

GRANT # _____

**CALVERT ENVIRONMENTAL TRUST FOR YOUTH
GRANT APPLICATION REQUEST FORM**

GRANT TITLE:

ORGANIZATION NAME:

DATE:

ORGANIZATION DESCRIPTION (Describe the type of organization, its goal and mission):

PROJECT LEADER

EXECUTIVE OFFICER OF ORGANIZATION

Name
Address

Name
Address

Telephone No.

Telephone No.

Signature _____

Signature _____

PROJECT CATEGORY (check all that apply)

- Project involves youth
- Project involves improvement to the environment
- Project activities are within or benefit the critical area (within 1,000 ft. of tidal waters)

PROJECT FUNDING AMOUNT REQUESTED *(If granted, who should check be made payable to?)*

\$ _____

PROJECT DESCRIPTION (be brief and to the point - list goals and objectives, number of children, and grade level.)

PROJECT LOCATION (where will the activity take place?)

PROJECT SCHEDULE (when will the activity start and when will it be completed?)

PROJECT BUDGET (include line item budget, quantity, price per item and totals, and when items will be purchased.)

DESCRIBE PLANS TO EVALUATE PROJECT SUCCESS (How will you confirm completion of the project goals and objectives to the Trust?)

HAS YOUR ORGANIZATION REQUESTED GRANTS FROM THIS TRUST IN THE PAST? (If yes, specify grant number, amount, and date.)

HAS YOUR ORGANIZATION RECEIVED GRANTS FROM OTHER ORGANIZATIONS IN THE PAST? (If yes, specify source, amount, date, and type of activity funded.)

FOR OFFICIAL USE ONLY

APPROVED _____ **DATE** _____

REJECTED _____

CALVERT ENVIRONMENTAL TRUST FOR YOUTH

Calvert Environmental Trust for Youth was established in 1996 to provide a funding mechanism to support youth and environmental activities. Through financial support of both private and public sectors the Trust offers grants for qualified activities proposed by educational institutions, nonprofit organizations, community and civic groups, and other trust organizations interested in promoting the welfare and revitalization of our youth and the environment.

APPLYING TO THE TRUST

Complete all sections of the application. If additional space is needed, **summarize on the application form** and attach additional sheets as required.

Applications should be typewritten or printed legibly. We recommend you include additional information on the planned activity or history of your organization.

The deadline for proposal submission is January 1 of each year. Proposals are reviewed in February. Approved grants will receive their funding check by the end of February for activities to be completed from March through the following February. Proposals less than \$200 can be submitted anytime for immediate consideration.

All applicants will be notified in writing of the outcome of their proposal. Those approved will receive an agreement form that must be signed and returned to the Trust. The grant check will then be issued. Proposals not approved will have an explanation and can be resubmitted the next year.

CALVERT ENVIRONMENTAL TRUST FOR YOUTH

GRANT APPLICATION

REQUEST FORM

GRANT CRITERIA

The Trust encourages action-type activities that get people involved in community oriented programs. The application form requests you identify the Project Category for your proposal. Priority is given to proposals that relate to more than one project category.

Proposals should demonstrate a positive benefit to youth and the environment, with secondary impacts to the surrounding community.

Proposals are evaluated on the basis of project category, impact on our youth and the environment, clarity of objectives, number of people affected by the activity, and qualifications of the submitting organization.

GRANT GUIDELINES

The following guidelines should be used to assist in identifying the general types of activities funded. The list is not all encompassing. If you have a new and innovative approach or idea, the Trust will consider it.

Grants are awarded for result-oriented proposals that promote participation by youth in environmental-type activities.

Grants are awarded for singular activities, not those that would take place over the course of an extended time.

Grants are awarded for educational materials such as books, videos, supplies, and equipment.

The Trust will fund non-alcoholic food items as part of a proposal.

Grants are not awarded in support of individuals, deficit financing, general or operating budgets.

Grants are not awarded to fund salaries, benefits or indirect costs, or staff time.

The Trust does not support lobbying activities, or activities that promote political solutions or legislative change.

Recipients are held accountable for certifying that grant funds were expended as detailed in the grant application. We require the submission of receipts and a general accounting of expenditures showing the awarded funds were spent as intended.

Recipients are required to sign a letter of agreement that states the recipient will provide the Trust with a final report of activities, color photos of the activities, and a general accounting of expenditures upon completion of the project.

Project grant requests and budget should be rounded to whole dollar amounts. Most grants approved are for amounts less than \$1,000.

RETURN COMPLETED FORM TO:

Calvert Environmental Trust for Youth
Kaine Building, Room 105
65 Duke Street
P.O. Box 3348
Prince Frederick, Maryland 20678

For assistance or additional information call:

Bill Clark or Janet Hall
(Phone) 410-535-1521, ext. 3
(Fax) 410-535-0591