



9308 S. Wadsworth Boulevard, Littleton, Colorado 80128

## The Lois Webster Fund

*Supporting Colorado non-game wildlife research and education*

**Up to \$12,029 will be available for 2020 project funding.**

### **2020 FUNDING GUIDELINES AND REQUIREMENTS**

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

A list of all fifty (50) projects funded by the LWF to date is available online via [The Lois Webster Fund page](#). It should be noted that the LWF will consider projects focused on any of our state's non-game wildlife – i.e., any of the approximately 750 species of wildlife that cannot be hunted, fished or trapped or the habitat on which they depend in Colorado.

#### **Guidelines:**

1. The LWF intends to serve as a catalyst for and to partner with other organizations (conservation organizations, other nonprofit organizations, government agencies, academic institutions/schools, businesses and others) promoting Colorado wildlife research and education projects. Projects with multiple partners are 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. As part of this start-up, 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 make three reports to the LWF (for details, see Requirements 4, 5 and 6).
4. The LWF intends to fund at least one project per year. While LWF will consider funding a project for more than one year, each year funding will only be awarded for the current year.
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](mailto:polly.reetz4@comcast.net)) to be received no later than 5:00 PM on January 31, 2020.
6. The LWF committee will review the proposals and will notify the applicants of funding decisions by February 20, 2020.

#### **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, 2020.
5. A final report must include the project title, date of report, names/location of the grant's manager and organization, project objectives, what was done, results, what has been learned from the project, implications for the particular species or habitat focused on, and a financial report (showing income and expenses for the project). The report must be submitted to Polly Reetz ([polly.reetz4@comcast.net](mailto:polly.reetz4@comcast.net)) in PDF format no later than Nov. 1, 2020. This report will be posted to the [Lois Webster Fund page](#). Carefully view 2018's [Conserving Northern Leopard Frogs on Colorado's Front Range](#) and 2019's [Survey of Native Plains Fish](#) as **examples** of the quality expected of a final report.
6. An article of approximately 300 to 400 words, aimed at the general public, describing the project and including all the components listed in #5 above, excluding the financial report, in no smaller than 11 font size, is required (preferably with photos), for publication in the DA newsletter and posting to the DA's [Lois Webster Fund page](#). This is also to be submitted no later than Nov. 1, 2020.
7. Grantees will be available to give a presentation on the project to a LWF/DA audience.
8. The LWF funds are not to be used to cover indirect costs or overhead of the sponsoring organization(s).
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, 2020 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/urgency of 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 recommendation 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 with signature, and submit your file no later than 5:00 PM on January 31, 2020 to Polly Reetz ([polly.reetz4@comcast.net](mailto: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 disqualification of the application.



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### **2020 FUNDING APPLICATION - CONTENTS REQUIRED**

**NOTE:** Failure to follow the “Funding Guidelines and Requirements” will result in disqualification of the project proposal. Direct any questions and/or submit your proposal to Polly Reetz ([polly.reetz4@comcast.net](mailto:polly.reetz4@comcast.net)) no later than 5:00 PM Jan. 31, 2020. 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 conservation of 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, and contact information, if other than Project Manager).
- **Copy into your proposal and sign the following statement:**

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

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Direct any questions and/or submit application to Polly Reetz ([polly.reetz4@comcast.net](mailto:polly.reetz4@comcast.net)). \*\***

#### **Additional Information Concerning Certain Organizations**

If your applying organization is not a governmental agency or academic institution/school, add the following to your application: a brief description of your organization, its history, structure and objectives; and 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 as part of the 3-page application proposal limit).