



9308 S. Wadsworth Boulevard, Littleton, Colorado 80128

The Lois Webster Fund

Supporting Colorado non-game wildlife research and education

2017 FUNDING GUIDELINES AND REQUIREMENTS

Up to \$7,776 will be available for 2017 project funding.

Overview: The Lois Webster Fund (LWF) of the Audubon Society of Greater Denver (ASGD) was established in 1995 specifically to support Colorado non-game wildlife research and education projects that lead to the conservation of these species.

A list of all the forty four (44) the projects funded by the LWF to date is available online on the ASGD's [Lois Webster Fund page](#). It should be noted that the LWF will consider projects focused on all non-game wildlife in Colorado but is by no means limited just to Colorado birds or to particular habitats.

Guidelines:

1. The LWF intends to serve as a catalyst and to partner with other organizations (conservation organizations, other nonprofit organizations, government agencies, academic institutions, businesses and others) on Colorado wildlife research and education projects. Projects with multiple partners will be preferred. The LWF expects that most projects will focus predominantly on either research or education, but is particularly interested in proposals that include some elements of both.
2. One purpose of LWF grants is to encourage initiation of targeted projects. The grantee is expected to provide leadership and coordination to obtain additional funding and to involve others.
3. The grantee must also make every effort to disseminate information on the project and on the results of the research to as wide an audience as possible and must report back to the LWF twice (for details, see Requirements 4, 5 and 6).
4. The LWF intends to fund at least one project per year and will consider multiple year Projects but funding will only be awarded on an annual basis.
5. Project proposals must be **3 pages** or less in length, using no smaller than an 11 font size. **All documents (the project proposal, letters of support and additional documents must be submitted in one (1) single electronic PDF file** to Polly Reetz (polly.reetz4@comcast.net) to be received no later than 5:00 PM on January 31, 2017.
6. The LWF committee will review the proposals and will notify the applicants of funding decisions by March 10, 2017.

Requirements:

1. The grantee must be affiliated with a local, state, or regional nonprofit organization, an academic institution, or government agency. One individual is to serve as the contact person with the LWF.
2. There must be at least one additional organization contributing to the project, and more are preferable.
3. The project manager must be qualified to carry out the proposed project and have a demonstrated interest in the subject.
4. The grantee must provide a brief, not to exceed one page, mid-season report by July 31, 2017.
5. A final report discussing the findings, what has been learned from the project, and a financial report (showing income and expenses for the project) is to be submitted to Polly Reetz (polly.reetz4@comcast.net) no later than Nov. 1, 2017. PDF is the preferred file format. This report will be posted to the ASGD's [Lois Webster Fund page](#).
6. An article of approximately 300 to 400 words describing the project, in no smaller than an 11 font size, is required describing the project (preferably with photos) aimed at the general public, for publication in the ASGD newsletter and posting to the ASGD's [Lois Webster Fund page](#). This is also to be submitted no later than Nov. 1, 2017.
7. Grantees will be available to give a presentation on the project to a LWF/ASGD audience.
8. The LWF funds are not to be used to cover indirect costs or overhead of the sponsoring Organizations.
9. If circumstances require a change in the project outlined in the Memorandum of Understanding between the LWF and the grantee, the grantee must notify the LWF as soon as possible.
10. If, for any reason, the project is postponed from the dates proposed in the grant application, the grantee must return their LWF funds by no later than September 1, 2017 and may reapply the next year, though a renewal of funding is not guaranteed.

Review criteria:

1. The importance of the problem, the need for the project, and how the project will address identified problems.
2. The validity of the science method(s) and/or education approach being proposed.
3. The qualifications of the project manager.
4. The number and commitment of partners in the project.
5. The proposed budget and amount of other funding raised.
6. Evidence of support for the project from authorities in the field, including letters of recommendations concerning the capabilities of the project manager/team.
7. The potential for the project to influence management of populations and/or habitat in a way that effects conservation of vulnerable species or biological communities.
8. The specific plans for disseminating findings to relevant audiences with as wide a reach as possible.
9. Only Colorado non-game wildlife research and/or education projects will be considered.

How to Apply and Submission Deadline: Complete the attached application and submit it no later than 5:00 PM on January 31, 2017 to Polly Reetz (polly.reetz4@comcast.net). Provide no more than 3 letters of support from appropriate authorities in the field of the proposed work. **All documents (the project proposal, letters of support and additional documents must be submitted in one (1) single electronic PDF file.** Failure to follow these guidelines will result in the disqualification of the application.



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2017 FUNDING APPLICATION

NOTE: Failure to follow the “Funding Guidelines and Requirements” will result in the disqualification of the project proposal. Direct any questions and/or submit your proposal to Polly Reetz (polly.reetz4@comcast.net) no later than 5:00 PM Jan. 31, 2017. Be sure to provide all the bulleted items listed below in the 3 page project proposal.

- **Project title** (Please provide a very short/concise title).
- **Project description** (Include the project’s goals, expected outputs, methodology, and why it is needed.).
- **Location and time frame for the project.**
- **Amount requested from the Lois Webster Fund.** If you plan to earmark LWF funds for a specific purpose, tell us what they will be used for. If not, indicate why LWF funds will be an important part of your fund-raising strategy. No preference will be given to one strategy vs. the other.
- **Summary of Total Project Budget.** Include itemized expenses and income by source, with the date each amount was received, committed or requested.
- **Other partners on the project.**
- **Explain how this project will lead to conservation of a non-game species or groups of species of wildlife that are declining or under stress or their habitat.**
- **Name of Project Manager, Title and Contact Information.** Please provide overview of qualifications.
- **Name of Organization, mailing address, phone, fax, and email.**
- **Contact person** (Title - if other than Project Manager).

If the LWF provides funding for this project, I will be responsible for assuring the research is conducted as stated, making sure the budget is adhered to, providing the LWF representative with interim and final reports during the research, presenting findings at a LWF public program, and writing an article concerning the project for the ASGD newsletter.

Project Manager: _____ Date: _____

Additional Information Concerning Certain Organizations

If other than a governmental agency or academic institution, please briefly describe the organization, its history, structure and objectives. Please provide an estimate of its annual budget, and staffing levels. For 501 (c)(3)s , please attach evidence of IRS determination, the most recent form filed with the IRS or audited budget, and a list of staff. For colleges and universities, please provide pertinent information about the department(s) involved. (Note: for applicants needing to submit this information, we will not count this information in the 3 page application proposal limit).

— Direct any questions and/or submit application to Polly Reetz (polly.reetz4@comcast.net). —