Appendix A-Proposal Form

This form is for illustrative purposes only. Use the Proposal Form located on the Grants Program webpage.

All applicants are required to fill out a pre-proposal. Full proposals are by invitation only for Tier 2 projects.

- *Tier 1 Applicants: Notifications will be sent December 12th if the project will be considered in the final review period in March/April 2026.*

Pre-Proposal Section

Applicant Information
Organization Name

Organization Type
 	
 ☐ 501c3 (indicate one of the following)
      ☐ Not fiscally sponsored
      ☐ Fiscally sponsored
 ☐ Educational Institution (indicate one of the following)
      ☐ University or 4-year College
      ☐ Community College
      ☐ K-12 School

Mailing address
Proposal Contact   Name and Title   Email   Phone number

I. Program/Project Name

II. Funding Tier and Amount Request

Indicate which funding tier applies and indicate the amount of the request

     ☐ Tier 1 (up to $30,000):   Request: $

     ☐ Tier 2 ($30,001 - $60,000): Request: $

III.   Funding Priority
Indicate which funding priority best aligns with your proposed program or project

- ☐ Access, Interpretation, and Education

- ☐ Network and Partnership Support

- ☐ Applied Science

IV.   Alignment – Goals and Impact

A. Organizational Goals:

1. Which of the District's organizational goals does your proposed program/project align? Check all that are applicable.

- ☐ Goal 1-Promote, establish, and implement a regional environmental protection vision with partners
- ☐ Goal 2-Protect the positive environmental and biodiversity values of open space and agricultural lands
- ☐ Connect people to open space and agricultural lands, and a regional environmental protection vision

B. Grantmaking Impact:

1. Indicate which of the following applies. See definitions and eligibility below. Review the Purpose and Impact description in the Funding Priority section on page 7 for background information.

- ☐ My organization is **grassroots**

- ☐ My program/project is **early stage**

Impact definitions

- Grassroots: An organization with net assets minus the value of land, building and equipment totaling $1.2 million or less. This information is found on the organization's 990 form. If Form 990-EZ is used or the applicant is a fiscally-sponsored initiative, the organization is considered grassroots.

- Early stage: A program or project that aligns with one or more of the following criteria:

  o A new direction for an existing project/program (e.g. piloting a new curriculum; conducting new research based on findings from prior research)
  o A new constituency to be served by an existing project or program
  o A new location from where to conduct an existing project or program
  o A new project or program

Impact eligibility

	Early-Stage Project	Existing/Ongoing Project
Grassroots Organization	Eligible	Eligible
Large Organization	Eligible	Not Eligible

V.   Program/Project Overview

A. Description:

1. In one page, please describe the program or project, addressing the following (single space acceptable, 1" margins, font size no less than 11, saved as *Your Org Name_Description*):
    - Why is the proposed program or project important? If this is an early-stage program or project, include an explanation of what is new and why the new effort is needed.
    - What are the goals, objectives, and key activities?
    - Who are the beneficiaries or participants of the program or project?
    - When and where will the program or project activities occur?
        - **For Access, Interpretation and Education applicants**: If there are no activities that will take place on District land, indicate how your curriculum could accommodate a brief Midpen-developed lesson plan that includes what open space is and its importance, what the District does to protect and maintain open space, and what communities can do to support and enjoy open space.

2. **Workplan and Outputs/Deliverables:**

1. In the table below, list the key tasks of the proposed program or project, briefly describe the tasks, include the counts of activities (event, engagements, sessions, outings, etc.) and beneficiaries and/or participants, and estimated timeline for each. Add more rows as needed.

#	Tasks	Description – include type and # of activities and # of beneficiaries or participants	Estimated Timeline

C. Outcomes:

1. Check the relevant outcome statement(s) for your proposed program or project. These are the type of change the program or project seeks to achieve in the short term. If none are relevant, select "other" and write in the applicable outcome(s).

   ACCESS, INTERPRETATION, AND EDUCATION FUNDING PRIORITY

   - ☐ Enhanced environmental literacy
   - ☐ Expanded outdoor engagement
   - ☐ Increased community stewardship
   - ☐ Improved mental health
   - ☐ Increased equitable access
   - ☐ Applied indigenous knowledge
   - ☐ Increased motivation for science and environmental careers
   - ☐ Other:

   NETWORK AND PARTNERSHIP SUPPORT FUNDING PRIORITY

   - ☐ Enhanced collaboration/resource sharing
   - ☐ Strengthened regional conservation strategies
   - ☐ Increased membership (for a membership-based network)
   - ☐ More diversified participants
   - ☐ Other:

   APPLIED SCIENCE FUNDING PRIORITY

   - ☐ Improved scientific understanding of natural processes
   - ☐ Enhanced stewardship effectiveness on Midpen lands
   - ☐ Other:

2. For the outcomes identified above, briefly (e.g., 1-2 paragraphs) describe your outcome measurement plan.

   - What method(s) will be used to understand the progress made toward the outcome? E.g., participant survey; informational interview; public scientific presentations.
   - When will the method(s) take place?

C. Other support - optional

Midpen may have resources available that could contribute to the success of your program, project or organization. Review the list of options and indicate which, if any, are of interest, and how the

resource can be of benefit. Grants staff will discuss the interest with the applicable department. Availability of the resource is not guaranteed.

1. Indicate if any of the following is of interest. If not, leave blank.

☐ Advisement from subject matter expert. Indicate which field(s) are of interest.
   ☐ Land stewardship
   ☐ Trail development/management
   ☐ Natural resources
   ☐ Public affairs
   ☐ GIS
   ☐ Grant development/management.
   ☐ Meeting space for up to 12 people at Midpen's Los Altos headquarters (as available).

Describe the purpose and expected benefit that the resource would provide:

VI. Budget:

1. Indicate if you anticipate requesting *advance payment* of up to 15%?

☐ Yes
☐ No

2. Use the Grant Request Budget table below to outline the funding request aligned with the following eligible costs. There is no match requirement.

ELIGIBLE COSTS		
Budget Item	**Eligible Cost**	**Required Documentation**
Salaries, Wages, and Benefits	Salaries and wages of employees employed by the grantee who are directly engaged in the execution of the grant project. Benefits include employer contribution of fringe benefits.	Timesheets or similar documentation detailing days and hours worked on the project along with staff hourly wage or the estimated hourly wage of a salaried person.
Consultants and Contractors	Direct consultant and contractual services necessary to achieve the objectives of the grant.	Invoices from consultant/contractor identifying expenditure, services performed, and period of services.
Travel	Travel costs associated with travel to and from project sites, meetings, etc., directly related to the grant project. Costs must be considered reasonable and necessary for the completion of the project.	Receipts identifying travel costs (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims or vehicle mileage logs for vehicles owned by the grantee.

Equipment and Supplies	Supplies and/or equipment required for project or program execution. Purchased supplies and/or equipment are to remain in the possession of the grantee during and after project completion.	Receipts identifying item purchased, cost, and date of purchase. Use of grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost.
Indirect Costs	Indirect costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization.	Up to 10% of direct costs may be for indirect costs.

Grant Request Budget

For each task, list the item(s) for which Midpen grant funding would cover and the amount requested.

Task #	Task Description (from section V.B. above)	Budget item and brief description	Amount Requested
TOTAL GRANT REQUEST			

VII. Attachments

Along with the Proposal Form and narrative documents, email the following as separate pdf-formatted documents using the naming convention indicated.

- **501c3 organizations:**
  - As applicable, IRS 990, 990-EZ or 990-N from most recent fiscal year. *Filename: Your Org Name_990*
- **Fiscally-sponsored applicants:**
  - Fiscal sponsor's IRS 990 forms from the two most recent fiscal years. *Filename: Your Org Name_Fiscal Sponsor 990*
  - Fiscal sponsor letter stating its commitment to serve as fiscal sponsor and describing the supporting activities it will provide to the applicant during the grant period. *Filename: Your Org Name_Fiscal Sponsor Letter*
- **Applied Science applicants:**
  - Project location map. *Filename: Your Org Name_Map*
  - As applicable, faculty sponsor letter of support. *Filename: Your Org Name_Faculty Sponsor*

Full Proposal – Tier 2 Applicants Only if Invited

The full proposal is an extension of the pre-proposal. Please include the original pre-proposal when submitting.

Proposal Contact, if different than pre-proposal
Name and Title
Email
Phone number

I.   Describe the program or project in 1-2 sentences. This will be used for announcements (e.g., social media, press release, etc.)

II.   Narrative (up to 3 pages, saved as *Your Org Name_Narrative*)

A. Detailed Scope of Work

1.   Expand on the narrative from your pre-proposal to incorporate the following considerations:
   - Project importance: Provide any additional evidence that supports the importance of the program or project. Considerations: How does the program or project align with any local or regional strategy? How does the program or project leverage any partnerships?
   - Alignment: Deepen our understanding of how the project aligns with Midpen's goals mission and goals?
   - Risks: What challenges might the program or project encounter? What are some likely solutions?
   - Post-grant plans: What is the plan for the program/project post-grant?
   - If applicable, describe participant recruitment or outreach plans.
   - If applicable, explain the status of any permits or other approvals that would be required.

B. Organizational Description

1.   Describe your organization (or the fiscal sponsor as applicable), including the mission and vision and any previous experience implementing this proposed, or a similar, scope of work. Describe how the organization has the capacity to manage the grant reimbursement process (e.g., has sufficient funds to cover costs ahead of reimbursements; can effectively track costs and appropriate documentation).

C. Project Budget

Task #	Budget Task Line-Item Description	Requested Amount	Other Funding Sources			Total Task Amount
			Source	Amount	Status	
TOTAL GRANT REQUEST						

III.   Attachments

Along with the Proposal Form (pre and full proposal sections), email the following as separate pdf-formatted documents using the naming convention indicated,

- **501c3 organizations, including fiscal sponsors**: Organizational budget for the fiscal year of the proposed project, if available; otherwise, provide the current fiscal year budget. *Filename: Your Org Name_Org Budget.*

- **Government agencies and educational institutions:** Department or Unit budget for the fiscal year of the proposed project, if available; otherwise, provide the current fiscal year budget. *Filename: Your Org Name_Org Budget.*