



PIGEON RIVER FUND GRANT APPLICATION INSTRUCTIONS

Completed applications must be received at the CFWNC office by 5PM on the due date. Fall cycle applications are due September 15 and Spring cycle applications are due March 15.

A complete application contains the following:

- ❑ CFWNC **Grant Application Cover Sheet** (2 page form) complete all requested information and secure signature before submitting.
- ❑ **Application Narrative**: Provide responses to the eight questions as instructed in the **Pigeon River Fund Grant Application Narrative Outline** (see page 2).

Attachments: (first five are required and others optional depending on project).

- ❑ **Results Statement and Verification Worksheet**
- ❑ **Project Budget:** Clearly indicate the sources of funds and the expenses needed for this project to occur as proposed
- ❑ **Organizational Budget:** Attach your organization's operating budget showing line item income and expenses for the fiscal year of the proposed project.
- ❑ **Board List:** Attach a list of the Board of Directors, showing their position on the board, primary professional and community affiliations, and contact information.
- ❑ **Financial Reports:** Enclose a copy of your most recent financial audit (or year-end financial statement, if an audit is not available). Note: Requirement does not apply to public agencies.
- ❑ **Maps, design plans or photos** that provide key details of proposed project – especially for stream bank improvements.
- ❑ **Letters of Support:** Only provide letters from other organizations whose support/involvement is critical to the proposed project. These letters should be specific to this grant request and clearly state the level of engagement of the partnering organization.
- ❑ **Job Description:** If a staff position or consultant will be funded by the grant, please outline responsibilities and qualifications.
- ❑ **Consultant Contract:** If a consultant will be supported with PRF funding, include a copy of the contract with agreed-upon deliverables.

All applicants will receive notification of the receipt of their application (by email) and next steps in the review process within 2 weeks after the grant deadline.

Contact Tim Richards (828-254-4960 or trichards@cfwnc.org) for assistance/questions.

PIGEON RIVER FUND - APPLICATION NARRATIVE OUTLINE

Instructions for narrative section:

- *In no more than four typed pages answer the following eight questions.*
- *Number your answers and use at least 11-point font with one-inch margins on 8.5 x 11 paper.*
- *Do not repeat the questions in your application. They are suggestions to applicants on points to include in your response.*
- *Include on the top left corner of first page the below heading in Bold*

Organization:

Project:

Amount requested from PRF:

Total Project Costs:

Project Dates: Start

End:

1. **Project Description**

- Provide a brief (50 –75 words) description of your project.
- Begin by completing this sentence:
Name of organization requests \$XX, XXX to state primary purpose of the grant.
- In the balance of the description, briefly state how this project will help carry out the purpose(s) of the Pigeon River Fund and identify the community affected.

2. **Project Justification**

- a. What is the water quality issue – (problem or opportunity) this project proposes to address? Include how it relates to at least one of the focus areas of the Pigeon River Fund:
 - improving surface water quality,
 - enhancing fish and wildlife management and habitats,
 - expanding public access, or
 - increasing citizens' awareness.
- b. Summarize any documented evidence to support the need for this project – especially statistics related to your local community.
- c. Describe how the proposed project was developed. Who was involved in planning this project, and what is the source of the idea and key features of this project?
- d. Why is the proposed project the most appropriate strategy to address the issue stated above? Why did you choose this course of action? Why is now the right/critical time?
- e. Who else is working on this issue and how does your proposed project differ from, complement, or otherwise relate to other efforts in the community?

3. **Impact Summary:**

- a. Complete a “**Pigeon River Fund –Results Statement and Verification Worksheet**” using the provided format. Provide details only for the “Project Objectives” that directly relates to your proposed project. Refer to “Predicting Impact” in the guidelines for examples of indicators helpful in predicting outcomes. Include the completed **Results Statement Worksheet** as an attachment to the application.
- b. In addition, as part of this narrative, describe how you define success as result of achieving the predicted outcomes outlined in the above referenced worksheet. Think in terms of what will be different at the end of the grant compared to current situation? Also
- How do you know for sure success has been achieved?

PIGEON RIVER FUND - APPLICATION NARRATIVE OUTLINE - Continued

4. Educational Component:

Note: All projects submitted for funding must contain an educational component, preferably focused on helping individuals understand how their actions relate to the overall health of the river basin.

Describe how this project will meet this requirement. Even if the Project Activities and Plan of Work (#5 below) significantly address this requirement, please summarize the primary educational component(s), and expected benefits of this project.

5. Project Activities and Plan of Work: What are you going to do?

- a. Describe the key activities for this project, providing sufficient detail to demonstrate you have a well thought-out plan to effectively implement this project. Indicate the timeframe for each activity (sequence and duration) for the entire grant period. These activities should directly address the issues described in the project justification section (#2 above). Be sure to focus on the activities and components of the work plan that will be supported with PRF funding. (Note that grant funds can not be used for costs incurred before the grant is awarded by PRF.)
- b. Are there any regulatory requirements (permits, approvals, etc.) necessary in order to carry out this project? How will you address these requirements?
- c. Who (agencies and/or individuals) will be responsible for carrying out the key activities, and what is their expertise related to the proposed project? If an organization other than the applicant agency is responsible for key activities then briefly summarize their involvement and include a letter of support demonstrating commitment (or a contract that specifies deliverables) as attachment.

6. What are the financial considerations for this project to succeed?

In addition to the Project Budget please address the following financial points for this project?

- a. Why is Pigeon River Fund financial support of this project critical at this time? In what way(s) will the Fund's investment contribute to the project's long-term success?
- b. Indicate if this grant has potential to leverage additional funds (specify amount and likely source) for this project or related improvements in water quality in the future.
- c. If this is an on-going project, how will it be funded in the future? Be as specific as possible about the need and sources for funding to continue the project after the PRF grant ends.

7. Organizational Capacity

- a. Why is your organization best suited to carry out (or lead a cooperative effort for) the proposed project? What professional and/or volunteer expertise or other special assets will your organization contribute to the success of this project?
- b. How does this project fit with your organization's mission, vision and goals?

8. Other: Is there anything else you want us to know about this project?

Include (as attachments) maps demonstrating location of the project, design plans of key features, or photos that help explain the proposed project. In addition to original large format and/or color versions, please provide one set on standard sized paper to facilitate copying.