

Alabama Audubon MiniGrants for Education Application

Application due via email (info@alaudubon.org) by 25 October 2022

PART I: Contact information

School/organization details

School/organization name: _____

This is a (circle one): **public school** **private school** **nonprofit organization**

Physical address: _____

City, State, ZIP: _____

Mailing address (if different): _____

City, State, ZIP: _____

School/organization phone: _____

County: _____

School system (if applicable): _____

Principal or executive director name: _____

Principal or executive director email: _____

Title I school? (if applicable): **yes** **no**

Social media handles (Instagram, Facebook, Twitter): _____

Application contact

Name: _____

Position: _____

If teacher, which grade(s)/subject(s) do you teach? _____

Email: _____

Phone: _____

Previous applications

Have you received MiniGrant funding from Alabama Audubon in a previous year? **yes** **no**

If you answered yes above, have you submitted a MiniGrant Report form for that award? **yes** **no**

How did you hear about Alabama Audubon's MiniGrant Program? _____

PART II: Project details

*Please refer to **Advice for Applicants**, available at alaudubon.org/minigrants. Please use additional sheets if necessary.*

Tell us about your project

Project title: _____

Amount requested (not to exceed \$1,000): _____

Projected number of students involved in the project: _____

Describe your project, its goals, and its explicit connection to Alabama Audubon's mission.

Provide a date-specific timeline for accomplishing these goals. Please also attach a lesson plan outlining the project, learning objectives, and goals.

Please describe the demographics of the project's target audience. When citing specific demographic information, please provide sources as necessary.

How will you evaluate the impact of your project on students/youth? Please provide a sample of methodology and sample questions of your evaluation.

How can Alabama Audubon staff and/or volunteers assist with your project?

PART III: Project budget

*Please describe all expenses for which you are seeking funding from Alabama Audubon. If your project requires additional funding, please document how you have secured those funds and the date of funding to be received. Be as specific as possible—if you do not know the precise cost of an item to be purchased, please research online and provide a reasonable estimate. You will need to provide sources of where estimated prices are generated. If you are hiring a contractor or third-party business to assist with the project, you must provide their name, contact number and cost of services. Regardless of final expenses, Alabama Audubon **will not** cover costs above the grant amount stipulated in your award letter. Also, remember that Alabama Audubon **will not** cover salaries, stipends, interpretive programming, or indirect costs.*

For more information on how to complete this budget, see **Advice for Applicants**, available at alaudubon.org/minigrants.

Item	Details	Amount
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
8. _____	_____	\$ _____
9. _____	_____	\$ _____
10. _____	_____	\$ _____

Please include additional details below as necessary.

PART IV: Authorization

By signing this document, I agree to:

1. complete my project if funded, and to return a completed MiniGrant Report Form, MiniGrant Funds Received form, and Photo Release form (if applicable) to Alabama Audubon via email no later than 30 October of the next calendar year
2. detail how Alabama Audubon's grant funding will be acknowledged in presentations and projects
3. keep and submit receipts for all expenses covered by Alabama Audubon funding
4. provide updates/statements to Alabama Audubon outlining status of project progress
5. reimburse Alabama Audubon for any amount not accounted for by receipts

Please note: failure to comply with reporting requirements and deadlines will result in termination of the current grant, and disqualification from future grant eligibility.

Printed name of MiniGrant application contact: _____

Signature of MiniGrant application contact: _____

Date: _____

By signing this document, a principal or executive director agrees to:

1. support this project
2. ensure that the MiniGrant recipient completes all agreements listed above
3. grant permission for any field trips or activities detailed in the application above
4. be held financially held accountable for ensuring funds are applied and used as outlined in this application.

Printed name of principal/executive director: _____

Signature of principal/executive director: _____

Date: _____

IRS employer ID # (EIN): _____