

# **Monmouth County Audubon Society** **Bird Conservation Grants**

## **Application Instructions**

The Monmouth County Audubon Society (MCAS) is offering small grants for a one-year project that will advance bird conservation. Approved projects are funded on a reimbursement basis and projects must be located within Monmouth County, New Jersey. The grants are awarded each year.

The Monmouth Audubon Bird Conservation Grant Program will award a maximum of \$3,000 in grants for 2024. The maximum request per proposal is \$1,500 (\$150 is the minimum).

All nonprofit 501(c)(3) or 501(c)(4) organizations as well as any of Monmouth County's municipal environmental commissions are eligible to apply and are welcome to apply for, and receive, more than one grant per cycle.

Environmental commissions are only eligible if they represent a municipality within Monmouth County, NJ and have been established by ordinance.

### **ELIGIBLE PROJECTS**

Eligible projects will benefit Monmouth County birds through habitat enhancement. Examples of eligible projects include, but are not limited to:

**Habitat enhancement projects**, such as habitat creation, improvement, or restoration. Examples of projects include, but are not limited to:

- Installation of nesting platforms for osprey;
- Creation of hummingbird gardens with native plants;
- Installation of nest boxes for purple martins, tree swallows, Eastern bluebirds, American kestrel, wood ducks, and/or owls;
- Native tree/shrub plantings which are selected based upon suitability for bird nesting and/or foraging.

**Projects must be located within Monmouth County, New Jersey.**

## **ELIGIBLE EXPENSES**

Eligible expenses include materials and/or professional services.

## **INELIGIBLE EXPENSES**

Ineligible expenses include travel or labor by local volunteers, officials, municipal staff, or the grant applicant's staff.

## **SUBMITTING A PROPOSAL**

Proposals should be concise - no more than two pages in length (not including attachments). Proposals must contain the following:

1. **Title** - Title of the project

2. **Contact Person**

Name:

Phone:

Home address:

E-mail:

3. **Name of Organization**

4. **Non-profit Executive Director or Environmental Commission Chairperson**

Name:

Phone:

E-mail:

5. **For Environmental Commissions, Municipal Manager/Administrator**

Name:

Phone:

E-mail:

6. **For Environmental Commissions, Year Environmental Commission was established by ordinance**

7. **Area** - Describe the geographic area where the project will take place.

8. **Objectives** - Describe the measurable goals of the project.

9. **Procedures** - Explain the methods that will be used to accomplish the project objectives. Briefly detail the relevant experience or expertise of key project personnel with the species, habitat type, or activity proposed. Describe any partnerships involved.

**NOTE:** Grantees must obtain any necessary permits required by the local or state governing body.

## **ATTACHMENTS**

The following attachments must also be provided when the application is submitted:

1. **Budget** - Itemize costs for the entire project. Be sure to specify the amount being requested.
2. **Calendar** - List your timeline and completion date. Projects must be completed within one year of the start date.
3. **For non-profits, an IRS letter of determination** stating the organization's nonprofit status (does not apply to Environmental Commissions).
- 4(a). **For non-profits, a signed Resolution** by the non-profit's governing body authorizing the organization to apply for the grant and enter a grant agreement if the application is selected. <<See blank Non-profit Resolution form>>
- 4(b). **For Environmental Commissions, a scanned, dated and signed letter from the municipal manager or administrator** indicating endorsement of the application and assuring payment of any additional costs that are included in the budget.
5. **Letters of endorsement** from partners or stakeholders are optional but encouraged and will be considered in the review process.

## **APPLICATIONS DUE**

All applications must be submitted by e-mail to [MCASConservationGrant@yahoo.com](mailto:MCASConservationGrant@yahoo.com) by 5 p.m. Eastern Standard Time on **December 31st, 2023**. MCAS will confirm the receipt of each proposal via e-mail.

## **RANKING OF PROPOSALS**

All proposals will be reviewed by an MCAS technical review committee.

## **NOTIFICATION OF AWARD**

MCAS will notify successful grantees by **January 15, 2024** by e-mail to the individual listed as the application contact person.

## **GRANT PERIOD & REPORTING**

Grantees have one year to complete projects and submit final report documentation for reimbursement. Projects running past one year without authorization from MCAS in writing are subject to forfeit their payment. Grantees are required to submit a minimum of 3 representative photos or other graphics for MCAS's use in publications and online.

## **GRANT PAYMENT**

**This is a reimbursement grant.** The entire grant amount will be paid to the grantee in one sum, following receipt and acceptance by MCAS of all agreed work products/deliverables, documentation of costs, and upon compliance with all terms of the Grant Agreement.

For information contact:

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[MCASConservationGrant@yahoo.com](mailto:MCASConservationGrant@yahoo.com)