

Davis Conservation Foundation Objectives and Submission Guidelines

The Davis Conservation Foundation is a public charitable foundation. Its broad purpose is the wise utilization, protection and advancement of our physical environment and the different natural forms of life that inhabit it – including wildlife, sea life and mankind as they are impacted by the environment.

Areas of Interest:

The Foundation supports organizations whose areas of interest include projects and activities related to wildlife, wildlife habitat, environmental protection or outdoor recreation. Projects that strengthen volunteer activity and outreach/community involvement in the above categories are of particular interest.

Eligibility:

The Foundation supports only organizations that are tax-exempt under Section 501(c)(3) of the IRS code and not private foundations under Section 509(a) of the code. The Foundation has a 509(a)(3) foundation status and is prohibited from making grants to other 509(a)(3) organizations. The Foundation requires evidence of the applicant's 501(c)(3) and 509(a) status for its files. In the case of fiscal sponsorships, additional information is required and the applicant should contact the Foundation office for further discussion.

Geographic Priorities:

The Foundation's highest geographic priority is Northern New England, particularly projects involving the Northern Forest and the Gulf of Maine. The next geographic priority is the remainder of New England and only infrequently are grants made outside of New England.

Exclusions:

The Foundation does not make grants to individuals, nor does it support annual giving campaigns, deficit reduction, scholarships, fellowships, loans or travel. The Foundation does not normally make multiple-year gifts. In order to support as many worthwhile organizations as possible, *the Foundation discourages organizations that receive a grant from submitting subsequent requests within 24 months from the deadline date. In addition, declined applicants should not submit a request for the same project within 12 months from the deadline date.*

Submission Deadlines:

Applications must be received by April 10 and October 10. Trustees meet in May and November to consider requests. Applications for deadlines that fall on a holiday or weekend must be received by the next business day. **The Foundation does not accept applications via e-mail.** Proposals are judged on their merits and in comparison to others received. The Foundation normally notifies applicants of the Trustees' decision within one week of each regular meeting, and applicants receiving grants may expect to receive payment within a month of notification. Organizations that receive grants from the Foundation are required to submit completion reports.

Submission Requirements* (one copy only, single-sided): Please NUMBER and ORDER your response to each of the following requirements. If you have questions, please visit the Foundation website or contact the Program Officer.

***Incomplete applications will not be accepted.**

- 1. **Current** IRS determination letter(s) clarifying applicant's 501(c)(3) and 509(a) status.
- 2. Davis Conservation Foundation grant application form (completed and signed by an authorized representative of applicant's Board of Directors).
- 3. Current list of Directors/Trustees and Officers of applicant.
- 4. Brief summary of the project (not to exceed one page) outlining its purpose, expected results and how the results are to be measured.
- 5. Project budget: financial income/expense details for the project.
- 6. Additional funding sources for the project: list source, amount and status (received, committed and/or requested to date).
- 7. Most recent audited financial statements if available (or a review or compilation), and explanation of losses.
- 8. Balance Sheet (Assets and Liabilities) and Income Statement (Profit and Loss) for the most recently completed fiscal year including, and explanation of losses.
- 9. Operating budget for the current fiscal year.
- 10. For land conservation projects, please provide a map of the project land and adjacent protected land when applicable.

Attachments: If you include any pamphlet, brochure or supplemental material in addition to the required information, please send 10 copies.

Please direct inquiries, letters and grant requests to:

Davis Conservation Foundation
Attn: Katie Paye, Program Officer
30 Forest Falls Drive, Suite 5 - Yarmouth, Maine 04096
Tel: (207) 846-9132, Ext. 13 - www.davisfoundations.org

Davis Conservation Foundation

30 Forest Falls Drive, Suite 5
Yarmouth, Maine 04096

Grant Application Form

Organization Name _____

Mailing Address _____

City, State and Zip _____

Telephone Number _____ IRS Tax ID Number _____

Email Address* _____ Website Address _____

Contact Person _____ Title _____

Geographic Location Gulf of Maine Northern Forest Other

Title or Name of Project _____

Financial Assistance Requested by this Application _____ Total Project Budget _____

** Required field. If an e-mail address is not available, please indicate so.*

In the space below, briefly describe your project. (Also, please attach a summary not to exceed one page outlining the purpose of your project, expected results and how they are to be measured. Other limited, pertinent information may be submitted with this application.)

Geographic Area Served _____ Number of People Served _____

What is your deadline for a response to this request? _____

The applicant hereby gives assurance that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. Funds received under this application will be used only for the specific project shown, and a completion report will be submitted to the Foundation.
3. The filing of this request has been authorized by the Board of Directors of the applicant.
4. The requesting organization is currently recognized by the IRS as a tax-exempt, non-profit organization and does not have an IRS 509 (a)(3) or private foundation status.
5. In the case of a grant award, the applicant agrees to indemnify, defend and hold harmless the Davis Conservation Foundation and its agents and employees from any liability, loss, cost, injury, damage or other expense that may be incurred by the applicant or claimed by any third person against it as a result of funding the applicant's project or any action or non-action taken in connection with the applicant's project.

I attest that information contained in this application and in any attachments made as part of this application are true and correct to the best of my knowledge.

Signature of Authorized Representative of the Board

Date

Print Name and Title of Authorized Representative of the Board