

IMPORTANT DATES

January 2019

January 9: Grant cycle opens.

January 25: Final reports due via email to smallgrants@conservationfund.org for CNEF grantees that received funds in 2018.

February 2019

February 18: CNEF applications due via email to smallgrants@conservationfund.org by 11:59 pm EST.

April-June 2019

2019 CNEF grants announced.

January 2020

January 24: Final reports due via email to smallgrants@conservationfund.org for CNEF grantees that received funds in 2019.

If you have questions, please email smallgrants@conservationfund.org or call Kathleen Marks at (919) 951-0111.

Continued

GENERAL PROJECT TIMELINE

Preparing for a Successful Project: Before You Apply for Funding

- **Do your research:** How do you know this work is needed?
- Engage the **people who will benefit** from your proposed project in planning and decision-making. Meet with them to discuss the proposed project. Identify ways they can be involved to help define, deliver, and strengthen your project activities.
- **Reach out to project partners** to gain commitment and define roles/ responsibilities.
- Think about **what you will need to carry out the work:** current or additional staff/ volunteers; supplies or equipment to be purchased/ donated; materials to be developed; access to additional space/ land; etc. Start this process early, especially if it requires outreach or vetting volunteers.

Getting the Project Underway

- Develop a **basic work plan** that describes what you will do to carry out your project. Once programming begins, what will your project look like on a **day-to-day basis, including who you will serve, what activities you will do, how many and how often.**

Ongoing

- Evaluate! Evaluation is ongoing. It does not begin after the project is completed.
- Tracking impacts helps you strengthen programming and garner support for your work.
- Consider:
 - What you hope will change because of your project?
 - Who will benefit?
 - How many will benefit?
 - By when?
- How will you collect this information? Will you:
 - Count participants or weigh produce sold?
 - Perform surveys or pre-/post-tests?
 - Take before and after photos?
 - There are many strategies to measure results.
- Who will collect this information?