

## Instructions for Preparing Grant Application

**Where to Send** Email your application, as an attachment, to: **CMaward@natureforward.org**

On the subject line of the email transmitting your application, use a title that is a concise version of your project title. The transmittal email is a good place to describe your relationship with the organization requesting the funds since there is no place to do this in the application.

**Document Format & Length** Entire application must fit on four pages or less. There are no limitations on the space devoted to individual sections. The application is in Times Roman, 12 pt type. Do not change. The document can be transmitted in either “RTF” or “MS Word” format.

**Name and email of Requester** This should be the person responsible for preparing and transmitting the proposal, not the local field manager carrying out the work and not a general information address for the applicant organization. We communicate only by email so you do not need to provide telephone numbers or personal addresses.

**Organization** Grant funds will be transferred electronically, so successful applicants will need to provide a bank account number. Checks will be written and mailed only in rare instances in which bank transfers are not possible.

**Title** The title should include (1) the specific activity being proposed (“conservation” is too vague), (2) the species that the effort is directed towards (use common name), and (3) the location, including the country.

**Summary** It is not necessary to go into a lengthy discussion of the location or the species. The selection committee is primarily interested in the specific details of what you are proposing to do with the funds you are requesting. If it’s a school/education program, how many schools /teachers/ students will be served? If you are trying to convince the locals to stop hunting/poaching, how are you going to do it?

**Budget** The more detail, the better.

**Relation to Previous Work** Our web site states that “Preference is given to applicants who have a record of prior conservation action relevant to their proposed project.” This is the place to concisely discuss your “record” and how it relates to the proposed project. Remember, there’s a four-page limit on total application length.

**CROWDER MESSERSMITH CONSERVATION FUND  
GRANT APPLICATION FORM**

**Person Requesting Grant**

**E-Mail Address (see instructions)**

**Organizational Affiliation**

**Name**

**Address**

**Amount Being Requested**

**Title of Project**

**Summary of Project**

**Schedule of Project**

**Budget:**

Personnel:

Supplies and materials:

Food and lodging:

Travel

Publication Costs:

Other:

**How does this project relate to previous work done by your organization?**

**Have any other organizations provided support for this project? (If yes, explain):**

**Name, Organization and Email address of two people who are familiar with the requester's professional activities:**