



SEEDS CHAPTER GRANT PROPOSAL GUIDELINES

I. Complete the **ONLINE CHAPTER GRANT APPLICATION**.

This serves as the cover letter for the proposal.

II. Abstract

The abstract should be a clear and concise summary of the project. The abstract or summary is a 100 to 300-word condensation of the essential information in a proposal. It should emphasize the (1) significance and need; (2) the specific goals/objectives and how they meet the SEEDS mission; (3) the general procedures and evaluation methods; and (4) the anticipated impact, indicating *who* will benefit and *how*.

III. Project Description

The project description is the main body of the proposal and should be **no more than five pages in length**. The project proposal may include multiple activities or events. The basic idea is expressed here, the philosophy or premise underlying it is explained, the methods for developing it are described, and its ultimate purpose is stated and defended. The project description can be subdivided into the following components:

A. *Statement of Need*

What's the purpose of the project and how does it support the mission of SEEDS? How does the project help diversify the field of ecology? Describe the project rationale including the overall purpose, need, and justification for the project. It explains the significance of the proposed idea in relation to the mission of SEEDS and the priorities of the SEEDS chapter.

B. *Goals, objectives, and outcomes*

This section details the goals you hope to achieve and general statements specifying the project's desired outcomes. Be as specific as possible with your goals, objectives, and outcomes: (1) What is going to be accomplished? (2) Who is the project audience, how will this project benefit your community, and how many participants do you expect? (3) What outcomes do you anticipate? (pro tip: use [S.M.A.R.T. goals](#))

C. *Methods and Procedures*

Provide a project timeline with a step-by-step sequence (including time estimates) techniques or methods to be used to accomplish the project. You may use figures or tables wherever they will help clarify a point. In general, the methods and procedures section will answer the following: (1) How is your project going to be accomplished? List any collaborators and their roles. (2) When is the activity going to be undertaken? Include a specific start date and end date (3) How will you measure your outcomes?

D. *Chapter Participation*

Describe how current chapter members will be involved in your project. Remember to upload a list (as an Excel file) of current chapter members and their emails, indicating all the officers of the chapter in the "Appendices" section.

IV. Budget and Budget Narrative

Please submit your budget with the project description using this table format and categories. No personnel (salary, wages, stipends) or indirect costs are allowed. Other unallowable costs include alcoholic beverages. Include a brief budget narrative that explains how budget items will be used to perform the proposed work. An example below:

Category	Item	Expense \$ (nearest dollar)
Travel		
Materials		
Facility		
Other		
Total		

Notes:

- Travel – e.g. costs of transportation related to the project
- Materials – e.g. equipment, lab supplies, or garden supplies like soil or seeds.
Grant funds will not cover equipment like computers, cameras, or garden tools
- Facility – e.g. rental for workshop space
- Other

Also note that any chapter receiving funding will require the funding check to be payable to an institution. This is why it is important to be established as an on-campus organization, your chapter might have to reach out to your institution prior to see if this option is available to you. If this option is not available to you, we will need to fund the project through a reimbursement process. Please note that a check made payable to a person will be responsible for taxes. If awarded, we will confirm this information prior.

V. Appendices (Optional)

- Evidence of good standing:
 1. Evidence that your Chapter submitted the [SEEDS Chapter Annual Report](#)
 2. Evidence that you are in good standing with your academic institution
- Special Projects:

Projects that involve infrastructure development, e.g. a garden or installation of hardware in a public space must have the commitment of the host organization to maintain it. A letter from the relevant authorities must be submitted with the proposal. Proposals without these letters will not be reviewed.
- Supporting Information:

Please include any supporting information including letters of support, letters of commitment, reference materials, etc.

Questions?

Contact SEEDS (seeds@esa.org)