

Instructions

Special Project Grant Applications

General Instructions

- Download the grant application template (a fillable PDF) from the Cinnabar Foundation's website.
- Save the PDF application template to your computer.
- Reopen the PDF application template and begin completing it. All information must fit into the visible space on the application form. Do not insert a "scroll" function or modify the application template.
- Save the completed application to your computer.
- The PDF application template is designed to be used with Adobe Acrobat Reader DC. DO NOT attempt to complete the application with any other PDF viewers or other Adobe programs. Acrobat Reader DC is available as a free download for both Windows and Mac operating systems: <https://get.adobe.com/reader/>.
- ATTENTION Mac users. Mac's default pdf program (Preview) will corrupt the application template. You must download and use Adobe Acrobat Reader DC (see above) to complete the application.
- The application deadline is March 31, 2019.
- Only applications submitted electronically will be accepted. Send your completed application as a PDF attachment to: gwolfe@cinnabarfoundation.org.
- If your organization received a 2018 Cinnabar Foundation grant, a brief written report (two pages maximum) describing the progress made toward achieving the purposes outlined in the applicant's 2018 grant application and detailing expenditures made from the granted funds is required. Your grant report must be submitted by January 31, 2019 in order to be eligible to apply for a 2019 grant. Please send your report via email as a PDF attachment to: gwolfe@cinnabarfoundation.org.

Specific Clarifying Instructions

- Total Organizational Budget and Operating Budget are one and the same for many organizations. However, some organizations distinguish between their base operating budget and major projects budget. This is often the case for land trusts.
- Amount Requested from Cinnabar – This cannot exceed 50% of the proposed project’s budget, or \$15,000, whichever is less.
- If the applicant organization is not classified as a 501(c)(3), you must identify a 501(c)(3) organization to serve as the fiscal agent for receiving and administering the grant.
- Which Conservation Program Area best aligns with the proposed project’s focus? – Be sure to check only one category.
- Project Budget Detail: Project Funding – List all anticipated funding sources for the project, and indicate whether the funds have been received (R), committed (C), applied for (A), or to be applied for (TBA).

Additional Instructions for National Organizations

- 2019 Operating Budget – provide the operating budget for your Montana program.
- 2018 Key Organizational Accomplishments – list the key accomplishments for your Montana program.
- 2019 Organizational Priorities, Goals, and Objectives – list the priorities, goals and objectives for your Montana program.
- Approximate Source of Operating Budget Revenue – provide this revenue breakdown for your Montana operating budget.
- Number of Employees – provide the staffing numbers for your Montana program.
- Number of Members – provide the number of members your organization has in Montana.

Questions

If you have questions about the application or application process, please contact:

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