

National Speleological Foundation

www.speleofoundation.org

Vehslage Grant Application Form

The National Speleological Foundation approves Vehslage Grant applications based on the merits of the project, the amount of the request, the quality of the written application, the applicant's perceived ability to successfully complete the project, the number and quality of other applications received, other sources of funding available to the applicant, and the amount of Foundation funds available.

Applicants or potential applicants with questions may contact the members of the Foundation's Grants Committee listed at www.speleofoundation.org.

General Instructions

- a. Visit www.speleofoundation.org for important information on the grant application process.
- b. Complete the entire application form. Missing information will jeopardize your application.
- c. Keep your answers within the space provided on this form. If you need extra space, attach an extra sheet (and indicate the attachment at line 21).
- d. Applications must be *received* by the Monday following Labor Day for consideration by the end of the year. However, submitting an application early may allow the Foundation's Grants committee to suggest improvements that will increase your likelihood of success.
- e. Send applications to the Foundation Grants committee chair at the address listed at www.speleofoundation.org. Application forms and attachments may be submitted on paper or via email in Adobe Acrobat (.pdf) format. However, a copy of lengthy attachments should always be submitted on paper. A handwritten signature (line 23) must be submitted (original or scanned copy).

Line-by-Line Instructions (lines marked *)

- Line 2:** The person who prepares this application must also make the certification in line 23. This person should be the Foundation's primary contact about the application.
- Line 3:** The Foundation generally prefers applicants to be non-profit, tax-exempt organizations instead of for-profit organizations, and generally disfavors applications from individual persons.
- Line 7:** Federal tax-exempt organizations should generally have a determination letter issued by the IRS which they are required to make available to the public.
- Line 8:** Federal tax-exempt organizations should generally file a Form 990 informational return annually with the IRS, which they are required to make available to the public.
- Line 12:** The Foundation typically budgets approximately \$10,000 per year for the Vehslage Grant program.
- Line 13:** The description of the project should include background about why the project is important, describe who will perform the project and where, describe how it will be carried out, describe what results are expected, and include a timeline for completion.
- Line 15:** The project budget should include a list of expenses, indicating any expenses specially earmarked for payment by a Vehslage Grant.
- Line 16:** Universities sometimes charge overhead or administrative fees for grant awards. The Foundation encourages applicants to request a waiver of charges before applying. Explain the amount of such charges and how they are calculated. State whether or not they will be waived.
- Line 18:** The project administrator is the person who will conduct the project for the applicant and approve expenditures. This person should be the Foundation's primary contact about completing the project and reporting. The project administrator might be the same person named at line 2.
- Line 20:** A short (5-minute) presentation to the Foundation's trustees significantly increases the chances of a successful application. It may be convenient to make a presentation at the Foundation's summer meeting, which is held in conjunction with the National Speleological Society convention. Please contact the Foundation well ahead of time to reserve a place on the agenda.
- Line 21:** Where attachments are called for in individual lines, they are required and cannot be omitted.
- Line 23:** The person who prepares the application (from line 2(a)) must make a handwritten signature.

Part I. Information about the Applicant

1. Name of applicant: _____

2.* a. Application prepared by: _____
b. Title or office held: _____
c. Email: _____ d. Telephone: _____
e. Postal address: _____

3.* Is the applicant an individual person? Yes. Read the line 3 instructions, then skip to line 10.
 No.

4. Describe the applicant's purpose and activities (use attachment if necessary):

5. Type of applicant (check only one):
a. For-profit entity. State where organized: _____
b. Non-profit corporation. State where incorporated: _____
c. Unincorporated grotto or internal organization of the National Speleological Society.
d. Other unincorporated association.
e. Other. Explain: _____

6. Attach a list of the applicant's officers and directors and their addresses.

7.* Applicant's U.S. tax-exempt status (check all that apply):
a. Not U.S. tax exempt.
b. Exempt as an I.R.C. § 501(c)(3) public charity. Attach an IRS determination letter.
c. Exempt as an I.R.C. § 501(c)(3) private foundation. Attach an IRS determination letter.
d. Exempt under I.R.C. § 115. Attach an IRS determination letter.
e. Exempt under I.R.C. § _____. Attach an IRS determination letter.

8.* If the applicant is tax exempt, attach the applicant's most recent IRS Form 990.

9. Is the amount in line 12 more than 2% of the applicant's current annual revenue?
 Yes. Attach the applicant's budget(s) for the current year through the date in line 14.
 No.

10. Has the applicant ever applied for an NSF grant before?
 Yes. Explain: _____
 No. _____

Part II. Information about the Project

11. Name of the project for which the applicant is applying for a Vehslage Grant:

12.* Amount of Vehslage Grant money sought: _____

13.* Describe the project in detail (use attachments if necessary):

14. Date by which the entire project will be completed: _____

15.* Cost of the entire project: _____. Attach a project budget.

16.* Would the Vehslage Grant be subject to overhead or administrative charges?

Yes. Explain: _____
 No. _____

17. List all other proposed sources and amounts of funding, including other grants:

18.* a. Project administrator: _____

b. Title or office held: _____

c. Email: _____ d. Telephone: _____

e. Postal address: _____

19. List the project administrator's relevant qualifications (use attachment if necessary):

20.* Has the applicant made a presentation about this project at a Foundation meeting?

Yes. Date and place: _____
 No. _____

Part III. List of Attachments

21.* List all attachments included as part of this application (check all that apply).

- Line 4. Applicant's purpose and activities.
- Line 6. List of applicant's officers' and directors' names and addresses.
- Line 7(b)-(e). IRS determination letter.
- Line 8. Applicant's most recent IRS Form 990.
- Line 9. Applicant's budget.
- Line 13. Detailed description of the project.
- Line 15. Project budget.
- Line 19. Project administrator's qualifications.
- Line # _____. Description: _____
- Line # _____. Description: _____
- Line # _____. Description: _____
- Line # _____. Description: _____
- Line # _____. Description: _____
- Line # _____. Description: _____
- Line # _____. Description: _____

Part IV. Certification

22. How did you first learn of the Foundation's Vehslage Grants?

23.* I certify that I prepared this application and that:

- a.** I am authorized by the applicant to make this application on its behalf.
- b.** The information in this application form and all its attachments is true and is not misleading.
- c.** The applicant understands that if this application is approved, it will have to agree in writing to the terms of the grant set by the National Speleological Foundation (NSF) before the grant will be awarded. Those terms could include:
 - i.** spending the grant money only as described in this application;
 - ii.** accounting to the NSF for that spending;
 - iii.** completing the project on the schedule indicated in this application;
 - iv.** recognizing the NSF for having sponsored the project;
 - v.** reporting to the NSF regarding the progress of the project; and
 - vi.** releasing and indemnifying the NSF for any liability.
- d.** The applicant understands that if it violates those terms, it will have to return the grant money in full to the NSF.

Date signed

Signature of the person named at line 2(a)