

**U P Whitetails Association Inc.
P.O. Box 268
Gladstone Michigan 49837
Phone 906-786-9425**

Information For Grant Applicants

An organization seeking a grant must be a Non-Profit 501 © 3 organization, have Non-profit status or a State or Federal Government Body such as DNRE or Forest Service.

The application request must benefit whitetail deer, their habitat, hunter education or hunter safety as per our bylaws. The application must be completed and ten copies must be attached to the master and mailed to the above address. Failure to submit required copies disqualifies application.

The application consists of:

- A. Grant Application Cover Sheet.**
- B. Information requested on Narrative form. Narrative must also be presented and reviewed at a monthly meeting to address any questions the committees may have concerning the project.**
- C. Grant budget**
- D. Letter(s) of support which verify project need and collaboration (funding) with other organizations.**
- E. Copy of IRS Determination letter indicating 501 © 3**

Due date for Applications - Deadline is the end of November for funding the following year.

All grants will be prioritized by the Advisory Board- Then voted on by the trustees by the end of February of the year the grants are to be funded.

Who may apply -

Non-profit organizations, subdivisions of government exempt from federal taxation.

No grants may be used for political campaign or support influence of any governmental body as per stated in the IRS rulings.

UP Whitetails Association Inc. does not fund operating expenses, including personnel.

If a grant is received -

The grantee is required to give a written report every three months during the project and a final report within sixty days at the end of the grant project.

UP Whitetails Association Inc.
Grant Application --- Cover Sheet

Date of Application _____

Legal Name of Organization Applying _____

Federal I.D. Number _____

Year Founded _____ Current Operating Budget: \$ _____

Executive Director _____ Phone Number _____

Contact Person/ Title / Phone Number

Principal Address of Administrative Office

Purpose of Grant:

Start of project date: _____

Amount Requested: _____ Total Project Cost: _____

Geographic Location the Project will be done in:

Signature of President, or Administrator Date Phone Number

Signature of Project Director Date Phone Number

UP Whitetails Association Inc.
Grant Application --- Narrative

Please provide the following information in the order given.

This narrative should briefly explain why your organization is requesting this grant, what outcomes you will achieve and on what you will spend the grant funds.

Summary must include:

Reason for the project, your goals, objectives and problems to be addressed.

Plans of how you will accomplish your goals and objectives.

Benefits of such a project.

Timetable for implementation.

Who are the other partners in the project and what are their roles and funding amounts? (Part of which is covered in the budget breakdown)

Long term strategies for funding this project if it is to continue past this grant period.

Plan for evaluation. Explain how success will be defined and measured.

Description of how the grantee organization will publicize this project and grants.

A brief summary of your organization's history, it's missions and goals.

Description of your current programs, activities and accomplishments.

A list of your board of directors with affiliations.

Grant Budget Format

Below is a listing of standard budget items. Please provide only the budget information for the project for which you are seeking a grant.

Organizational fiscal year: _____ Time period budget covers. _____

Expenses: include amounts (1) to be used from this grant (2) for the total project

	Grant amount Requested Not funded thru Grant	Total Project Expenses
Salaries, Taxes, Benefits	\$ _____	\$ _____
Professional Fees	\$ _____	\$ _____
Materials (trees, seed etc.)	\$ _____	\$ _____
Equipment Purchase	\$ _____	\$ _____
Printing, Copying, Supplies	\$ _____	\$ _____
Telephone and Fax	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Equipment Rental (s)	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Advertisement	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____

Total Amount Requested \$ _____ Total Project Expense \$ _____

Revenue: Please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
Grants/ Contracts/ Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations	\$ _____	\$ _____
Private Individuals	\$ _____	\$ _____
Other Organizations - List all individual with amounts.		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
Total Revenue	\$ _____	\$ _____