

**DAVIS ISLAND FISHING FOUNDATION**  
Request for Proposal/Project Mini-Grant Program

**I. Introduction**

The Davis Island Fishing Foundation awards grants to non-profit organizations or individuals who conduct projects that can have a positive impact on the environment, marine or wildlife species, and community.

**II. Programs and Activities**

The Foundation funds mini-grants up to \$1000. Funding designations may include:

- A. An individual may sponsor a grant to help fund conservation projects of our natural resources, environment, ocean, streams, lakes, beaches, species of fish or wildlife, etc.
- B. A non-profit organization may sponsor a grant to help fund conservation projects of our natural resources, environment, ocean, streams, lakes, beaches, species of fish or wildlife, etc.

**III. General Information and Procedures**

- A. Application forms may be secured by going to <http://www.diffclub.com> and click on the Scholarships and Grants link and download the application form and grant information.
- B. Applications for grants will be considered semi-annually (Spring & Fall). For consideration, applications must be received no later than March 25<sup>th</sup> (Spring) or September 25<sup>th</sup> (Fall). Applications should be mailed to:  
Niles Chumley  
1156 Melrose Drive  
Rock Hill, SC 29732
- C. A recommendation from a leader/official in your non-profit organization or someone who can verify the importance or value of your project.
- D. Grants will be reviewed by a grant committee.
- E. The Davis Island Fishing Foundation Board of Directors will determine the recipients of the grants. Recipients will be notified by the DIFF Board.
- F. Grant periods are for one year from the date of approval. Exceptions must be approved by the grant committee.
- G. Grant applications will require the grantee to prepare and submit an outcome evaluation report. This report must include measurable results from the stated objectives of the project. Photos, videos, scrapbooks, and other results are appreciated and may be shown on our website.

**IV. Fiscal Guidelines and Policies**

- A. A check for the approved funds for grants will be mailed to the individual or non-profit organization.
- B. Funds received should only be spent on the project and should not be used for any other means.

# DAVIS ISLAND FISHING FOUNDATION

## Mini Grant Application

Applicant's Full Name: \_\_\_\_\_  
First Middle Last

Title of Proposal/Project: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Non-Profit Organization: \_\_\_\_\_

Your Title or Position in this Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please attach to this application a summary which addresses the areas listed below. The summary should be no longer than three typed pages with double spacing between the areas.

- A. **Need Statement:** Explain purpose, tell why funds are needed and present specific data supporting the need for the project.
- B. **Project Approach:** Provide a project plan that includes the goal and activities to achieve the goal. Include materials, personnel, and activities.
- C. **Objectives and Evaluation:** List measurable objectives which will result in addressing the goal. Each objective should be accompanied by expected, measurable results used to evaluate each of the objectives.
- D. **Timeline:** The project should be completed within one year of the grant award. It does not need to be a yearlong project. Please provide a timeline of projected dates, steps, and activities used in accomplishing the goal and objectives. In your timeline, include the date that you will submit your outcome evaluation report to the Davis Island Fishing Foundation.
- E. **Budget:** Provide a line-item budget including quantity and unit price for materials to be purchased. It would also be helpful to designate any found items or contributions from other sources to be used in completion of the project. Include the source of any funding needed to continue this program in subsequent years.

Using the form provided, please attach to the application a recommendation from a leader/officer in your organization or someone who can verify the importance or value of your project.

Please list any grant or scholarship money received from other sources for this purpose as of the date of the application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If approved, where and to whom should the check be mailed? \_\_\_\_\_

Amount of grant requested (not to exceed \$500): \$ \_\_\_\_\_ Date: \_\_\_\_\_

# DAVIS ISLAND FISHING FOUNDATION

## Grant Application Recommendation Form

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Title of Proposal/Project: \_\_\_\_\_

The applicant/organization named above is applying to the Davis Island Fishing Foundation for a grant. Using the space below, please provide a brief recommendation of the proposal or project:

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(Please use the back of this sheet, if necessary)

What benefits do you perceive as being derived from the proposal/project?

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Please describe why you think funds for this proposal/project are needed.

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How long and in what capacity have you known the applicant(s)? \_\_\_\_\_

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# DAVIS ISLAND FISHING FOUNDATION

Mini Grant Application

Grant Scores

## NEED

- ◆ Is the need for the project clear and not covered in any other way? 10\_\_\_\_\_

## PROJECT

- ◆ Is the project appropriate and clearly defined? 10\_\_\_\_\_

## OBJECTIVES AND EVALUATION

- ◆ Do the objectives address the goal? Do the methods of evaluation measure the objectives? 10\_\_\_\_\_

## TIMELINE

- ◆ Is the timeline reasonable and is the evaluation date included? 10\_\_\_\_\_

## BUDGET

- ◆ Is the budget included and clearly defined? 10\_\_\_\_\_
- ◆ Did the application arrive on time and were all procedures for the grant followed? Was it organized? 10\_\_\_\_\_

## RECOMMENDATION

- ◆ Is the recommendation of the leader/official or an individual included and supportive? Is the project one that the evaluating committee deems valuable and important? 10\_\_\_\_\_

## PERVASIVENESS

The project should have a positive impact on the environment, plants or animal species, community or organization. There should be long term benefits.

15\_\_\_\_\_

## INNOVATION OR CREATIVITY

- ◆ Does the project exhibit a new approach, creative use of an existing idea, or make new use of space, materials, or technology? 15\_\_\_\_\_

Applicant Name: \_\_\_\_\_ Total Score: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

# DAVIS ISLAND FISHING FOUNDATION

## Grant Objective Outcomes Evaluation

Title of Grant: \_\_\_\_\_

Name: \_\_\_\_\_ If member of Non-Profit Organization, give name: \_\_\_\_\_

Please list each objective and summarize outcomes.

Objective	Description of Activity or Program	How was the Program Objective Measured?	Outcomes/Results	Was Objective Met?
1.				
2.				
3.				

1. If one or more objectives were not met, please provide a narrative for the reasons or circumstances that may have prevented you from meeting the objective(s).

*Note: Photos, video clips, scrapbooks or means of showing results are appreciated but not required. Some may be shown on our website.*