

San Antonio Conservation Society
EDUCATION GRANTS APPLICATION
2018 Grant 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: _____

IF STUDENT ORGANIZATION, NAME OF FACULTY ADVISOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE(S): _____

EMAIL(S): _____

PROJECT DESCRIPTION (WHERE APPLICABLE, PLEASE INCLUDE IN A SEPARATE DOCUMENT COPIES OF LAYOUTS, SUPPORT DOCUMENTATION, AND LETTERS OF SUPPORT): _____

IF YOU HAVE GRAPHICS FOR YOUR PROJECT, SUBMIT NO MORE THAN SIX (6) DIGITAL IMAGES.

NAME AND CREDENTIALS OF ADDITIONAL RESEARCHER(S) AND/OR WRITER(S):

PROJECT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

AMOUNT REQUESTED (Note: It is possible that only a portion of amount requested may be granted):

BREAKDOWN OF PROJECT EXPENSES

YOUR SHARE

SOCIETY SHARE

DESCRIBE HOW THIS PROJECT RELATES TO THE PURPOSE OF THE SAN ANTONIO CONSERVATION SOCIETY AND WHY IT SHOULD BE FUNDED BY THE SOCIETY: _____

HAVE YOU SUBMITTED OR RECEIVED OTHER GRANTS FROM THE SAN ANTONIO CONSERVATION SOCIETY? IF SO, PLEASE PROVIDE DETAILS INCLUDING YEAR, AMOUNT AND PROJECT DESCRIPTION: _____

DESCRIBE OTHER AVENUES OF FUNDING YOU HAVE EXPLORED: _____

GRANT POLICIES:

1. Grants are restricted to **programs or project phases that are not underway or already completed** at the time of awarding (Note: Awarding will take place in December).
2. An applicant may have one active grant at a time in a 12-month period.
3. The Scholarship 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 salaries or other administrative costs** including but not limited to office space, phone, and utilities.
4. Educational grant awards will rarely reimburse for travel expenses, meals or lodging.
5. If more information is needed from the Applicant, a personal interview may be requested.
6. Grant funds must be used within 12 months from the date of notification, or the grant will be voided.
7. 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.
8. Address reimbursement requests to: SCHOLARSHIP Chairman, San Antonio Conservation Society, 107 King William Street, San Antonio, Texas 78204.
9. The San Antonio Conservation Society reserves the right to cease funding of an educational grant project if Grant Policies are not followed by the recipient.
10. Requests over \$15,000 are seldom granted under this program. The **most commonly granted amount is in the \$5,000 range.**
11. The Conservation Society is not responsible for supervision of projects funded by this program.
12. All projects agree to acknowledge the support of the San Antonio Conservation Society.
13. It is understood that the San Antonio Conservation Society may seek public recognition for its contribution to a project.
14. Please contact the San Antonio Conservation Society with questions or concerns at 210.224.6163.

GRANT APPLICATION DEADLINE: FRIDAY, SEPTEMBER 28, 2018 (By 4:00 p.m.)

GRANT NOTIFICATION: WITHIN THE FIRST TWO WEEKS OF DECEMBER

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

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, per 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:
9. 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: _____