

South Lake Champlain Fund (2018)

Vermont Community Foundation

South Lake Champlain Fund Guidelines

The primary goal of the **South Lake Champlain Fund (SLCF)** is to have a positive environmental impact on the southern portion of Lake Champlain, defined as the area of Lake Champlain south of Crown Point in both Vermont and New York with a preference for projects directly on the lake or in close proximity. It is also a goal of the fund to support projects that involve experts and other people who live in the southern Lake Champlain region.

What We Fund

- Educational projects which engage young people in learning and loving the cultural heritage, history, and ecology of the southern portion of Lake Champlain
- Innovative research projects focused on the cultural heritage and environmental health of the southern portion of Lake Champlain
- Educational or research projects which directly impact the communities around the southern portion of Lake Champlain and/or use the expertise of local experts including scientists, educators, and environmentalists
- Expenses related to time, equipment, hardware and software, travel expenses, publication and/or implementation of research findings, and dissemination of findings for projects as above

All findings and results of funded projects should be made public and shared with any organizations that share concern or interest in Lake Champlain. Projects with a volunteering element are encouraged.

What We Do Not Fund

- Projects duplicating lake studies in other areas
- Projects or publications focusing primarily on the northern part of Lake Champlain
- Publications of findings funded originally by other organizations
- Lobbying or advocacy work
- Implementation or follow through which are traditionally funded through government or free enterprise

All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager. If you are viewing a PDF version of the application questions, please note that you must log on to your online account to access

the online form at www.vermontcf.org/OGM. Applications will not be accepted by mail or email.

Applications must be submitted by 5:00pm on Thursday, January 10, 2019.

If you have questions, please contact grants@vermontcf.org or 802-388-3355 ext. 222.

Helpful hints for completing this application:

- The size of text boxes can be adjusted by dragging on the lower right corner.
- Scroll down to the bottom of the page to access the "Save" and "Submit" buttons. The Online Grants Manager will log out after 90 minutes of inactivity so save often!
- Create a PDF version of your application, including attachments, via the "Application Packet" button at the top of the page.
- Character limits include spaces.

Application Questions

Project Name*

Character Limit: 100

Project Summary*

In complete sentences, summarize what you hope to accomplish with this project.

Character Limit: 200

Amount Requested*

Minimum \$1,000/Maximum \$7,500

Character Limit: 20

Geographic Area Served*

Briefly explain the geographic area that will be served by your project in the space below.

Character Limit: 300

Counties Served*

Check all that apply

Choices

Addison County

Bennington County

Caledonia County

Chittenden County

Essex County

Franklin County

Grand Isle County
Lamoille County
Orange County
Orleans County
Rutland County
Washington County
Windham County
Windsor County

What category best describes your project?*

Choices

Research Only
Education Only
Combination of Research and Education
Other (explain below)

If you answered "Other", explain here:

Character Limit: 50

Are you asking for single year support, or repeat support for an ongoing project?*

Choices

Single year support
Repeat support for an ongoing project

Project Description*

Provide a detailed description of the project, including issues addressed, population(s) served, and project goals. Be sure to explain how this project relates to southern Lake Champlain and the goals of the South Lake Champlain Fund.

Character Limit: 2400

Describe the history of your organization and project*

Character Limit: 1200

What are the desired outcomes of this work?*

Character Limit: 1200

How will you utilize the outcomes of the project to meet the goals of the fund?*

Character Limit: 1200

Who has primary responsibility for the project?*

Character Limit: 900

What is the anticipated end date of the project?*

It is expected that most projects will be completed within 2.5 years of the application deadline

Character Limit: 600

How will you evaluate your results?*

Character Limit: 1200

What other activities might be necessary or useful following completion of the project?*

Character Limit: 900

Project Budget - Total Amount*

Character Limit: 20

Project Budget Narrative*

Provide additional information to help us understand your proposed project budget.

Character Limit: 900

If you are seeking partial funding, how are you securing additional funds?*

Character Limit: 900

Organizational Budget - Total Amount*

List the annual operating budget for the applicant organization. (For smaller groups, the project budget may be the same as the organizational budget.)

Character Limit: 20

Required Attachments

We require all budget attachments be saved in PDF file format. Sample budget documents can be downloaded from the Community Foundation's website -- visit our Online Grants Center for more details. If you have questions about the attachments, please contact grants@vermontcf.org or 802-388-3355 ext. 222.

Project Budget - Detail (PDF format)*

Upload a PDF copy of your itemized project budget with both expenses and revenue, and identify whether your funding is pending or secured. Include the following calculations:

- Percentage of budget for capital expense
- Percentage of budget for personnel
- Percentage of budget requested from fund
- Percentage of budget provided in kind

File Size Limit: 1 MB

Organizational Budget (PDF format)*

Upload a PDF copy of your organization's itemized operating budget for the current fiscal year, as approved by your board of directors. (If you have a fiscal sponsor, you have the option of uploading their organizational budget instead of your own.)

File Size Limit: 2 MB

Resume(s) of Primary Project Staff*

Multiple documents can be combined before uploading.

File Size Limit: 2 MB

Board of Directors*

Upload a list that includes the name and town of residence for each member of your current board of directors. Where relevant, include their affiliation.

File Size Limit: 1 MB

Support Materials (Optional)

Use this space to upload copies of relevant articles, brochures, or letters of support.

File Size Limit: 4 MB

Grant History and Eligibility

Grant History*

Has your organization received funding from the South Lake Champlain Fund in the past three years?

Choices

Yes

No

If you answered yes, please specify the year(s) and amount(s).

Character Limit: 50

Grant Report (If Applicable)

If you received funding from the South Lake Champlain Fund in the past three years, please upload a copy of your most recent grant report.

Please Note:

The official grant report is now an online form and has been assigned to you in the Online Grants Manager as a Follow-up form connected to your previous grant application. It can be accessed from your account dashboard. From the report form, please select the option at the top of the page to create a "Follow-Up Packet" of your final submitted report and upload the pdf here.

If you are not finished with your project, you must submit an interim report with your new application. For further instructions or if you have questions, please contact 802-388-3355 ext. 222.

File Size Limit: 8 MB

Choose which status best applies to the applicant organization:*

Choices

Registered 501(c)(3) nonprofit

Municipal entity (i.e., town, public school, or other municipal department or agency)

Other - Please provide details in your answer to the next question.

Fiscal Sponsorship (If Applicable)

Our grants must be paid to a registered 501(c)(3) nonprofit or public entity, such as a town, public school, or state agency. If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor. Download a blank Fiscal Sponsor Agreement form and forward it to your fiscal sponsor to print, fill out, and sign. If you have questions, please contact 802-388-3355 ext. 222.

Please type the name of your fiscal sponsor below and upload a scanned copy of your signed Fiscal Sponsor Agreement.

Character Limit: 100 | File Size Limit: 1 MB

Submission

By submitting your application to the Vermont Community Foundation, you give us permission to share your application with other potential funders, both individuals and foundations.

All applications must be submitted online by 5:00pm on January 10, 2019.