



Grant Program Instructions

1. Grant Program Overview

- a. The Virginia Council of Trout Unlimited (VCTU) will budget \$5,000 annually starting in 2024 for projects that best support the needs following the Trout Unlimited (TU) protect, reconnect, restore, and sustain cold water conservation model.
- b. Projects will be evaluated on their conservation impact, public education and outreach, technical merit, and their ability to strengthen the TU impact in Virginia.
- c. Chapters are encouraged to submit project proposals for any amount up to the \$5,000 annual budget amount.

2. Eligibility

- a. The VCTU grant program supports cold water conservation in Virginia, and as such, a TU chapter must be an applicant. It is strongly urged that chapter's partner with government agencies, other non-profits, and other groups to strengthen their proposals. There must be significant chapter involvement, particularly in leadership roles, planning and execution of the project to warrant funding.
- b. The following are funding requirements:
 - i. The maximum grant is \$5,000.
 - ii. Applicants have one year to complete the project from the receipt of funding.
 - iii. Applicants must match the dollar amount granted on a one-to-one basis. Matching sources can include any combination of cash gifts, in-kind donations of materials, or volunteer labor.
 - iv. No TU member of the requesting chapter receiving grant funds will benefit in any way financially from the award.
- c. VCTU will not fund: (recommend a period or no period behind number bullets for consistency)
 - i. Land acquisitions or conservation easements.
 - ii. Salaries for government agency personnel or non-profit staff.
 - iii. Expenses already incurred by the project.
 - iv. Advocacy campaigns.
 - v. Fish stocking.
 - vi. More than one project from a chapter each year.

3. Review process

- a. The VCTU review committee will consist of the members of the VCTU executive committee.
- b. The committee will review all project proposals at its regularly scheduled executive committee meetings.
- c. Proposals will be submitted to Executive Committee members listed on the VCTU website.
- d. Grant applications will be evaluated according to the following criteria:
 - i. Conservation impact.
 - ii. Strengthening the TU impact in Virginia.
 - iii. Public education and outreach.
 - iv. Technical merit.

4. Grant proposal check list

- a. Grant must be submitted 30 days prior to a regularly scheduled VCTU executive committee meeting.
- b. The grant proposal should include the following:
 - i. Executive summary.
 - ii. Background information.
 - iii. Goals and Objectives.
 - iv. Work Plan.
 - v. Communications plan.
 - vi. Budget.
 - 1.) Detail of expenditures
 - 2.) Source of matching funds/contribution
 - 3.) Explanation of TU volunteer involvement
 - vii. Letters of support.
 - 1.) Chapter President
 - 2.) Government agency or non-profit organization
 - 3.) Landowner