



New York State Maple Foundation, Inc.

PO Box 104 Taberg, NY 13471
www.newyorkmaple.com

MAPLE RESEARCH, HISTORICAL AND EDUCATIONAL GRANT

Application Instructions

Instructions for Completing this Request for Proposal

1. Please complete all sections of the Grant Application form. If the space provided is inadequate, attach a separate schedule at the back of the Grant application. Clearly identify the questions being answered.
2. Attach any documentation at the end of the Grant Application.
3. Attach a completed Request for Proposal Application along with this instruction document.
4. Incomplete Grant Applications will not be considered.
5. Grant applications must be mailed to the above address and received no later than December 31st. Requests will be reviewed at the Foundation's annual meeting in January.

Eligibility Requirements

1. Individuals, Educational Institutions and Organizations can apply.
2. Projects and applicants must be based in New York State and benefit New York Maple.
3. Project qualifications are for maple production based research, increasing the awareness of this renewable resource, promotional or educational materials on maple and its history.
4. Projects can work in conjunction with other funders.
5. All projects, venues or events must be all inclusive and made available to the general public as well as New York maple producers.

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Grant Standards

1. Grant maximum will be \$1,000.00
2. Reimbursement will be from actual expenses incurred.
3. The funds received by the grant recipient must be used for direct expenses incurred for New York Maple research, education or historical and environmental promotion. Funds may not be used for items such as overhead, administration, cash awards, prizes, capital projects, equipment purchase or other miscellaneous costs.
4. Permitted budget categories are as follows: travel expense, supplies, promotional or educational materials to educate the public on maple production, history of New York Maple, increase awareness about this renewable resource and maple production based research.
5. The NYS Maple Foundation must be acknowledged as a funder on all printed material and press releases for the project.
6. Project must be completed within a year of acceptance, unless otherwise agreed upon by both parties.
7. Application will be reviewed for eligibility for grant guidelines and completeness.
8. Decisions will be communicated in writing by the NYSMF. In the case of a rejected application, the primary reason(s) for the decision will be outlined in the written communication.
9. All materials submitted by the applicant will be held in strict confidence to the extent permitted by the law.
10. Every effort will be made to make decision in a timely manner.
11. The grant recipient agrees to hold the New York Maple Foundation, Inc. its agents, representatives, committees, affiliates and officers harmless from any type of liability for damages incurred in whole or in part as a result of any claim or action that may arise from this project being funded including defending any such claim or action.
12. This agreement may be withdrawn by the NYMF if not accepted by both parties or if at any time the Grant recipient fails to comply with the terms and conditions of this agreement. This agreement may be extended upon request and approval by both parties.
13. The Grantee will maintain accurate books and records concerning the project for the term of this agreement and for six years after expiration date or termination of project. The NYMF reserves the right to inspect the records within the six year period.

In reviewing applications for the Grant, the Grant Committee will consider the following factors in addition to other terms set forth in this document:

1. Feasibility of the proposed project
2. Appropriateness of assistance for the project
3. Benefit to New York Maple Industry
4. Project conforming to the mission of the New York State Maple Foundation, Inc.
5. Past history of application requests

Required Documents

1. Completed Maple Research, Historical and Educational Grant Application
2. Completed Budget Detail and timeline
3. Completed W-9 form with an EIN# or Social Security number
4. List of mentors and/or advisors working with and supporting the project.
5. **Within 60 days of completion of the project**, a written report must be submitted to the Foundation's Board of Directors, including any materials used or usable pictures, if applicable.

Revised January 17, 2014

The New York State Maple foundation's mission is to educate members of the public in order to increase awareness and appreciation of the diversity and quality of the state's maple products, of how maple products were made in New York State historically, of how that process has changed over time, the environmental sensitivity with which sugar bushes are managed and syrup is produced, and foregoing charitable and educational purposes.