

UPPER PENINSULA LAND CONSERVANCY

6X Grants

Board Approved October 14, 2014

The Upper Peninsula Land Conservancy (UPLC) expects to apply for grants for equipment, activities, and programs that fulfill or enhance its mission. Members of the Board of Directors and/or staff may seek and apply for grants. Grant applications require some expertise to accurately and adequately convey UPLC's needs to the grantor. Time spent by staff seeking or administering grants should not prevent them from accomplishing their other administrative or field duties, in particular, those required to maintain UPLC's 501(3)(c) status.

Grants sought must conform to the needs of UPLC and be approved by the Board of Director prior to submitting the application. (An Action without a Meeting may be required because of time constraints.) If a grant request allows funding for staff, the minimum sought should be sufficient to cover normal pay rates plus the amount needed to cover UPLC's calculated overhead.

Approval to apply for a grant will be based on the value of the grant to UPLC versus costs that may be incurred and not reimbursed, including matching funds (see item 9 on the decision matrix). To assist in this process, UPLC will use the attached decision-making matrix. This matrix can be found online at <http://nonprofit.about.com/library/proposaldecisionmakingmatrix.pdf>

During the execution of the grant, compensation for staff hours spent seeking or administering grants will be paid each pay period at each employee's normal rate of pay. If an awarded grant includes an amount greater than the minimum needed for staff wages and overhead, at the end of the grant period (or end of the fiscal year if the grant extends beyond one year), and if unencumbered grant funds remain when the total staff hours are known, the excess amount available for staffing will be split between wages and overhead based on the current calculated overhead percentage, and a one-time payment of any excess wages earned will be paid.

GRANT PROSPECT: *DECISION-MAKING MATRIX*

| Organization: _____ Project: _____ | | | | | | | | | | | Decision: <input type="checkbox"/> Pursue funding <input type="checkbox"/> Do not pursue | | | |
|---|--|---|---|---|---|---|---|--|---|---|--|----|--|--|
| Factors | Weighted Decision Criteria | | | | | | | | | | Estimated Rating | | | |
| | Negative | | | | Neutral | | | Positive | | | | | | |
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | | |
| 1. Fit with funder's mission & priorities for funding | Not aligned | | | | Marginal alignment | | | Aligns with mission | | | | | | |
| 2. Organization fit (with mission, strategic plan, priorities) | No alignment, low priority and low impact | | | | Moderate alignment; related to priority and moderate impact | | | High alignment; major priority and high impact | | | | | | |
| 3. Need (clearly documented community or internal need) | Only anecdotal, qualitative information | | | | Some data to document need; not enough compelling information | | | Multiple qualitative and quantitative third party data sources | | | | | | |
| 4. Staff experience and credentials | Not experienced in area, improper credentials | | | | Some experience in area, related credentials | | | Extensive experience, exceptional credentials | | | | | | |
| 5. Staff time commitment to project | No time to commit, not possible to reassign staff | | | | Some time available | | | Required time commitment can be met by proper staff | | | | | | |
| 6. Partnerships | No identified partners or collaborative agreements | | | | Potential partners or collaborators identified | | | Longstanding relationships with partners and collaborators | | | | | | |
| 7. Sustainability | Does not generate revenue, no future funding identified | | | | Future sources of funding identified to cover some program costs | | | Future sources of funds identified to cover all program costs | | | | | | |
| 8. Staff training and development | Requires but does provide for staff training and development | | | | Minimal training required, some costs are covered | | | Minimal training is required and all associated costs are covered | | | | | | |
| 9. Organization resources (space, staff, matching funds) | Requires a significant investment of resources, including admin or support staff time | | | | Requires some investment of resources | | | Requires minimal or no match or investment of resources | | | | | | |
| 10. Operational vs. programmatic | Provides support only to projects or programs, and no support to general operating processes | | | | Provides a mix of operating and programmatic support | | | Provides a mix of support and may support organizational advancement | | | | | | |
| 11. Capability to develop a successful proposal for grant funding | Do not have staff time to respond by deadline | | | | Responding requires reallocating staff time but can be accomplished | | | Adequate staff time is available to develop a competitive proposal | | | | | | |
| Notes: | | | | | | | | | | | OVERALL RATING | | | |