

**THE CAVE CONSERVANCY FOUNDATION
Project Funding Grant Application**

FOUNDATION'S MISSION STATEMENT: To promote and facilitate the conservation, management, and knowledge of cave and karst resources

APPLICATION SUBMISSION DATES:

Major grant request (greater than \$1,000): March 1st and October 1st

Minor grant request may be submitted for consideration at any time

APPLICATION CONDITION NOTES: The applicants are encouraged to read the "NOTES" at the end of this application form before completing the form

SUBMISSION:

Please complete the applicable sections of the application and email as .pdf or "Word" file(s) to:

Ms. Kate Britton
PROGRAM DIRECTOR
CAVE CONSERVANCY FOUNDATION
13131 Overhill Lake Lane
Glen Allen, VA 23059

Phone (804) 798-3432
Fax (804) 798-4894
E-mail CAVECV@AOL.COM

PROJECT PROPOSAL APPLICATION

Date: _____

Office Receipt Date: _____

Proposal Title: _____

Duration of Project: _____

Duration of Grant proposal: _____

Amount Requested: _____

Principal investigator(s) and/or affiliation:

Non-technical Project Summary in 250 words or less:

Project Description Attachments: (3)

1. ADD: Describe the proposed work in detail (limit 5000 words). Include a background for the proposed study, significance, research plan, and bibliography. If this project is part of a larger project, please include a description of the larger project.

2. ADD: Detailed Budget Include a statement about other available funds (if any), and other organizations to which the proposal has been submitted.

3. ADD: Qualifications to do the proposed project and include a curriculum vita (use separate pages) and past performance on similar projects.

APPLICANT INFORMATION:

A. Principal investigator :

Name: _____

Address: _____

Phone _____

E-mail _____

B. Organization information:

Name: _____

Address: _____

Phone: _____

E-mail: _____

Employer Identification number _____

C. State Information: (If the applicant is not a state recognized tax-exempt organization complete "E" below)

Is the applicant exempt from taxation as an organization under governing State laws?

Yes ___ No ___

If yes, what State or Commonwealth governs? _____

Does the applicant have tax-exempt status within another organization? Yes ___ No ___

If yes, what organization? _____

If yes, what State or Commonwealth? _____

Employer Identification Number _____

D. IRS Information: (If the applicant is not an IRS recognized tax-exempt organization complete "E" below)

Has the applicant received a ruling or determination letter from the Internal Revenue Service about any of the following:

- a. Income Tax Exemption status Yes ____ No ____
- b. Private Foundation Status Yes ____ No ____
- c. Grant-making Procedures Yes ____ No ____
- d. Donation tax status Yes ____ No ____
- e. IRS Tax Exemption Identification Number _____

E. Non Tax-exempt Organization / Individual(s) Information (see note 3).

a. Will the principal investigator be responsible for the funding accounting and reporting;
Yes ____ No ____

b. If no; provide accounting reporter information:

Name: _____

Address: _____

Phone _____

E-mail _____

F. Is the applicant controlled by, related to, connected with, or sponsored by another organization?

Yes ____ No ____

If yes, identify the organization (including its purposes and activities), and explain the relationship:

G. List or attach the name, address, title, of each officer of the applicant's governing Board:

President/Chairman: _____

Address: _____

City, State, and Zip: _____

Phone _____ E-mail _____

Vice President/Chairman: _____

Address: _____

City, State, and Zip: _____

Phone _____ E-mail _____

Secretary: _____

Address: _____

City, State, and Zip: _____

Phone _____ E-mail _____

Treasurer: _____
Address: _____
City, State, and Zip: _____
Phone _____ E-mail _____

Other: _____
Address: _____
City, State, and Zip: _____
Phone _____ E-mail _____

H. Has the applicant (or any organization listed above) applied for or received a grant from this organization within the past 5 years?

Yes ___ No ___ Title(s) _____
Year(s) _____

I. List Attachments that you are sending:

Possible attachments are:

- Non-technical Project Summary 250 or less _____
- Detailed Description of Proposal _____
- Detail Budget _____
- Qualifications _____
- Photocopy of IRS letter(s) _____
- Officers and board _____
- Final report of previous CCV and/or CCF grants _____
- Other attachments:

NOTES

1. Coverage: The Cave Conservancy Foundation (CCF) preferentially funds cave conservation and research-related projects in the central Appalachian region but also supports broader efforts at the national and international level.
2. Small Grants: The CCF accepts grant requests for small projects (\$1,000 or less) including seed funding for the initiation of larger projects that require multiple sources of funding. Small grant requests can be submitted for consideration at any time.

3. **Non Tax-exempt Organizations:** The Cave Conservancy Foundation generally funds projects that are conducted under the auspices of qualified federal and state tax-exempt organizations. If the funds will not be administered for and accounted to this proposed project by a tax-exempt organization then the funds accounting must be reported along with receipts copies to the CCF. For most projects, the accounting report will be a simple accounting of funds that can reconcile to the budget and receipts, unless otherwise required by CCF. The budget accounting report should be submitted within 30 days of the project completion unless otherwise noted.

The non-tax-exempt funding organization report to CCF shall include the following signed statement; "The Cave Conservancy Foundations funds for this project (*insert project title and date*) were used solely for the conduct of the project as approved, and for no other purpose."

Interim reports may be required and funding may be phased based on satisfactory report(s) of project interim dates. Reports should be delivered electronically, in PDF format where possible. Unless otherwise specified, the report should include:

- a. Copies of any publications or reports to agencies, which must include credit for support by CCF.
- b. Where publications or agency reports are not anticipated, a detailed written report to CCF.
- c. A presentation to the Board of CCF.
- d. Other attachments (maps, files, documents, etc.) and products/deliverables as agreed upon.

4. **Accepted Costs:** The Cave Conservancy Foundation has limited funds for grant support and because of these limitations we generally do not fund administration and other overhead cost. Proposed cost should only reflect direct cost without overhead surcharges.

5. **Tax-exempt Organizations:** A project completion report is to be submitted by tax exempt organization recipients within 30-days of the completion date. Interim reports may be required, and funding may be phased based on satisfactory report(s) of project interim dates. Reports should be delivered electronically, in PDF format where possible. The report may consist of or include:

- a. Copies of any publications or reports to agencies, which must include credit for support by CCF.
- b. Where publications or agency reports are not anticipated, a detailed written report to CCF.
- c. A presentation to the Board of CCF.
- d. Other attachments (maps, files, documents, etc.) and products/deliverables as agreed upon.