

Grant Application Form

Submission deadline: *Midnight February 1, 2025*

Submissions must use this form to be accepted

Send To:

megandbertrayneswildlifefund@gmail.com

Please use this form to submit your application as a Word or PDF document. Please use the **project leader name** and **project title** in the subject line of your email.

Please see **Application Checklist** at the end of this form for items required to be submitted with the application form.

Title of grant proposal:

Project Leader and Major Professor (if applicable):

Organization/University:

Project Leader's Email address:

Website address:

Tax ID number:

 Organization Mission Statement (if appropriate):

Amount Requested:

**Project Summary** **(100 words or less):**

**Project Description (2-3 pages).** Please address the following:

* Objectives and Methods
* Expected duration of work
* Anticipated benefits for wildlife
* How success will be measured
* How this project meets the mission statement and directives of the MBRWF
* How the results/conclusions will be communicated to the public and research community
* How you will acknowledge the project sponsors

**Project Budget:**

MBRWF funds can be used to cover expenses directly associated with a project, including basic supplies, travel between a local base of operations and field work sites, lodging at study sites and other expenses. Mileage will be covered at the current federal mileage rate. Funds cannot be used to cover other travel expenses such as airfare, long-distance transportation to study areas, or travel to attend/present results at meetings. The fund also does not cover graduate school expenses, tuition or administrative/overhead costs.

**Project budgets must include:**

* The total amount requested from MBRWF as part of a **complete project budget** showing itemized costs and revenues
* If MBRWF is being asked to only partially fund a project, provide a list of funding requested from or received from other organizations (please name the other organizations and indicate whether the funding has been secured or requested from each)
* Please be specific about how MBRWF funds will be used
* Budgets should be limited to 2 pages

Grant requests will be reviewed, and all applicants will be informed of their grant status within four weeks after the deadline.

Summaries of projects previously awarded can be found at [rayneswildlife.org/grants](http://rayneswildlife.org/grants).

**PROJECT REPORTING REQUIREMENTS:**

By January 15 of the year following receipt of your grant, you must submit either a current status report or final report if the project is complete. Guidelines for the reports are located at [rayneswildlife.org/apply](http://rayneswildlife.org/apply).

By submitting a grant application, the submitting organization, its members and all affiliates acknowledge and agree that the Meg And Bert Raynes Wildlife Fund reserves the right to refuse to consider any application for any reason in the sole and exclusive discretion of the Meg And Bert Raynes Wildlife Fund, and that no contract is intended nor created by the submission, or acceptance for review, of any application for grant funding, and that by submitting any application(s) for funding, the submitting persons, organization and/or its affiliates acknowledge and agree that all legal remedies, including implied remedies, for refusing to consider or fund a grant request, are waived to the fullest extent permitted by law.

APPLICATION CHECKLIST

Your application packet must include ALL of these items:

* Completed application form (including project summary, project description, and budget)
* Resume of applicant(s) or bio statement containing information pertinent to applicant qualifications to conduct the project
* A letter indicating that your organization agrees to accept the funds without any additional costs or overhead
* University students should include a letter of acknowledgement from their graduate advisor
* Non-profit applicants should provide a copy of the verification letter from the IRS confirming 501(c)(3) status
* If permits are required for your research, please confirm that you have applied for and whether you have received the necessary permits (do not send copies of the permits)

NOTE: Applicants who have received MBRWF grants in the past must still include ALL attachments.

NOTE: Submit each application packet in ONE email. If your organization is submitting more than one application, submit each application in a separate email.

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.