CALVERT ENVIRONMENTAL TRUST FOR YOUTH
GRANT APPLICATION REQUEST FORM

Calvert Environmental Trust for Youth
Strengthening Youth Involvement through Conservation
501c3 Est. 1996

CALVERT ENVIRONMENTAL TRUST FOR YOUTH

Calvert Environmental Trust for Youth was established in 1996 to provide a funding mechanism to support youth and environmental activities. Through financial support of both private and public sectors the Trust offers grants for qualified activities proposed by educational institutions, nonprofit organizations, community and civic groups, and other trust organizations interested in promoting the welfare and revitalization of our youth and the environment.

APPLYING TO THE TRUST

Complete all sections of the application. If additional space is needed, summarize on the application form and attach additional sheets as required.

Applications should be typewritten or printed legibly. We recommend you include additional information on the planned activity and history of your organization.

The deadline for proposal submission is January 31 of each year. Proposals are reviewed in February. Approved grants will receive their funding check by the end of February for activities to be completed from March through the following December. Proposals for less than $300 can be submitted anytime for immediate consideration if funding is available.

All applicants will be notified in writing of the outcome of their proposal. Those approved will receive an agreement form that must be signed and returned to the Trust. The grant check will then be issued. Proposals not approved will have an explanation and can be resubmitted next year.

GRANT CRITERIA

The Trust encourages action-type activities that get people involved in community-oriented programs. The application form requests you identify the Project Category for your proposal. Priority is given to proposals that relate to more than one project category.

Proposals should demonstrate a positive benefit to youth and the environment, with secondary impacts to the surrounding community.

Proposals are evaluated based on project category, impact on our youth and the environment, clarity of objectives, number of people affected by the activity, and qualifications of the submitting organization.

GRANT GUIDELINES

The following guidelines should be used to assist in identifying the general types of activities funded. The list is not all encompassing. If you have a new and innovative approach or idea, the Trust will consider it.

Grants are awarded for result-oriented proposals that promote participation by youth in environmental-type activities. Grants are awarded for singular activities, not those that would take place over the course of an extended time.

Grants are awarded for educational materials such as books, videos, supplies, and equipment. The Trust will fund non-alcoholic food items as part of a proposal.

Grants are not awarded in support of individuals, deficit financing, general or operating budgets.

Grants do not fund salaries, benefits, indirect costs, or staff time.

The Trust does not support lobbying activities, or activities that promote political solutions or legislative change.

Recipients are held accountable for certifying that grant funds were expended as detailed in the grant application. We require the submission of receipts and a general accounting of expenditures showing the awarded funds were spent as intended.

Upon completion of the project, recipients are required to sign a letter of agreement that states the recipient will provide the Trust with a final report of activities, color photos of the activities, and a general accounting of expenditures.

Project grant requests and budget should be rounded to whole dollar amounts. Most grants approved are for amounts around $1,000.

Submit completed paper applications by mail to:

Calvert Environmental Trust for Youth
P.O. Box 3348
Prince Frederick, MD 20678

Submit completed digital applications by email to:

Ashley Brown at ashley.brown@calvertcountymd.gov



GRANT #_____

CALVERT ENVIRONMENTAL TRUST FOR YOUTH

GRANT APPLICATION REQUEST FORM

DATE: _____

GRANT/PROJECT TITLE: _____

ORGANIZATION NAME: _____

IS YOUR ORGANIZATION A PUBLICLY REGISTERED NON-PROFIT IN MARYLAND AND IN GOOD STANDING? *Check one.*

☐ **Yes** ☐ **No**

ORGANIZATION DESCRIPTION

Describe the type of organization, its goal and mission.

PROJECT LEADER

Person overseeing the project.

Name: _____

Title: _____

Address: _____

_____

Phone Number: _____

Email: _____

Signature: _____

EXECUTIVE OFFICER OF ORGANIZATION

The grant check will be made payable to the Executive Officer (person or entity) unless otherwise noted.

Name: _____

Title: _____

Address: _____

_____

Phone Number: _____

Email: _____

Signature: _____

1. PROJECT CATEGORY

Check all that apply.

☐ Project involves youth.

☐ Project involves improvement to the environment.

☐ Project activities are within or benefit the critical area (within 1,000 ft. of tidal waters)

2. PROJECT FUNDING AMOUNT REQUESTED

If granted, the check will be written to the Executive Officer named on page 3.

$ _____.00

Whole dollar amounts only. Grants are generally awarded for around $1,000.00.

3. PROJECT DESCRIPTION

Provide a brief description. List goals and objectives, number of children, and grade levels. Attach additional sheets if necessary.

4. PROJECT LOCATION

Where will the activity take place?

5. PROJECT SCHEDULE

When will the activity start and when will it be completed?

6. PROJECT BUDGET

Include a line-item budget, quantity, price per item, and when items will be purchased. Attach additional sheets if needed.

7. PLAN TO EVALUATE PROJECT SUCCESS

How will you measure the completion of project goals and objectives?

8. HAS YOUR ORGANIZATION RECEIVED GRANTS FROM CETY IN THE PAST?

If yes, specify grant number, amount, and year.

9. HAS YOUR ORGANIZATION RECEIVED GRANTS FROM OTHER ORGANIZATIONS IN THE PAST?
If yes, specify source, amount, date, and type of activity funded.

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THIS SECTION FOR OFFICE USE ONLY

DATE RECEIVED: ____

APPROVED? ____

REJECTED? ____

PRINTED NAME:____

SIGNATURE:____