

## APPLICATION GUIDELINES

The Maki Foundation, established in 1981, is concerned with environmental protection in the western United States. The Foundation awards grants to organizations and projects where modest support can make a significant contribution. Most awards range from \$1,000 to \$10,000. Because of its small size, the Foundation rarely funds groups with annual budgets over \$1 million.

The Maki Foundation's geographic area of interest includes New Mexico, Colorado, Utah, Idaho, Wyoming, and Montana.

At this time, the Foundation's priorities are as follows:

- wilderness and wildlands protection
- river and wetlands conservation
- biological diversity conservation
- public lands management

The Foundation does not consider requests for the acquisition or construction of community recreation facilities, buildings, municipal parks, reservoirs, and similar projects. Limited resources preclude consideration of funding for wildlife rehabilitation centers, zoos, recycling programs, tree planting projects, toxic waste cleanup, film productions, and fellowships.

## APPLICATION PROCEDURE

If you have never received a grant from the Maki Foundation, please call Patricia Humphry (970-925-3272) Tuesday, Wednesday, or Friday mornings, to discuss your project, or send a brief letter of inquiry to [phumphry@makifoundation.org](mailto:phumphry@makifoundation.org) or the mailing address above. If you have received a grant in the past, you may apply without a preliminary phone call or letter of inquiry.

**Application Deadline:** The Board of Directors meets once a year in mid-summer. To be considered in the current year, **proposals must be received by May 1**. Awards will be announced by September 15.

**Application Forms:** Proposals must be accompanied by 1) **eight copies** of the [application form](#) and 2) **eight copies** of the [project summary form](#).

**Full Proposal:** In addition to the application forms, please send **two copies** of your full proposal, including budget information, list of board of directors, and other information as specified below.

**Proposal Content:** The proposal should include the following information, in as clear and concise a form as possible (we encourage you to limit the proposal to 5 pages or less and to use both front and back of your paper):

1. A description of the applicant organization, including the organization's name, the number of years it has been in operation, and its mission.

2. A brief explanation of the project or program for which funds are sought. Please provide information about the following:

- purpose for which the grant will be used
- the project's goals and objectives, including specific results to be achieved
- plans for evaluating the project
- project timetable
- background of project director and staff.

3. The organization's projected annual budget, including a detailed project budget. (Please note that if your annual budget is over \$1 million, you are unlikely to receive funding from Maki Foundation.) List all other sources of support for the project and the amounts provided by each. (Please specify whether funding from other foundations has been **requested** or **committed**.)

4. The organization's most recent financial statement, showing amounts and sources of current income.

5. A list of any previous grants received from the Maki Foundation, including year, amount, and purpose of each grant.

6. A list of the organization's Board of Directors.

7. A copy of the organization's 501(c)3 tax exemption ruling.

**Follow-up Reporting:** If you receive Maki Foundation funding, we ask that you submit a brief report (no more than one to two pages) via email to [phumphry@makifoundation.org](mailto:phumphry@makifoundation.org) by October 1<sup>st</sup> of the following year. The report should summarize what you have achieved with the grant, what setbacks you've encountered (if any), and what methods you are using to evaluate the effectiveness of your work.

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If you need more information, please write to Patricia Humphry at the above address, email [phumphry@makifoundation.org](mailto:phumphry@makifoundation.org) or telephone (970) 925-3272 Tuesday, Wednesday, or Friday mornings.