**SAVE THE FROGS! Travel Grant Application – Sample Questions**

***You can use this document to prepare your answers and to store them for future reference. However…***

***DO NOT SUBMIT THIS DOCUMENT. WE ONLY ACCEPT APPLICATIONS THROUGH THE FORM ON OUR SITE.***

[**https://savethefrogs.com/grants**](https://savethefrogs.com/grants)

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## About You

### ****First Name****

* Name Fields, Required

### ****Last Name****

* Name Fields, Required

### ****Email****

* Email Field, Required, Validate Email: Yes
	+ Help message: Double-check your email address!

### ****Country****

* Country List, Required

### ****About You****

* Text Area, Required
	+ Help message: Tell us how or why you are qualified to undertake and complete this project.

## Project Timeline

### Start Date

* Date Field, Required
	+ Placeholder: YYYY-MM-DD
	+ Date Format: Y-m-d
	+ Help message: Expected start date of project

### End Date

* Date Field, Required
	+ Placeholder: YYYY-MM-DD
	+ Date Format: Y-m-d
	+ Help message: Expected end date of project

### ****Do you agree to submit a final report?****

* Radio Field, Required
	+ Choices are: Yes, I will personally submit a final report No, I will not submit a final report :/
	+ Help message:
		- Your application will be automatically rejected if you choose no! </p>Your final report will ideally include a few excellent photos and a well-written summary of what took place or what you accomplished, including how many people participated. </p>Final reports become webpages that inspire future frog savers and donors, so are incredibly important.

### ****Final Report Submission Date****

* Date Field, Required
	+ Placeholder: YYYY-MM-DD
	+ Date Format: Y-m-d
	+ Help Message: By what date will you submit your final report?

## Organization Info & Background

### ****Organization Name****

* Simple Text, Required
	+ Help Message: Awards can only be granted to organizations if you are outside the USA. </p> If you are within the USA and wish to apply as an individual, please enter: Individual Within USA

### ****Organization Mailing Address****

* Text Area, Required
	+ Help Message: Enter your organization's mailing address. </p> DO NOT GIVE AN EMAIL ADDRESS HERE. WE NEED A POSTAL MAIL ADDRESS. </p> If you are an individual from the USA and not affiliated with an organization, please enter your personal address. </p> We don't plan to send you mail, but we require your address for our records.

### ****Organization Info****

* Text Area, Required
	+ Help Message: In one paragraph, please tell us about your organization's mission, activities, history. </p> If you are applying as an individual within the USA, please tell us about your environmental experience.

### ****Organization URL****

* Website URL, NOT Required
	+ Help Message: What is your organization's website? </p> Or, if you are applying as an individual within the USA, please provide your personal website URL or favorite social media profile URL if you have one. </p>Must begin with https:// or http://

### ****SAVE THE FROGS! Involvement/History****

* Text Area, Required
	+ Help Message: Tell us about any involvement you or your organization have had with SAVE THE FROGS! in the past.

## Your Project

### ****What type of grant are you seeking?****

* Hidden Field
	+ Default Value: Travel Grant

### ****Project Title****

* Simple Text, Required
	+ Help Message: Capitalize The First Letter Of Every Word Of Your Title

### ****Executive Summary****

* Text Area, Required
	+ Help Message: In one to two paragraphs, please summarize the most important aspects of your proposed project. </p>Who, what, where, why, when, how much?

### ****Proposed Activities****

* Text Area, Required
	+ Help Message: What precisely will you do if we grant you funds? </p>The more detail, the better...but please be concise. </p>300 words maximum.

### Context

* Text Area, NOT Required
	+ Help Message: If this project is part of a larger project, describe the larger project and how this fits in.

### Location

* Text Area, Required
	+ Help Message: Where exactly is the project taking place?

### ****Beneficiaries: Species****

* Text Area, NOT Required
	+ Help Message: Are there certain species that will benefit from your project? If so, why were they chosen, or what is their significance?

### ****Beneficiaries: People****

* Text Area, NOT Required
	+ Help Message: Is there a specific group of people, or organizations, that will benefit from your project? If so, why were they chosen, or what is their significance?

### ****Field Work****

* Text Area, NOT Required
	+ Help Message: If you will be conducting field surveys or field work... </p>Please describe the methodology, experimental design or any other info that will enable us to determine if you have a well thought out plan. </p> For example, info such as plot size, transect length, number of surveys, time of day, time of year, climactic factors, number of times visiting the same location, number of trees planted, species of trees planted, types of invasive species removed and method of removal, etc…

### ****Educational Events****

* Text Area, NOT Required
	+ Help Message: If you will be holding an educational event or giving a presentation... </p>What precisely will be taught? </p>How will it be taught? </p>How many participants? </p>What age group or demographic group will take part? </p>How will you choose the participants and gain their approval to take part in your event? </p>What are your goals at the event (e.g. raise awareness, influence community attitudes, influence management, create an action plan, etc...)?

### ****Project Team****

* Text Area, Required
	+ Help Message: Who exactly is on the team that is implementing the project? </p>What is your role as a project participant? </p>What are the roles of the other team members?

### ****Collaborating Organizations****

* Text Area, Required
	+ Help Message: Are there other groups/organizations involved? If so, who, and what is their role in the overall project?

## Project Reach

### ****Communications****

* Text Area, Required
	+ Help Message: In what way will you be communicating this project over the internet (e.g. social media, webpage, etc...)

### ****# Volunteers Expected****

* Numeric Field, Required
	+ Number Format: US without Decimals
	+ Help Message: How many volunteers do you expect to assist you on this project?

### ****# Participants Expected****

* Numeric Field, NOT Required
	+ Number Format: US without Decimals
	+ Help Message: If you are holding an event, how many participants do you expect to attend?

### ****Social Media****

* Text Area, NOT Required
	+ Help Message: If you win a grant and we post about your project on social media, we can tag your account(s) to send people your way. How can we find you or your organization on social media? </p>Example: Instagram @savethefrogs or <https://facebook.com/savethefrogs>

## Budget

### ****Amount Requested (USD)****

* Numeric Field, Required
	+ Number Format: US Style without Decimal
	+ Placeholder: US$
	+ Help Message: We suggest no higher than $2,000 (unless you have discussed your project with us in advance).

### Budget Accuracy

* ACCURATE: I have double-checked my budget to ensure it has no math errors; I have given precise prices, rather than estimates; and I have clearly explained why all requested funds are needed :)
* INACCURATE: My budget may have math errors because I fail to use proper software to calculate total costs; I have estimated prices because I was too lazy to investigate actual prices; and I have not clearly explained why the funds are needed. I don't mind my entire application getting instantly rejected due to my poorly thought out budget :/

### ****Budget Details****

* Text Area, Required
	+ Help Message: How exactly will you spend the award money if you receive it? The more detail the better...but please be concise. </p>If you need to attach a spreadsheet, do so in the attachments area towards the end of this application. \*\*\*\*</p>Only give amounts in USD. Do NOT give amounts in any non-USD currency. </p>Tip: double-check all your math.

## Additional Info

### ****Anything else you'd like us to know?****

* Text Area, NOT Required
	+ Help Message: This is your big opportunity!

### ****Attachments****

* File Upload Field, Required
	+ File Size, Max Files & Error Messages:
		- Maximum file size limit is 4MB
		- You can upload maximum 15 files
	+ Button Text: Choose Up To 15 Files
	+ Help Message: Feel free to upload files any relevant files. </p>Examples: Your Resume (CV) | Budget Spreadsheet | Photos Of You, Your Team or Your Project Location | Samples Of Project-Related Graphic Designs </p> As this is a required field, you will need to upload something! </p> Try not to send huge files (hopefully you know how to reduce photo file sizes)
	+ Allowed Files: Images, PDF, Docs, CSV
	Error Message: Allowable files include images, pdf, doc, ppt, csv, xls