



2016 NAI REGION 4 INTERPRETIVE PROJECT GRANTS PROGRAM

The NAI Region 4 Interpretive Project Grants Program is designed to provide a source of funding for small projects within the region. Funding for these grants is made available at the discretion of the NAI Region 4 Board of Directors. \$3,000 is available in 2016. The IPG Committee consists of members of NAI Region 4 who guide the grant process, review applications, and make recommendations to the Region 4 Board of Directors.

Eligibility

1. Grants are available to agencies, organizations, and institutions that are current members of Region 4 of the National Association for Interpretation (NAI) at the time of application. Members of the Regional Executive Board and the Interpretive Project Grants committee shall be ineligible to submit grant applications or vote on applications from their organization during their term of service. However, other members of their agency staff, organization, or institutions will be eligible to submit grant requests.
2. Projects to be funded must be related to interpretation. Funds may be used for equipment, materials, research, planning, design, or production of interpretive projects and programs.
3. Grant requests may be made in amounts up to and including \$1000.00. Matching funds or in-kind services will not be required, but should be listed on application if used. Partial amounts may be awarded.

Application Deadline

1. The Interpretive Project Grants Program will be advertised annually in the spring and/or summer issues of the regional newsletter. The application deadline is **August 1, 2016**. Grants will be awarded to successful applicants by December.
2. By submitting an application, the recipient agrees to provide a written report to the Regional Director and IPG Chair in the form of a Region 4 newsletter article. This article, to meet the fall *FourThought* deadline, must be submitted no later than August 1 of the calendar year following the grant application. The article must describe the progress of the project, how the funds were/are being utilized and the progress/success of the project. Information that may allow other members to use the project as a model for their own work is suggested. Recipients agree to visibly acknowledge NAI Region 4's financial support for their project.
3. Mail, e-mail (in PDF or MS Word format) or fax applications to the Interpretive Project Grants Committee Chair: Kelly Bentley, NAI Region 4 IPG Committee, Toronto Zoo, 361A Old Finch Ave, Toronto ON, M1B 5K7. Voice (416) 392-5943, Fax (416) 392-5948 or e-mail (*preferred*): kbentley@torontozoo.ca

Application Data

Please submit the following on the official application form provided in *FourThought* or on the Region 4 website:

- Name and membership expiration date of agency / organizational representative requesting the grant.
- Contact person.
- Federal tax ID number of the receiving organization or an individual's Social Security number.
- Address, telephone, fax, and e-mail.
- Amount requested. (If a partial award is unacceptable, please indicate.)
- Title of project.
- Description of the project (500 words or less).
- Description of how the project fits into your site's interpretive themes or plan (200 words or less)
- Description of who will benefit from completion of the project (200 words or less).
- Description of how project will be evaluated. (200 words or less)
- Identification of all sources of funding for this project and percentages of funding from each source.
- Budget for the project with specific identification of how Region 4 funds will be applied.
- How NAI Region 4 will be recognized if funding is awarded.
- Additional supporting material (with the exception of internet hyperlinks) is accepted, but not required.
- Local newspaper contact information (email addresses preferred).

Disclaimer

1. The number of grants to be made in any given year is subject to available funding. Partial awards may be made at the discretion of the IPG Committee.
2. NAI or Region 4 is under no obligation to offer or maintain the Interpretive Project Grants Program.



**2016
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APPLICATION FORM**

Applicant Requesting Grant: _____

Contact Person: _____ **NAI Membership Expiration Date:** _____

Federal Tax ID # / Canada Revenue Agency Charitable # of receiving organization: _____

Address: _____

City: _____ **State/Province:** _____ **Zip/Postal Code:** _____

Phone: () _____ **Fax:** () _____ **E-mail:** _____

Grant amount requested: \$ _____ **Is partial award acceptable?** **Yes** **No**

Please use separate sheet to list and answer questions below.

Please label responses with the number and corresponding question.

1. **Title of project.**
2. **Description of project. (500 words or less)**
3. **Description of how the project fits into your site's interpretive themes or plan (200 words or less)**
4. **Description of who will benefit from the project. (200 words or less)**
5. **Description of how project will be evaluated. (200 words or less)**
6. **Identify all sources of funding for this project and percentages of funding from each source.**
7. **Project budget overview. Be sure to list specifically how Region 4 IPG funds will be used.**
8. **How NAI Region 4 will be recognized in the project if funding is awarded.**

Local newspaper(s) contact information *(Email addresses preferred):*

Publication: _____ Contact: _____ Email: _____

Publication: _____ Contact: _____ Email: _____

Publication: _____ Contact: _____ Email: _____

Applicant's Signature: _____ **Date:** _____