

Illinois Native Plant Society 2024 Survey Grant: Instructions for Completing the Application Form

The application form is a Microsoft Word fillable document. You can simply tab from field to field or click in the fields to fill in. When you complete the application, upload at the website as either a Microsoft Word document or in PDF format. Please rename the Application Form as **First_Last_2024_Grant_Application** where **First and Last** are your first and last names.

1. Project Title - Give a descriptive title for the project; include the species involved.

1A. Project Description: Write a 250 word abstract describing your project, suitable for publication on the INPS website, if project is awarded, and in the INPS newsletter, *The Harbinger*. Avoid naming specific locations of listed species.

2.-4. Enter names and requested information for PI and Co-PI.

5. Enter dollar amount of funding request, maximum \$5000.

6. Project Justification - Demonstrate need for the project, including status of species proposed for survey(s), EO history, gaps in available data, known threats to populations, etc. Applicants should include their professional experience with the chosen species or with similar searches. (Limit 500 words)

7. Project Objectives - Describe goals of project, including confirmation of each EO existence or non-existence, potential recovery recommendations, and other deliverables/ or results anticipated. A listing of species to be surveyed, their status (E/T/CC), sites, landowners and counties must be uploaded as a separate attachment with the application form, if this information does not fit within the word limits of the project objectives. (Limit 500 words)

8. Project Methodology - Describe plans to gather pre-survey information about survey species, such as EO records, herbarium database searches, consultation with field botanists, or literature searches. Describe field survey methods. Exploration of habitats appropriate for potential new locations may be pertinent. If a Co-PI is included, describe the different roles and activities of the PI and Co-PI. If other assistants or volunteers will be involved, describe their anticipated contributions. (Limit 500 words)

9. Project Assistants - Provide names (or positions) of any paid assistants and/or volunteers and their roles in the project.

10. Budget

INPS Survey Grant Program Funds Requested, not to exceed \$5000.

Funds apart from the stipend can be allocated for project assistants such as interns. The PI is responsible for distributing any funds requested for the Co-PI, contractors or assistants.

Mileage: Rates come from the State of Illinois Office of Budget and Management. Just enter the estimated total mileage and the form will calculate the total cost at \$0.655/mile (this is the 2023 rate; the 2024 rate has not been established, therefore 2023 will be used).

Travel: Per Diem

Cook and Lake: \$74; St. Clair, DuPage & Will: \$59; all other counties, \$54; outside of Illinois, \$50.

Travel: Hotel

All IL counties not listed below: \$107/night

Suburban Cook and Lake: \$146/night (Jan, Feb., March); \$216/night (April, May and June); \$213/night (July and August); \$233 for September

Chicago: use Federal rate for Chicago Metro area (www.gsa.gov)

DuPage: \$114/night

Will: \$113/night

St. Clair: \$150/night

Outside of Illinois: \$110

For per diem and hotel, combine in a lump sum the number of hotel stays and per diem expenses only for days spent on the project where hotel stays are needed. Enter the number of days and places in the left column.

Stipend/Institutional Salary: If the option for **institutional salary** compensation is used instead of the stipend option, complete that section of the form only. If salary is requested for only one applicant (PI or Co-PI), enter that option for one and stipend for the other. Total amount allowed for these combined salary/stipend options is \$2000.

Labor: include funds for any additional project assistants, as described in # 9.

Supplies: Combine all office, lab or field supply items in the Supplies box. Include a listing of all of the supply items. Any supply item greater than \$150 in value will technically become the property of INPS unless requested otherwise by the applicant, and by mutual agreement. Receipts for items greater than \$150 in value must be submitted with the budget report at the end of the project.

Subtotal # 10: The form will calculate this total.

11. Matching funds, such as grants for the same project, are not required, but will be considered positively in evaluating your application. PI/Co-PI salary or additional indirect costs are not considered matching funds. List each match and the amounts separately. The form will calculate the Subtotal for this section.

12. Total Cost of Project. The form will calculate this total.

The form will calculate the Subtotal. **This number must match the figure entered in item #5 above.**

13. Respond to questions as applicable.

14. Attach required documents, such as permits or permit applications, Resumes, etc. and any optional documents, as indicated.

15. Upload the application form by January 31, 2024, along with required and optional documents, as directed.