

The San Antonio Conservation Society Foundation
GRANTS: COMMUNITY EDUCATION
2023 Grant Application

THE PURPOSE OF THE SAN ANTONIO CONSERVATION SOCIETY FOUNDATION: The purpose for which it is formed is to preserve and 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.

**Please ensure ALL requested information is provided.
Failure to do so will render this application ineligible.**

NOTE: THE GRANT IS A REIMBURSEMENT FOR THE APPROVED COMPLETION OF THE AWARDED PROJECT AT THE AMOUNT SPECIFIED BY THE SOCIETY'S GRANT PROGRAM

APPLICANT INFORMATION

Individual/ Organization: _____

The mission of the Organization (If applicable): _____

Contact Person: _____

If Student Organization, Name of Faculty Advisor: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Phone Number(s): _____

Contact Email(s): _____

PROJECT INFORMATION:

AMOUNT REQUESTED (Must be completed or application will not be accepted): _____

PROJECT TYPE: _____

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** (.png/.jpg/.jpeg format) **on a labeled USB flash drive.**

Name and credentials of additional researcher(s) and/or writer(s):

Project address (If applicable): _____

City: _____ **State:** _____ **Zip:** _____

Describe how this project relates to the purpose of the San Antonio Conservation Society Foundation and why it should be funded by the Society: _____

Have you submitted or received other grants from the San Antonio Conservation Society Foundation or The Conservation Society of San Antonio? If so, please provide details including year, amount, and project description: _____

Amount Requested (Note: It is possible that only a portion of the amount requested may be granted):

Detailed Breakdown of Project Expenses	Your Share	Society Share
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe other funding support you have explored including the amount received: _____

Education 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 at the beginning of December).
2. An applicant will not be awarded a grant for the same address in consecutive grant years.
3. The Community Education 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 Foundation **does not fund salaries or other administrative costs** including but not limited to salaries, office space, phone, and utilities.
4. Educational grant awards will rarely reimburse for travel expenses, meals, or lodging.
5. Grant funds must be used by the date indicated in the notification letter, or the grant will be voided.
6. If more information is needed from the applicant, a personal interview may be required.
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 Foundation reserves the right to inspect the project prior to payment.
8. Address reimbursement requests to Community Education Grants Chairman, San Antonio Conservation Society Foundation, 107 King William Street, San Antonio, Texas 78204.
9. The San Antonio Conservation Society Foundation reserves the right to cease funding an educational grant project if grant policies are not followed by the recipient.
10. Requests over \$10,000 are seldom granted under this program.
11. The Conservation Society Foundation is not responsible for the supervision of projects funded by this program.
12. Recipient of Educational Grant agrees to acknowledge the support of the San Antonio Conservation Society Foundation.
13. It is understood that the San Antonio Conservation Society Foundation may seek public recognition for its contribution to a project.
14. Please contact the San Antonio Conservation Society Foundation with questions or concerns at 210.224.6163.

GRANT APPLICATION DEADLINE: FRIDAY, SEPTEMBER 29, 2023 (By 4:00 p.m.)

GRANT NOTIFICATION: WITHIN THE FIRST TWO WEEKS OF DECEMBER

RETURN THIS APPLICATION TO: San Antonio Conservation Society Foundation,
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:** _____

CONDITIONAL GRANT REIMBURSEMENT INFORMATION and AGREEMENT

To indicate your agreement, please initial each item below, sign, and return with your application:

- _____ 1. The grant is reimbursement for approved funds spent by the recipient upon completion of work.
- _____ 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 grant recipient will then submit a Request for Reimbursement of these funds to The San Antonio Conservation Society Foundation upon completion of awarded grant work.
- _____ 4. The grant recipient will include 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. The grant receipt will include copies of any receipts used for the purchase of materials for the approved grant project.
- _____ 6. The grant recipient will include proof of performance and a narrative of completion for that which the grant was awarded. Including recognition of The San Antonio Conservation Society Foundation for funding of the grant project.
- _____ 7. The Conservation Society Foundation will reimburse the grant recipient within 30 days following the submission of the reimbursement request form, proof-of-payment, and recap. The Conservation Society does not reimburse taxes.
- _____ **8. The San Antonio Conservation Society Foundation reserves the right to cease funding of a grant project if Grant Policies and the Conditional Grant Reimbursement Agreement are not followed by the recipient.**
- _____ 9. Please read the following statement, sign, and return with your application:

AGREEMENT

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

Applicant signature: _____ **Date:** _____