This document is meant to be used as a worksheet – no need to complete everything. You may draft your responses, then copy and paste into the portal application. <u>All grant requests must be submitted through the online portal</u>, which can be accessed on the Foundation's website.

<u>APPLICATION PREVIEW – CULTURAL & ARTS</u>
Last update: May 2023

Preview of Introduction that will pop up after you log in

Welcome to the Davis Conservation Foundation's application.

Applications must be submitted by 5pm EST April 1 or October 1.

Before you begin, please confirm that you have reviewed our guidelines and processes on our website, which have been recently updated.

- [Organization Eligibility](#)
- [Project Eligibility](#)
- [Application Instructions](#)(including preview docs and tips from trustees)
- [FAQs](#)

Additional questions around organization and project specifics can be directed to the Grants Manager.

Additional questions around your organization's records, Grantee Portal, or other administrative areas, can be directed to the Grants Associate.

Contact information is [here](#).

Instructions
- **Read through all the questions and review what attachments will be required prior to starting the application.**
- **When pasting from an outside document, formatting <u>will disappear</u> when brought into our system for review.**
- Navigate by clicking on the page title tabs at the right side of your screen.
- Fields with a red * are required.
- Your work will save every 7 seconds.
- You will have the opportunity to review your completed application on the final page. Click the SUBMIT button to send your completed application to the Foundation.
- You will receive an email confirmation, and may receive follow up during the review period. Check your SPAM.

* required fields. You will not be able to submit your application without providing this information

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<u>Organization Details</u>
*indicates a required field

*Organization Name:

Fiscal Sponsor Organization Name, if applicable *Please contact the Program Officer before completing this application for instructions and additional requirements.*

Please enter your organization's <u>mailing</u> address (This can be a PO Box. Do not enter both a mailing and a physical address if they are not the same.)
*Country:
*Address:
*City:
*State:
*Zip:
*Phone:
*Website:
*Year Established:
*Tax ID:

*Organization Annual Budget:
Please enter the organization's total budgeted expenses for the current fiscal year. This should match the current year organizational budget you're submitting.

*Organization Mission Statement:
50 word limit. This should be the mission statement from your legal and tax documents. Please do not include language customized for website marketing or for our review.

Please note that if this mission is not <u>primarily focused </u>on the environment, conservation or nature, you may not be eligible to apply. Contact our staff before moving forward.

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<u>Organization and Project Contacts</u>
*indicates a required field

<u>Organization Primary Contact Executive Director, President, Board President etc., approved by board to receive a grant decision letter and check:</u>
*Prefix:
*First Name:
*Last Name:
*Title:
*Work E-mail:
*Work Phone:

<u>Proposal Primary Contact:</u>
<u>This is the person we will contact with questions about the proposal. We will also send you a copy of the grant decision letter.</u>

<u>If your application is approved, we will assign this contact to the online grant completion report. If the completion report contact should be different, please write in "Completion Report Contact name, title, email: " in Additional Information on the Attachments page.</u>
*Prefix:
*First Name:
*Last Name:
*Title:
*Work E-mail:
*Work Phone:

<u>Proposal Details</u>
*indicates a required field

* Name or Title of Project*:*

*Grant Request Amount:
*Total Project Budget:
*Project Estimated Start Date:
*Project Estimated End Date:

*Brief project summary *50 word limit*

*Does your project/program have an impact of any of the Foundation's priority areas (select up to 3):
        Gulf of Maine
        Northern Forest
        Climate Change Mitigation, Adaptation, and Resilience
        Volunteers

* required fields. You will not be able to submit your application without providing this information

*List up to three expected results that you could recap in a post-grant completion report. Ideal results statements are SMART: Specific, Measurable, Achievable, Relevant, Timely. Where quantifying, please supply current and target data as concrete figures, and how you will confirm goals are achieved. Avoid vague descriptors and percentages.

*Project execution: summarize the action steps needed to achieve the above measurable results. *400 word limit. Please:*

- *Approximate the dates of action steps*
- *Keep the focus on your grant project. Background supplements can be uploaded at the end of this application. We will visit your website if we are interested in learning more.*
- *Check that your project budget attachment supports your action steps*

*Geographic Area Served *50 word limit*

*Number of People Served:

* Number of People Served Explanation *50 word limit*

If the goal is for this to be an ongoing project, program or service, is there a plan to make it self sustaining? *150 word limit. Answer only if applicable.*

Please provide literature, outcomes statistics, or references to previous work or research that supports your project. *Optional, if applicable. 150 word limit. If necessary, concise research documents can be uploaded in the "attachments" tab. Please explain any such attachment below.*

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Attachments

In this section of the application, there will be a place to upload a file beneath any question asking you to "attach" an item.
When possible, please limit documents to only what relates to the application.

*1. Is your organization more than 2 years old? (Dropdown YES or NO)
   If YES, we will use Foundation tools to confirm your 501c3 status and will follow up with you if unable to confirm your 501c3 status.

   If NO, please upload your 501c3 letter

*2. Attach a current list of Directors/Trustees and Officers of applicant. Please include name, town of residence, and affiliation.

*3. Attach a detailed project budget. *Please verify that your total expenses matches the Project Budget field you completed in the application's Project Details section.* Please include detail of additional funding for this project: list source, amount, and status (received, committed and/or requested to date). Link to information on Project Budgets and an example.

*4. Attach the financials of your most recently completed fiscal year. Please provide us with EITHER A or B

- A: One file: an audit for **your most recent fiscal year** (if due to your filing schedule you do not have the most recent, please provide option B)
- B: Three files: your most recent 990 or audit, and your most recent FY balance sheet, and your most recent income statement

Link to information on Income Statements and an example
Link to information on Balance Sheets and an example

*5. Operating Budget Please attach the operating budget for the current fiscal year.

6. (text field) Please explain significant losses in any financial docs or budgets you are submitting. *100 word limit. Write NA if there is no significant loss.*

7. For land conservation projects, please attach a map of the project land and adjacent protected land when applicable.

8a (optional file attachment fields). In addition to items above, you will be provided two optional fields to upload a single additional supplemental attachment, or multiple supplemental attachments.
These should be limited to research, letters of support, or other material that ***directly*** supports the project. Please do not include general organization newsletters, annual reports, etc.

8b (optional text field): Additional information regarding uploaded documents

Questions? Please contact:
Grants Manager, Stefanie Millette (207) 846-9132 x13 or smillette@davisfoundations.org
Grants Associate, Suzanne Muir (207) 846-9132 x16 or smuir@davisfoundations.org

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