



CALIFORNIA
NATIVE PLANT SOCIETY

Applying for Grants: Procedures and Considerations for CNPS Chapters

If your chapter is thinking about applying for a grant, let the state office know! There are lots of things we can do to help support you through the grant application process and get your chapter projects funded and administered appropriately, so you can keep doing all of the good things you do for California's plants.

Here is what you should do:

1. Before applying for a grant, contact Stacey Flowerdew (sflowerdew@cnps.org) at the state office, and let her know that your chapter is thinking about applying for the particular grant. She will double check that no other staff or chapters are already applying for the same grant, to ensure that we are not stepping on each other's toes, and inadvertently competing for the same grant. It may take a couple of days to check, so please do this as soon as possible. Remember that all 35 CNPS chapters and the state office are under the same tax ID number, so it is important that we track all of the funding we are applying for as an organization at the state level.
2. After you are cleared to apply for the grant, please send Stacey a copy of what you plan to submit, as well as a copy of the final application after you submit it, for our files.
3. If you are awarded the grant, any grant agreements need to be reviewed and signed by the CNPS Executive Director (coordinate this through Stacey).

Some other things to keep in mind:

- If the grant you wish to apply for would fund any potential new chapter personnel hires, please discuss this with the state office first – there are additional special considerations for hiring chapter staff that need to be taken into account before applying for funding.
- Generally speaking, individuals should not be submitting grants under CNPS's name to fund their own work, as this could entail a potential conflict of interest, and the IRS strongly frowns upon such actions. Contact us if you would like more information about this or think it may apply to your project.
- Communication is key! Get in touch early and often. We like to hear about all of the interesting and inspiring work that our chapters are doing around California – thanks for doing all of the great things you do to support our shared mission!