

**THE ILLINOIS NATIVE PLANT SOCIETY
CENTRAL CHAPTER**

2021 GRANT PROGRAM

Funded through the Chapter's annual plant sale

This booklet contains:

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Before you begin, (1) confirm that your project idea relating to Illinois native plants is consistent with the information requested of you, and (2) notify Edie Sternberg at EdieSternberg@aol.com of your intent to submit a grant application.

Applications are accepted and reviewed on an on-going basis — Applicants will be notified of the decision regarding their applications within sixty days of receipt.

Submit an electronic version of completed application and attachments to:

EdieSternberg@aol.com

THE ILLINOIS NATIVE PLANT SOCIETY CENTRAL CHAPTER GRANT PROGRAM

The Illinois Native Plant Society (INPS), Central Chapter, Grant Program promotes the conservation of Illinois native plants and natural communities. Applications are accepted for projects in Central Illinois. For purposes of this grant program, Central Illinois includes the following counties: Brown, Cass, Christian, DeWitt, Fulton, Greene, Jersey, Logan, Macon, Macoupin, Mason, McLean, Menard, Montgomery, Morgan, Sangamon, Schuyler, Scott, Shelby, and Tazewell. Eligible projects may include, but are not limited to, activities such as studies of native plants (including those that are threatened or endangered), site inventories and community ecology; projects to control exotic species; projects to establish or restore prairies or other native communities; and projects to enhance school or community education focused on native plants.

Eligible applicants include groups and individuals. Priority is given to non-profit groups with projects conducted on public property. If a project is proposed for private property, the applicant must explain how the project will benefit the public and assure that the public is given reasonable access to the finished project.

FUNDING CYCLE:

Proposals are accepted on an ongoing basis. Applicants will be notified whether the application is approved within sixty days of its receipt. Projects must be completed within one calendar year from the approval date unless an extension is approved by the Chapter. **Funding is intended for new, one-time projects. Multi-year projects or requests for continuation of previously funded projects will not be considered.** Final reports are due to the INPS Central Chapter grant committee chairperson within three months of the end of the project period unless an extension is granted by the Chapter. Final payment depends on receipt of an acceptable final report.

REQUIREMENTS FOR FUNDED PROJECTS:

Projects which require a state or federal permit, *e.g.* scientific collector's permit, endangered species permit, nature preserves special permit or permit to conduct research on Department of Natural Resources properties, will not be considered unless copies of these permit applications are included as part of this application. Approved projects will be handled as contractual arrangements between the INPS and the individual or group in charge of the project. Expenditures on contracts cannot exceed standard rates for mileage.

NOTE: Requests for the **purchase of equipment** (value equal to or greater than \$100) will not be considered unless prior to submission of the application, the equipment is mutually agreed to become the property of INPS following completion of the project.

Up to 50% of the total approved funds requested will be sent to the grant recipient immediately upon approval of the grant and confirmation of its acceptance by the recipient, with the remainder to be paid after the final report has been submitted to and approved by the INPS

Central Chapter.

Funding requests should range from \$100 to \$1000, the maximum grant amount allowed.

Successful applicants will be asked to supply a Federal Vendor Number or a Social Security Number, as applicable. Carefully note and adhere to project due dates to assure payment. The final request for payment will not be processed until the request and the final report are received and approved.

FINAL REPORT:

1. A final report consisting of an electronic copy, in Microsoft Word or PDF format must be submitted at the completion of the project. This report may take the form of a lay or technical report and should include Introduction, Materials and Methods, Results, Discussion and Summary sections. **The Summary should be concise and suitable for reprinting in the Central Chapter newsletter.** Any tables, graphs, and graphics must be in image format. The final report has no length requirement.
2. Five to ten color photos of the project. A CD (.jpg, .tiff, or .png image formats) depicting, as applicable, the project site, project activities, or other aspects of the project must accompany the final report. Image quality must be suitable for use on the INPS website or for color printing to use on display boards.
3. Copies of any other materials generated by the project, such as news articles are encouraged.

PUBLICATIONS AND PRESENTATIONS:

1. Recipients are strongly encouraged to submit project results for potential publication in the INPS professional journal (*Erigenia*), the INPS statewide newsletter (*Harbinger*), the Central Chapter newsletter, or another journal. It is recommended that recipients submit an article to their local newspaper(s) to describe the project, its activities or results, and the importance to native plant conservation. Copies of any publications or newspaper article must be sent to INPS Central Chapter.
2. All publications and presentations must include a statement that the project received funding from the Central Chapter of the Illinois Native Plant Society.
3. Recipients may be invited to present their project findings or accomplishments to an INPS Central Chapter meeting or INPS annual statewide meeting.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

1. Project Title: Write a short title which should refer to the proposal; do not exceed the space provided.
2. Submitted by: Fill in a complete mailing address with zip code.
3. Contact Person: Indicate the person who will manage the project or supply technical information about it (if different from the person submitting proposal) and a daytime telephone number.
4. Fill in the actual amount of funding you are requesting directly from the INPS Grant Program; must match the subtotal in Section 8.
5. Project Objectives and Justification: Identify the project's goal and list at least two objectives that will help meet that goal. For example, if the goal is to establish a demonstration prairie plot, then an objective might relate to site layout and preparation. Justify the value of the project by describing its benefits. (e.g., how will the results contribute to Illinois native plant conservation or to youth education?).
6. Proposed Activities: Describe the methods and materials that will be used to achieve each objective. If applicable, include any protocols for data collection and data analysis. Mention any problems that are anticipated. Describe the plan, if applicable, for maintaining the completed project over time.
7. Project Location and Design: Identify the area that will receive benefits. If applicable, submit 8½" × 11" diagram of the area. The diagram may be computer generated or hand drawn.
8. Amount of Illinois Native Plant Society, Central Chapter, Grant Funds requested.
9. Funds You Will Provide: You will receive extra consideration if you have a funding match and/or are using volunteers.
10. Note proposed in-kind services and materials you will provide and their estimated value.
11. Total value of project: Add subtotals of Sections 8, 9, and 10.
12. Complete and attach copies of permit applications as appropriate.
13. Indicate if there are attached documents. Proposal description must not exceed the space allotted on the application form. You may supply illustrations or reference materials as necessary.
14. Submit via email a Microsoft Word copy of the completed proposal, including copies of permit applications (as appropriate) and attached documents.

Direct any questions to Edie Sternberg at 217 632 3685 or email EdieSternberg@aol.com.

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.

7. Project Location (City, County, Section-Township-Range): _____

8. Illinois Native Plant Society Funds Requested: **(Include an attachment listing cost detail for each budget line item along with a plant or seed list by species and cost, if applicable)**

Labor \$ _____

Travel \$ _____

Contractual \$ _____

Commodities \$ _____

Equipment \$ _____

Other \$ _____

Subtotal \$ _____ (\$1000 or less)

9. Funds you will provide: \$ _____

10. Other materials or in-kind services you will provide (and estimated value) : _____

_____ . \$ _____

11. TOTAL VALUE OF PROJECT \$ _____

12. Does your project involve:

Endangered or threatened species yes no

Collecting protected species yes no

An Illinois Nature Preserve yes no

Dept. of Natural Resources property yes no

Other specially regulated conditions yes no

If you answer yes to any of the above, complete the appropriate permit applications and attach copies.

13. You may attach more details to assist the committee in making their decision.

Attached are the following:

Detailed Budget

Map of Project Area

Professional Vitae

Relevant Publications

Other _____