



The Cycad Society

Grant Application Guidelines & Responsibilities



Our Mission

The objectives of the Cycad Society (TCS) are as follows:

1. To conserve and promote the conservation of existing populations of cycads;
2. To educate its members and the public as to the conservation challenges, scarcity, and possibility of extinction of this group of ancient plants;
3. To promote research, field trips, botanical exploration, and horticultural interest in cycads;
4. To coordinate and cooperate with other local, regional, national, and/or international organizations for the benefit of cycads;
5. To consider as chapters organizations that adhere to the requirements for TCS chapter status, as set forth in Article VII of the TCS bylaws;
6. To operate a cycad seedbank for the immediate benefit of TCS members, and, ideally, for the ultimate benefit of natural cycad populations by reducing collecting pressures;
7. To promote the responsible, legal, and ethical collection and distribution of cycads seeds and plants worldwide; and
8. To assist the Cycad Specialist Group of the IUCN (World Conservation Union)/SSC (Species Survival Commission) regarding the objective treatment of cycad species, plants, seeds, and plant parts with respect to the Convention on International Trade of Endangered Species of Wild Fauna and Flora (CITES).

General Overview

TCS has one grant-making cycle per year, with grants ranging from USD\$500 to USD\$2,500. The number of grants and the amount funded each year are based on the number of applications received, the amount requested by each application, the subject and objectives of the applications, and available funding. TCS hopes to be able to approve at least one grant application each year. Questions concerning the application process should be directed to the chair of the Research, Conservation and Grants Committee (see below for contact information).

Grant applications must be received electronically (preferably as PDF files, but MS Word files are acceptable) by the chair of the Research, Conservation and Grants Committee no later than March 31st of each year. It is the responsibility of the applicant to ensure the chair receives the electronic application. Applications, excluding cover letter and appendices, must not exceed four (4) 8.5" (21.5 cm) x 11" (28 cm) pages. Appendices should be sent as a separate electronic file.

A critical review of grant proposals is conducted by the Research, Conservation and Grants Committee, and then applications are voted on by the board of directors during their annual meeting. All applicants will be notified by the chair no later than August of the year the application was submitted. Applicants must be current TCS members during the year of their grant application submission. Only one application per applicant per year will be considered. Current TCS directors may not submit grant applications.

Grant Application Detail

All grant applications must include the following:

1. Cover letter that includes:
 - a. Complete contact information
 - b. Statement of whether partial funding would or would not be acceptable
2. Letter of recommendation, resume, and statement-of-qualification for the principle investigator
3. Proposal (4-page maximum) that includes:
 - a. Abstract
 - b. Description of the project for which funds are sought
 - c. Statement of how the project fits the interests of TCS
 - d. Proposed timetable for entire project from start date to completion date
 - e. Detailed budget for the entire project, including:
 - i. a listing of all other sources from which funds are currently being sought for the proposed project
 - ii. any support already confirmed or received
 - iii. amount being requested through the application
4. Appendices (if required)

Timeframe of Projects

TCS will only accept proposals for projects that require twelve (12) months or less to complete; multi-year projects may be considered, but these would require proof of additional funding sources besides TCS, and each year would be considered a separate grant—therefore, only one year's worth of funding will be disbursed, and adherence to all requirements set forth herein will be required for each one-year grant period.

Funding Limitations

TCS will not provide grants for the following:

- | | |
|--|----------------------------------|
| 1. Private business or for-profit organization | 5. Salary and/or fringe benefits |
| 2. Direct union organizing | 6. Tuition |
| 3. Indirect costs | 7. Non-project personnel |
| 4. Legal fees | 8. Travel to meetings |

Grantee Responsibilities

By accepting the grant, awardees (1) agree to abide by the terms of the grant as outlined in this document and the official grant award notification letter; (2) recognize the society's authority to withhold and/or recover grant funds in situations where grant funds are, or appear to be, misused; and (3) obligate themselves to uphold the following specific responsibilities:

1. Awardees must have an e-mail address for correspondence and must keep in regular contact with the chair and provide updates regarding any changes that affect contact name, address, phone number, e-mail, and other relevant information.

2. Awardees must acknowledge the Cycad Society in all printed materials, press releases, and other relevant publicity efforts associated with the project. Copies of these publications must be sent to the chair of the Research, Conservation and Grants Committee.
3. Awardees must submit at least one progress report (via e-mail) to the chair during the term of the funded project.
4. Awardees must submit, within 12 months of receiving funds, an article (in English), with accompanying images, to the TCS Publications Director for possible publication in the *Cycad Newsletter*. The article must be of interest to TCS members and should fill a minimum of one printed newsletter page (including images). The article may discuss the current status of the project or the final results and should demonstrate how TCS funds were used as well as the benefit of the project to TCS members. The article should also mention that financial support for grants is made possible through TCS members. Questions concerning the article should be directed to the publications director (contact information provided on the TCS website: www.cycad.org). (*Note: Previous awardees must have submitted an article to the publications director prior to applying for another TCS grant.*)
5. Awardees must submit a final written report (by e-mail) detailing the results of the project and providing an accounting of how all grant funds were used to the chair of the Research, Conservation and Grants Committee within one month of the end of the grant period.

Additional Notes Pertaining to Foreign Applicants

The U.S. Internal Revenue Service (IRS) does not allow 501(c)(3) organizations to make donations or issue grants to “foreign organizations” without providing extensive justification and undergoing an enormous amount of time, effort, and paperwork. Therefore, it is TCS policy not to issue grants to foreign organizations. However, this policy does not preclude TCS from awarding grants to foreign individuals. If a non-US member is awarded a grant, a check in USD will be mailed to them. Electronic transfer of funds is not an option.

In addition to the abovementioned requirements for domestic applicants, in considering a grant to a foreign individual the IRS expects the TCS board to perform additional due diligence both before and after awarding the grant. This may involve a background check and/or review of the applicant’s published works prior to consideration of the application. Furthermore, once a foreign grant has been awarded and funds disbursed, the IRS requests that TCS employ additional procedures to ensure compliance with the terms of the grant. Such procedures may include, but may not be limited to, a site visit by a current or former board member or a compliance visit by an impartial expert.

Contact Information

Please contact the following TCS director with questions or to submit a grant application:

Jody Haynes, Chair
Research, Conservation and Grants Committee
Michaelc@montgomerybotanical.org