

INFORMATION TO HELP PREPARE A COMPLETE APPLICATION

To avoid delays in our being able to review your application, we have suggestions based on the most common problems. Please make sure that your application is complete and that your information is accurate.

Native plants. If your project includes non-natives (e.g. herbs) and cultivars of natives (consult tags or sellers' descriptions for that information), that's OK. But, you can only request funding from us for the purchase of Illinois native plants.

- Based on your project plan, you may need to **design a physical layout**. If you are using plants instead of/in addition to seeds, this helps you decide how many plants of each species you'll need and where they'll be placed. The reviewers need a sketch or drawing of your design so they can visual it. Either hand drawn or computer generated is fine.
- The most common problem that delays an application's review is failure to attach the **required list and budget detail** in Item 8 of the application form. The reviewers need to know which plant species you intend to use. Be specific. If your proposal is funded, and some plants are not available, we will work with you to identify and find appropriate substitutions. When responding to Item 8, for example, you may attach a spreadsheet or a Word document with the following information for each Illinois native species you plan to use: Common name, scientific name, size (plug, quart, etc), cost per plant, total cost of plants for that species. You'll need a total cost for all Illinois native plants. Most applicants include all project plants, not just the Illinois native plants, in their attachment. But, of course, they can only request funding for the Illinois native plants.
- Our grant awards range from \$100 to \$1000. Your project can be budgeted from \$100 on up. But **the limit you can request from us is \$1000**. Most projects are valued at more than \$1000 when considering volunteer time, in-kind contributions and other funding sources.

Miscellaneous information:

- Be sure to read the entire application packet before starting the forms.
- If you have questions, please call or email.
- Be sure to clearly identify the legal name of the applicant organization, the entity to which checks will be issued if the application is approved and funded.
- If applicable to your proposal, don't forget to include information about how your project will be maintained over time.