sought from VEE; VEE will consider proposals of no less than $50,000.*

*Include any special requests for upfront funds. (VEE typically provides partial funding after the completed execution of a grant agreement with additional payments occurring upon submittal of periodic progress reports.)*

*Note:*

* *VEE does not provide funding for general support, overhead, indirect costs, capital projects, land purchases, building construction or renovation, endowments, or lawsuits.*
* *VEE does not provide funding for costs an applicant has incurred prior to the authorization date of an award (VEE typically makes its Community Conservation Program awards in April).*

**BUDGET**

*Use the Budget Form provided in this application in submitting the proposal budget.*

**ADDITIONAL OR MATCHING FUNDING**

*Identify all additional funding, applied, received, or expected specifically for the proposal from public and/or private funding sources. Specify the amount and sources of the funding.*

*Note:*

* *Although VEE does not require Community Conservation Program proposals to have matching funds in amounts equal to or in excess of the grant request, VEE will seek to leverage its financial resources with matching public or private funding and will preferentially consider proposals that leverage its Community Conservation Program funds.  VEE may offer challenge grants to provide leverage in fundraising.*

**SIGNATORY**

*VEE requires this application to be signed by the organization’s chief executive officer or board chair.*

**BUDGET FORM**

|  |  |  |  |
| --- | --- | --- | --- |
|  *LINE ITEM*  | *FULL COST* | *FUNDS REQUESTED FROM VEE*  |  *NARRATIVE* |
| PERSONNEL  |  |  |  |
|  *Delineate staff, titles, project roles, etc.* |  |  |  |
| TRAVEL  |  |  |  |
|  *Delineate items and costs; e.g., mileage*  |  |  |  |
| EQUIPMENT & SUPPLIES |  |  |  |
|  *Delineate items and amounts* |  |  |  |
| MATERIALS AND SUPPLIES |  |  |  |
|  *Delineate items and costs* |  |  |  |
| CONTRACTUAL SERVICES |  |  |  |
|  *Identify consultants, services, costs, etc.*  |  |  |  |
| OTHER DIRECT COSTS |  |  |  |
|  *Delineate items and costs* |  |  |  |
| TOTAL DIRECT COSTS |  |  |  |
|  |  |  |  |
| TOTAL INDIRECT COSTS\* |  |  |  |
|  *Provide explanation*  |  |  |  |
| TOTAL COSTS |  |  |  |
|  |  |  |  |
| FUNDS REQUESTED FROM VEE  |  |  |  |
|  |  |  |  |
| ADDITIONAL/MATCHING FUNDS |  |  |  |

*\* VEE does not provide funding for Indirect Costs.*