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 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 basic idea is expressed here, the philosophy or premise underlying it 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. Purpose of project and how it supports the mission of SEEDS  
Describe the project rationale including the overall purpose, need and justification for the project. It explains the significance of the proposed idea in relationship to the mission of SEEDS and the priorities of the SEEDS chapter.

B. Goals, objectives, and outcomes  
This section details 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?

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 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Expense $ (nearest dollar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>Materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other supplies</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- Travel – e.g. costs of transportation related to the project
- Materials – e.g. copying, printing, 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

V. Appendices

- Evidence of good standing:
  1. At a minimum: a list of members and officers with their names and email as an Excel file
  2. A brief report of past activities and future plans.

- 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
Sandra Del Rio
sdelrio@esa.org