

Pennsylvania Wildlife Federation



Conservation Grant Application

For questions regarding this application, please contact:

Pennsylvania Wildlife Federation

(717) 232-3480

Email: info@pawildlife.org

2426 N 2nd St.

Harrisburg, PA 17110

*** Copies of this application are available online at www.pawildlife.org ***



PWF Conservation Grant Program

The PWF Conservation Grant Program is made possible because of the generous contributions from the Jordan Foundation

Objective:

The objective of the PWF Conservation Grant Program is to provide funding support for conservation activities in Pennsylvania that fit within the mission of the Pennsylvania Wildlife Federation and the Pennsylvania Federation of Sportsmen's Clubs. The program will fund projects that contribute significantly to the preservation and sustainable use of our natural resources.

Eligibility

Applicants must show proof of 501(c) non-profit status and provide a completed W-9, or identify a non-profit organization that will administer the finances for the grant (a pass-through organization).

Applicants must be a member of PWF or PFSC. Sportsmen's clubs applying for grants must be PFSC member clubs in good standing. (Membership application/dues may be submitted with grant application.)

While matching funds are *not* mandatory, funding preference will be given to applications that show some type of matching funds. This can be non-cash, in-kind contributions such as volunteer time, donated services, or other donated items.

Grant Limits

While grant amounts vary, most range from \$200 to \$5,000, and are intended to function as complementary support. We strongly encourage applicants seek additional, concurrent funding from other funding sources.

Grant Restrictions

PWF grants may not be used for indirect costs, overhead, and other expenses not directly related to the project. Fringe benefits and salaries are also excluded. Highest priorities will be given to "shovel ready" projects, projects with secured matching funds and projects benefitting youth activities.

Funds may not be used for travel to meetings or conferences, legal actions, endowments, or publication of research results.

Obtaining an Application Form

The grant application form (and PWF membership form) may be downloaded from PWF's web site: www.pawildlife.org or you may request a form by contacting the PWF office directly.

Applications are accepted throughout the year. The PWF board meets twice a year (March & September), but occasionally meets more frequently when warranted. Please specify your timelines/deadlines on application.

- Previous PWF grantees must first comply with all prior reporting and financial-accounting obligations before submitting applications for additional support.
- The grant application should introduce the project and list specific budgetary items for which funding is being requested.
- All recipients are required to provide a final report within 3 months of project completion.
- We strongly encourage electronic submission of all documents to info@pawildlife.org
- If electronic submission is not possible, please submit your information to:

PWF
2426 N 2nd St.
Harrisburg, PA 17110

Project Narrative

In addition to the Application and Budget, please provide the following information:

1. A statement of organization's mission, goals, number of members and prior accomplishments
2. A statement of the purpose of grant request that provides the following:
 - Detailed overview of the project including objectives and purposes
 - Proposed plan of work and timeline
 - Protocols that will be used to ensure you reach the final objective
 - Additional partners involved? If so, please list additional partners and their responsibilities.
 - Is the project new or a continuation of another project?
 - Other information you feel is pertinent to the project

Attachments

Please include the following with your narrative and application form:

- Map showing proposed project area if applicable.
- Copy of 501(c) tax-exempt Determination Letter and signed W-9
- Letters of support that substantiate need for the project and confirm your prospective collaboration if applicable.
- Any other information describing your organization or proposed project that you believe is important.

MEMBERSHIP FORM PENNSYLVANIA WILDLIFE FEDERATION

2426 N Second St
Harrisburg, PA 17110
(717) 232-3480 * info@pawildlife.org * www.pawildlife.org

_____ Individual Membership -- \$25 _____ Family Membership -- \$40
_____ Student Membership -- \$20 _____ Organization Membership -- \$50

Name: _____

Address: _____ County: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

VISA/Mastercard #: _____ Exp Date: _____

Verification Code: _____ Signature: _____

All Members receive PFSC's On Target Newsletter
PWF is a 501 C (3) Nonprofit Organization

PWF GRANT APPLICATION

DATE:	PROJECT TITLE:		
ORGANIZATION NAME:			
NAME OF THE TAX-EXEMPT ORGANIZATION TO WHICH FUNDS WILL BE DISTRIBUTED IF DIFFERENT FROM THE ORGANIZATION ABOVE (PASS-THROUGH ORGANIZATION):			
ORGANIZATION OR PASS-THROUGH AGENT'S FEDERAL EMPLOYEE ID NUMBER OR TAX ID NUMBER:			
GEOGRAPHIC AREA THE PROJECT WILL AFFECT (PLEASE ATTACH MAP IF APPLICABLE):			
COUNTY:			
MUNICIPALITY(IES):			
PROVIDE A BRIEF DESCRIPTION OF THE PROJECT:			
FUNDING COMMITMENT DEADLINE:		FUNDING DEADLINE:	
ESTIMATED PROJECT START DATE:		ESTIMATED PROJECT COMPLETION DATE:	
AMOUNT REQUESTED:		TOTAL PROJECT COST:	

CONTACT INFORMATION FOR ALL GRANT RELATED CORRESPONDENCE:

PLEASE PROVIDE CONTACT INFORMATION FOR TWO INDIVIDUALS WHO WILL BE ASSOCIATED WITH THE PROJECT.

MAIN CONTACT NAME AND TITLE:		OTHER CONTACTS NAME AND TITLE:	
ADDRESS:		ADDRESS:	
PHONE:	FAX NUMBER:	PHONE:	FAX NUMBER:
EMAIL:		EMAIL:	
SIGNATURE:		SIGNATURE:	

PLANNING BUDGET

LINE ITEM	DESCRIPTIONS/DETAILS/ EXPLANATIONS	PWF GRANT FUNDS REQUESTED	OTHER CONTRIBUTIONS <small>(CASH AND/OR IN-KIND)</small>
PROFESSIONAL SERVICES / LABOR			
SUPPLIES <small>(PLEASE LIST EACH ITEM. ATTACH A SEPARATE SHEET IF NECESSARY.)</small>			
OTHER <small>(ITEMIZE)</small>			
TOTALS			

PLEASE SAVE AND SUBMIT THE GRANT APPLICATION, BUDGET AND OTHER DOCUMENTATION ELECTRONICALLY VIA EMAIL TO:

info@pawildlife.org

Or mail copies to:

PWF

2426 N 2nd St.

Harrisburg, PA 17110

PWF Grant Final Report

(To be filed within 3 months of Project Completion)

Organization Name:

Grant Amount:

Contact Name:

Address:

Phone:

Date:

Project Goals & Objectives:

Were the goals & objectives met? How?

What impact has the project had on its intended audiences?

Other comments?

FINAL BUDGET

LINE ITEM	DESCRIPTIONS/DETAILS/ EXPLANATIONS	PWF GRANT FUNDS USED	OTHER CONTRIBUTIONS <small>(CASH AND/OR IN-KIND)</small>
PROFESSIONAL SERVICES / LABOR			
SUPPLIES <small>(PLEASE LIST EACH ITEM. ATTACH A SEPARATE SHEET IF NECESSARY.)</small>			
OTHER <small>(ITEMIZE)</small>			
TOTALS			

I/we certify that this information is correct, and that all expenditures were incurred solely for the purpose as presented in the grant proposal.

Report prepared by:

Date:

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