



## General Requirements For Organizations Requesting Grants

### Purpose of Grants

The principal purpose of the Waterfowl Festival, Inc. is to provide funds for the enhancement of waterfowl and other wildlife conservation through habitat preservation, education, and research. All grants must meet this purpose. Emphasis is placed on habitat preservation and restoration projects within the Chesapeake Bay watershed, with special priority on Maryland's Eastern Shore.

### Deadlines

- The original and EIGHT COPIES of each Grant application and supporting documents must be submitted by February 15, 2010. Applications will not be accepted without the original and eight copies.
- Notification of Grant approval will be made by June of 2010.
- Grant funding will be forwarded on or after August 1, 2010.

### Requirements

A brief summary of some of the key requirements for organizations receiving grants is as follows:

- Must be a non-profit, tax-exempt organization.
- Must maintain complete and accurate records of all activities connected with the grant.
- Interim and Final Project Status Reports, both narrative and financial, are required for each awarded grant. Failure to report may jeopardize future grants.
- Must comply with detailed grant acknowledgment conditions, including, press releases and website and newsletter announcements, and agree to assist in promoting upcoming Waterfowl Festivals.
- Must provide signage at project location that complies with certain specifications.

The Waterfowl Festival, Inc. does not fund:

- Capital improvements (such as buildings, permanent equipment).
- Endowment campaigns or other fund raising activities.
- Programs or projects for the exclusive benefit of the members of an organization.
- Travel funds.
- Grants to individuals, unless specifically commissioned by the Waterfowl Festival.
- Projects begun/completed prior to approval, by the Waterfowl Festival of the grant request.
- Planning or Master Plans for projects (drafts or final versions).

#### Evaluation Criteria

The review and evaluation of grants made by the Waterfowl Festival, Inc. is based on the following criteria:

- The merit of the proposed program or project based upon the principal purpose of grants awarded. Please note priority factors mentioned under Purpose of Grants.
- The administrative ability of the requesting organization.
- The financial stability of the requesting organization.
- The significance of the proposed program or project to the waterfowl/wildlife resource.
- The ability of the requesting organization to carry out the project.
- The financial feasibility of the program or project.

Applicants may request a copy of the complete Grant Conditions by emailing [facts@waterfowlfestival.org](mailto:facts@waterfowlfestival.org).