



# Klamath Basin Audubon Society (KBAS) Grant Application

## **MISSION STATEMENT:**

The Klamath Basin Audubon Society will provide the opportunity for all to experience and appreciate our region's wildlife, focusing on birds and other natural resources.

KBAS awards grants of up to \$2,000 to individuals and non-profit groups for local projects that further its mission. Strong preference is given to projects that have clear benefit for the Klamath Basin, and applicants must explain how the proposed project will contribute to KBAS's mission. Completed applications should be emailed to the current President or, if absolutely necessary, mailed to: KBAS, P.O. Box 354, Klamath Falls, OR 97601. **Applicants must use this form and complete all sections on the following pages.** See the web site for more details: [www.klamathaudubon.org](http://www.klamathaudubon.org)

## Guidelines:

- Only one grant application will be accepted from a given organization or entity in a year.
- Priority will be given to applications that do not include direct salary. Applications that include direct salary will be considered on a case-by-case basis.
- Grant funds may not be used for travel, conferences, conventions, or similar purposes.

Applicant Information

Name of Organization or Entity:

Title, name, and contact information for the President or head of the organization or entity:  
(include address, phone number, email address, and fax number if applicable)

*If different from above*, give the title, name, and contact information for the person responsible for submitting this application:

How much grant money are you requesting?

What are the primary functions and activities of your organization or entity, and how long has it been in existence? Have you conducted similar projects in the past, and if so, have they been successful? (1-2 paragraphs)

## Project Information

### **Part I. Project Description**

***Please provide a brief description of the proposed project that includes responses to the following questions. A detailed budget is also required.*** Use separate sheets as needed. We anticipate that responses will require 2-3 pages, and request that they not exceed 4 pages.

- What specific activities are involved in the project, and how will the KBAS grant money be spent? Is this a continuation of an existing program, or part of a program that will continue beyond the completion of this specific project?
- What outcomes are expected from the project, specifically the elements supported by KBAS grant funds?
- How will you measure the success of the project?
- How do you see the project and its expected outcomes contributing to the mission and goals of KBAS?
- If applicable, what other partners are involved in the project, and in what capacity (time, money, project elements)?
- What is the planned time frame for the project, including start and end dates? When will you need to receive the KBAS grant funds for this project, and who will be in charge of the funds (to whom should the money be sent)? (name, title, phone number, and email address)
- Who will be in charge of the project? (name, title, phone number, and email address)
- Include any additional information you would like KBAS to consider regarding your application.

## Part II. Reporting

Upon completion or suspension of any project funded in part or in whole by KBAS, the recipient of the grant must furnish KBAS a final report **within 60 days** that describes the outcome of the project and accounts for how the grant money was spent. The report must contain a statement about how the project is believed to have benefited the community pursuant to the mission and goals of KBAS. If the report is not submitted within 60 days, KBAS will not consider additional grant applications from the awardee for a period of one year.

**If the project is suspended prior to completion, a report must be submitted with an accounting of funds spent. Any remaining funds must be returned to KBAS.**

The report should be emailed to the current President or, if absolutely necessary, mailed to KBAS, P.O. Box 354, Klamath Falls, OR 97601.

Who will be responsible for filing this report in a timely manner?  
(name, title, address, email address, and phone number)

## Part III. Signature

*I certify that the above information is correct, and that I am authorized by my organization or entity to submit this grant application to the Klamath Basin Audubon Society.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date