

New York State Council Trout Unlimited
Conservation Fund
GRANT APPLICATION FORM

TU Chapter: (Applicant) _____

Project Title: _____

Project Location: (e.g. Stream, Watershed, City, State – add GPS coordinates if available)

Project Type (Place an “X” next to one category that best describes the project):

- | | | |
|--|--|--|
| <input type="checkbox"/> Habitat Restoration | <input type="checkbox"/> Species Conservation | <input type="checkbox"/> Education/Stewardship |
| <input type="checkbox"/> Invasive Control | <input type="checkbox"/> Stormwater Mitigation | <input type="checkbox"/> Other |

Detailed description of Project, including an explanation of the benefit(s) to the resource, project need, overall context and project objectives:

(If further space is required, applicant should attach additional pages to the end of this form.)

National Conservation Agenda or Strategic Plan/Issue Addressed: (Posted on www.tu.org)

Salmonid Species: _____

Threatened or Endangered Status: (if applicable) _____

New York State Council Trout Unlimited
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GRANT APPLICATION FORM

Beginning & Ending Dates of Proposed Project: _____

As appropriate, please describe the type of clearances and permits being sought and the status of all necessary clearances or permits required for conducting the project.

Has the proposed project been reviewed by local, state or federal authorities? _____

Amount Requested from NYSCTU Conservation Fund: \$ _____

Matching Contribution(s): \$ _____

Source of Matching Contributions <i>List <u>all</u> sources of support (e.g., private, state, federal and other)</i>	Status <i>Applied for or Received</i>	Cash \$	Inkind \$ <i>(indicate value)</i>
<i>Example: TU Embrace-A-Stream</i>	<i>Applied for</i>	<i>\$5,000</i>	<i>\$0</i>

Has chapter received NYSCTU funding before? _____

If so, please itemize project(s), year(s) and amount(s) received for the last 5 years:

Has chapter submitted final reports for all projects outlined above? _____

If not, please explain below:

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 Conservation Fund
GRANT APPLICATION FORM

Budget Guidelines: With all applications, a detailed project budget must be submitted and conform to the following budget categories that specifically describe direct project expenses, not general project activities.

Budget Category

- Salaries** List each position with the hourly rate and amount of time to be spent on the project. Include only those who are employed by the applicant/recipient (see Contractual Services for employees of other organizations). TU Chapter volunteer labor should be calculated at a rate of \$19.51 / hour and must be listed under "Matching Contributions".
- Contractual Services** List each service being contracted and its cost, including a justification for the requested level of funding.
- Equipment** List each item of tangible, nonexpendable personal property being purchased, leased or rented that has a useful life of more than one year and its unit cost.
- Materials/Supplies** Provide a line item breakdown of each type of item with the number of items of that type and the per-unit cost.
- Printing** List each type of item being printed with the number of items of that type and the per-unit cost.
- Travel** Indicate the number of trips, number of travelers, mode of transportation, and rates.
- Other** List other direct project expenses per line item (e.g., postage, long distance phone charges).

***** All expenses should be broken out into their respective categories. *****

Budget Category	Justification	Funds Requested from NYSCTU	Anticipated Matching Contributions	Total
<i>Example: Materials</i>	<i>e.g., 1500 native tree seedlings \$1/plant for restoration</i>	<i>e.g., \$1,000</i>	<i>e.g., \$500</i>	<i>e.g., \$1,500</i>

NOTE: List only financial line items under the column "Budget Category." Contributed goods and services should be included under Matching Contributions based on the estimated dollar value of the contribution.

New York State Council Trout Unlimited
 Conservation Fund
GRANT APPLICATION FORM

<u>TU Chapter President:</u>			
Name	E-mail	Phone #	
Address	City	State	Zip
Signature			Date

<u>NYSCTU Regional VP:</u>	Region: _____		
Date initial contact made with NYSCTU Regional VP: _____			
Name	E-mail	Phone #	
Address	City	State	Zip
Signature			Date
<i>My signature shows that I have reviewed this application and am aware that it occurs within my Region and that the proposed project is consistent with TU's National Conservation policies.</i>			

<u>Sponsoring Professional or Agency Partners:</u> (if applicable)			
Name	E-mail	Phone #	
Title	Agency (i.e. USF&WS, NYSDEC, etc.)		
Address	City	State	Zip
Signature			Date

<u>Landowner:</u> (if applicable)	Is the project on Private Property? _____		
Name	E-mail	Phone #	
Address	City	State	Zip
Signature			Date

Original signatures must be received with this application.

New York State Council Trout Unlimited
 Conservation Fund
GRANT APPLICATION FORM

Terms & Conditions

- All grant recipients must submit to NYSCTU a final report, including evaluation results, within 6 months of project completion. For continuations, a progress report must be submitted, including a brief description of the delays and work plan.
- Changes or amendments to a Conservation Fund project must be submitted to NYSCTU and are subject to review and approval by the Conservation Fund Chairman and committee.
- Unexpended project funds must be returned to NYSCTU at the conclusion of the project. Such funds will be used for future projects.

TU Project Contact: (Person to contact if there are questions about the proposal. Cannot also be Sponsoring Professional or Agency Partners.)			
Name	E-mail	Phone #	
Address	City	State	Zip
Signature			Date
<i>I certify that to the best of my knowledge, the above information is true and accurate and agree to the terms and conditions set forth in this application.</i>			

Applications for funding must be submitted by the following deadlines:

January 31st (for March Meeting)	April 30th (for June Meeting)
July 31st (for September Meeting)	October 15th (for November Meeting)

This will provide the Conservation Fund Committee sufficient time to review the application and have corrections made (if needed) prior to discussion at the subsequent Council Meeting.

Completed applications should be mailed to:
 NYSCTU Conservation Fund VP, c/o Jeff Plackis, 49 Lakeside Drive, Rockville Centre, NY 11570
 Or emailed to jcplackis@optonline.net

Reviewed by:

Conservation Fund Committee:	Date:	Approved:	Date:	
Conservation Fund VP:	Date:	Approved:	Date:	
	<i>Signature</i>		<i>Initial</i>	
Resource Management VP:	Date:	Approved:	Date:	
(if applicable)	<i>Signature</i>		<i>Initial</i>	
NY State Council Chairman:	Date:	Approved:	Date:	
	<i>Signature</i>		<i>Initial</i>	

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Conservation Fund
GRANT APPLICATION FORM

Grant Guidelines

The NYSCTU Conservation Fund is a matching grant program administered by the New York State Council of Trout Unlimited that awards funds to TU chapters in New York State for coldwater fisheries conservation projects. A NYS TU chapter must be the primary applicant, but government agencies, non-profits, and other groups are strongly encouraged to partner with TU. There must be significant TU involvement in the planning, design, and execution of the project to warrant funding. NYSCTU will not make grants to individuals or non-TU projects. The maximum grant award for Conservation Fund projects is \$4,000.

The maximum grant award that any one chapter can request in a single year shall also be limited to \$4000 and can be broken up any way a chapter wishes (i.e. a \$3000 request for a stream restoration project in June and a \$1000 request for a TIC program in September). Please bear in mind that Conservation Fund grants are not intended to completely fund projects, but rather to "bridge the gap" with funding for Chapters that have good projects but little to no funds in which to carry them through to realization. In addition, this source of funding is intended for the early stages of projects, not as a multi-year funding mechanism for long term or continuing projects.

Applicants must match, on a one-to-two basis, the NYSCTU grant request. For example, for a total project budget of \$6,000, the applicant can request up to \$4,000 and must match the balance of \$2,000. Matching sources can include cash gifts, in-kind donations of materials, and/or volunteer labor. General volunteer labor may be valued according to the most recent determination of the value of volunteer time by Independent Sector which is currently \$19.51/hour (2008).

All applications must address one of TU's National Conservation Agenda/Strategic Plan issues (a. salmonid conservation, protection and restoration, b. water quality issues and c. instream flow issues) or meet the new "Protect, Reconnect, Restore, and Sustain" conservation model. This mirrors TU's Embrace-a-Stream grants.

The "Terms & Conditions" of the grant, which must be agreed upon by the applicant chapter, states:

- **All grant recipients must submit to NYSCTU a final report, including evaluation results, within 6 months of project completion. For continuations, a progress report must be submitted, including a brief description of the delays and work plan.**
- **Changes or amendments to a Conservation Fund project must be submitted to NYSCTU and are subject to review and approval by the Conservation Fund Chairman and committee.**
- **Unexpended project funds must be returned to NYSCTU at the conclusion of the project. Such funds will be used for future projects.**

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Conservation Fund
GRANT APPLICATION FORM

Applications are evaluated based on 4 criteria: Conservation Impact, Strengthening TU Impact, Public Education and Outreach, and Technical Merit. This also mirrors TU's EAS grants.