



Every Day Grants Application Template

This grant must be applied for [online](#) through the National Environmental Education Foundation's online application system. This Word document is meant as a tool to help you apply for the grant online. It is recommended that you first write your answers in this application template. This will allow you to edit and spell check as needed. Once you have your answers complete, cut and past them into the appropriate boxes in the online form. Pay close attention to character limits. *These limits include spaces!*

For these narrative sections, please take into consideration the **Criteria for Grant Selection:**

- Demonstrate a positive, collaborative partnership with the local public lands site (including federal, state, regional, county, city or other local public lands area) listed in the application that has been in effect for at least one (1) year.
- Demonstrate how the proposed capacity building project will:
 - o contribute to the long-term sustainability and vision of the organization.
 - o strengthen the organization's effectiveness to serve the public lands site.
 - o increase volunteer involvement at the public lands site.
- Demonstrate that the organization has the ability to carry out the proposed capacity building project.
- Be a replicable project that can serve as a model to other organizations.
- Be able to carry out the project within the grant period of one (1) year.

Organization Information

Describe your organization's mission and history.

1500 Characters

Describe your organization's current activities and vision for the future.

Include how you serve your local public lands site. How do you raise awareness, engage the public and care for the land? For your vision, think a few years ahead and how the organization will be different. Think about how your efforts will change and grow and what new initiatives you foresee.

3000 Characters

Describe your organization's current capacity.

Consider questions such as: What is your leadership structure? How involved is your board? Do you have enough staff? How effective are your fundraising and communications efforts? How effective is your organization at achieving its mission?

3000 Characters

Describe your relationship with the public lands site you serve.

Describe the nature of your relationship. Is it a strong relationship? How is it structured? Describe how you have worked with the site in the past and how you are currently working with them.

1500 Characters

Capacity Building Project Description

Describe your capacity building project.

Describe your project *in detail*. Please include:

- What you are proposing.
- How you will carry it out.
- With whom you will work if a consultant is needed.
- Who will manage the project.

3000 Characters

How will the results of your capacity building project be sustained in the long-term?

What are the long-term effects? Will this effort still have an impact three years in the future? Will it affect other areas of the organization like fundraising, leadership, finances, etc.? How will it help you move towards your vision as described above?

1500 Characters

What is the timeline for your capacity building project?

How long will this effort take? What are the milestones and when will they occur?

1500 Characters

Describe how this capacity building project will impact the public lands site you serve. Think about how it will improve your ability to serve your public lands site. What will you do better as a result of your capacity building project? What impact do you foresee on the public lands site? Will you be able to have more volunteer events or attract more volunteers? What impact do you foresee on your community?

1500 Characters