

San Antonio Conservation Society  
**COMMUNITY GRANTS PROGRAM**  
**EDUCATIONAL APPLICATION**

THE PURPOSE OF THE SAN ANTONIO CONSERVATION SOCIETY: The purpose for which it is formed is to preserve and to encourage the preservation of historic buildings, objects, places and customs relating to the history of Texas, its natural beauty and all that is admirably distinctive to our State; and by such physical and cultural preservation, to keep the history of Texas legible and intact to educate the public, especially the youth of today and tomorrow, with knowledge of our inherited regional values.

INDIVIDUAL or ORGANIZATION \_\_\_\_\_

MISSION of ORGANIZATION (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE(S) \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME and CREDENTIALS OF THE PROPOSED RESEARCHER AND/OR WRITER FOR THIS PROJECT \_\_\_\_\_

\_\_\_\_\_

PROJECT ADDRESS (if applicable) \_\_\_\_\_

AMOUNT REQUESTED \_\_\_\_\_ (It is possible that only a portion of the amount requested may be granted)

PLEASE DESCRIBE HOW THIS PROJECT RELATES TO THE PURPOSE OF THE SAN ANTONIO CONSERVATION SOCIETY AND TELL WHY IT SHOULD BE FUNDED BY THE SOCIETY. (Attach extra pages if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACH SUPPORT LETTERS TO APPLICATION

WHAT OTHER AVENUES OF FUNDING HAVE YOU EXPLORED? PLEASE DESCRIBE:

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ON PUBLICATION OR RESEARCH PROJECTS, PLEASE PROVIDE COPIES OF LAYOUTS OR SUPPORT DOCUMENTATION. LETTERS OF SUPPORT ARE ALSO WELCOME.

| <u>BREAKDOWN OF PROJECT EXPENSES</u> | <u>YOUR SHARE</u> | <u>SOCIETY SHARE</u> |
|--------------------------------------|-------------------|----------------------|
| _____                                | _____             | _____                |
| _____                                | _____             | _____                |
| _____                                | _____             | _____                |

IF YOU HAVE ANY GRAPHICS FOR YOUR PROJECT, SUBMIT NOT MORE THAN SIX (6) DIGITAL IMAGES IN JPEG FORMAT.

PLEASE NOTE THE FOLLOWING GRANT POLICIES:

1. Grants are restricted to programs or project phases that are not underway or already completed at the time of awarding.
2. An applicant may have one active grant at a time in a 12-month period.
3. The Grants Committee considers applications for program or operating expenses on a one-time basis; such grant requests are not approved on a continuing basis. The Conservation Society does not fund administrative costs.
4. Educational grant awards will rarely reimburse for travel expenses, meals or lodging.
5. Grant funds must be used within 12 months from the date of notification, or the grant will be voided.
6. Grant funding is handled on a reimbursement basis. These funds will be disbursed within 30 days after proof of payment is received. The Conservation Society reserves the right to inspect the project prior to payment.
7. Address reimbursement requests to: Grants Chairman, San Antonio Conservation Society, 107 King William Street, San Antonio, Texas 78204-1312.
8. The San Antonio Conservation Society reserves the right to cease funding of an educational grant project if Grant Policies and the Conditional Grant Reimbursement Agreement are not followed by the recipient.
9. Requests over \$15,000 are seldom granted under this program. The most commonly granted amount is in the \$5,000 range.
10. The Conservation Society is not responsible for supervision of projects funded by this program.
11. Those who have publication projects agree to acknowledge the support of the San Antonio Conservation Society.
12. It is understood that the San Antonio Conservation Society may seek public recognition for its contribution to a project.

**GRANT APPLICATION DEADLINE:** **FRIDAY, SEPTEMBER 30, 2011 (By 4:30 p.m.)**

**GRANT NOTIFICATION:** **DECEMBER 1, 2011**

RETURN THIS APPLICATION TO: San Antonio Conservation Society,  
107 King William Street, San Antonio, Texas 78204-1312

To the best of my / our knowledge, all information provided herein is true and correct.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**PAYMENT OF GRANTS WILL BE HANDLED AS FOLLOWS:**

1. All grant funds are handled on a reimbursement basis.
2. This means that the grant recipient/grantee will pay the contractor for work on the project, according to the terms of the contract between the grant recipient and the contractor.
3. The grantee will then submit a request for reimbursement of these funds to the San Antonio Conservation Society.
4. The grant recipient will include with this request proof of payment, such as a photocopy of the check made out to the contractor, along with a receipt for this payment signed by the contractor.
5. If the grant recipient is paying for materials used in the project, receipts for these materials should also be submitted.
6. The Conservation Society does not reimburse the grantee for contractors' fees until work on the project is underway.
7. The Conservation Society will reimburse the grantee within 30 days following the submission of proof-of-payment by the grant recipient.
8. Please read the following statement, sign, and return with your application:

I understand the payment policy of the San Antonio Conservation Society Community Grants Program and, if chosen to receive a grant, will be able to follow these procedures.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE