



## 2017-18 EDUCATIONAL GRANT

### Application Guidelines

**Mission / Purpose.** The Friends of Trees, Inc. is a non-profit 501(c)(3) organization based in Chatham, Cape Cod, MA, committed to planting, protecting and nurturing trees in the Town of Chatham. Through an educational grant program, Friends of Trees (FOT) is working to develop an awareness of the environmental, economic and aesthetic benefits that trees provide our community.

Friends of Trees was organized for charitable, education, and scientific purposes, including the encouragement of sound horticultural and arboricultural practices, planting the streets and public places of Chatham, and by working to develop an awareness of the environmental, economic and aesthetic benefits of trees.

**Funding Priorities.** Friends of Trees grant funds may be used for teacher training and student education; transportation in the case of field trips; speaker honorarium; and materials related to the educational purpose of the grant program. Priority will be given to programs benefiting students of the Monomoy elementary and middle schools including the Lighthouse Charter School.

Friends of Trees grant funds may *not* be used to purchase food or refreshments; to pay salaries or stipends for employees of the municipality; for capital expenditures for private ownership; or on programming that discriminates or discourages participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation, or age.

Projects that serve to meet the mission of FOT is a requirement. Those that directly benefit the Town of Chatham community will receive preference.

FOT will consider applications for programs or projects that

- Promote education, research and public awareness of the value of trees
- Promote sound ecological horticultural practices
- Other projects consistent with FOT's mission

**Grant Amounts.** Funds available for FY18 total \$3,000. Grant requests may be up to \$1,000.

**Open Application Period.** Friends of Trees will accept grant applications throughout the year, and each grant request will be considered on its merit. Grant acceptance and awards will likewise be distributed throughout the year. However, the Friends of Trees budget cycle begins July 1 and awards during the fiscal year will be limited to the funds available during that fiscal year.

Letters of Interest are encouraged to be submitted prior to filing an application, but are not necessary; members of the FOT Grant Program subcommittee are available to attend meetings to answer questions or provide additional information on the program.

**Filing an Application.** Applications for grants shall include a letter of support from the authoritative body. For school venues, applicants must contact the principal or teacher(s), and provide a contact name and letter of support for the project from the school. Applications benefiting Chatham organizations must include a specific date and venue, with a letter of support by the organization. Whenever possible,

activities funded by this grant should be available to the general public, primarily in Chatham, by exhibit, performance, demonstration, reading, or other means.

**Requirements of Grant Recipients.** Any and all publications, signs, or other media associated with the project and its deliverables shall indicate that the project was sponsored by a grant from the Friends of Trees, Inc. Chatham (wording will be provided to the recipient in the grant agreement).

FOT reserves the right to interview the grant applicant. FOT reserves the right to publicize awarded projects; it is applicant's responsibility to obtain all necessary permissions for such publicity.

A final report of how funds were expensed will be expected upon completion of the project.

Applications for the Friends of Trees, Inc. grant and grant information are available online at [www.friendsoftreeschatham.org](http://www.friendsoftreeschatham.org)



## Friends of Trees, Inc. GRANT APPLICATION

Please complete the following application form and submit to FOT by mail at **Friends of Trees, PO Box 163, Chatham, MA 02633** or e-mail [info@friendsoftreeschatham.org](mailto:info@friendsoftreeschatham.org) with supporting documentation as described below.

### APPLICANT INFORMATION

**Applicant Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

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**Contact person if different than applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### APPLICANT REQUIREMENTS

To apply for the FOT Grant you must meet the following eligibility and criteria requirements. Please confirm by checking the box next to the statement.

**The applicant is (select one):**

- An incorporated non-profit
  - A public school
  - Library, or other municipal entity
  - Other \_\_\_\_\_
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- The applicant is located in Chatham or is a teacher in the Monomoy School System or Lighthouse Charter School.**
  - The applicant or person leading the project/program has been engaged in the kind of activity for which funds are being requested for at least one year or equivalent experience.**
  - Applicant has obtained all legal permissions.**

- The grant funds will NOT be used to purchase food or refreshments; to pay salaries or stipends for employees of the school system, library or municipality; on capital expenditures for school, library or municipality.**
- Project will be accomplished by \_\_\_\_\_.**
- Programming will not discriminate or discourage participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation or age.**

**Include with your Application, the following information:**

1. Project Title
2. Grant Amount being requested (not to exceed \$1,000)
3. Letter of support from the authoritative body and contact information
4. Timing of the project and location
5. A description of the project and how it meets FOT's mission; identify the target audience; explain how the project will benefit the public; and identify any other organizations that will be involved in the project.
6. Provide a budget of projected expenses, including in-kind goods and services and any other funding.

\_\_\_\_\_  
Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Print Name

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