

# EARTH ISLAND INSTITUTE

# PROJECT SPONSORSHIP APPLICATION

Earth Island Institute • 300 Broadway, Suite 28 • San Francisco, CA 94133 • 415-788-3666

Your complete project application should include all of the following information. Please respond to the below listed questions in the order they appear while respecting the stated length limitations.

## COVER PAGE

Please include the following on a separate cover page:

1. Date
2. Name of Project
3. Contact Information including:
  - Project Director's Name
  - Address, City, State, & Zip Code
  - Telephone Number(s)
  - Fax Number
  - E-mail Address
  - Web Address
4. Project Summary - please provide a 1 paragraph summary of your project, including mission, goals, and objectives

## NARRATIVE

### Project Need

1. What is the environmental problem or need being addressed by the project? (2 paragraphs)

### Project Focus (concentrate on first 2-3 years)

1. Purpose of the project. (1 paragraph, a purpose is an outcome that the project exists to achieve.)
2. Objectives of the project and strategies for achieving each objective. (4 paragraphs, objectives are outcomes which are measurable and time-specific and are more narrowly defined than purpose.)
3. What is the unique contribution of your project? How would you distinguish it from related efforts? How would you work with related efforts? (2 paragraphs)

### Budget and Funding

1. What are the expected types and amounts of expenses for the first year? How do you propose to support the project and yourself financially during the first year? Please provide a proposed budget for the first year activities (suggested format below).
2. Please describe the fundraising strategy for your project after the first year.
3. How will you support yourself until your project is funded?

### Expectations

1. Why do you feel Earth Island is an appropriate place for your work? (1 paragraph)
2. What can you bring to Earth Island as a member of our network? (1 paragraph)
3. What is your understanding of Ell's structure and what it offers to its projects? (1 paragraph)

### Qualifications

1. Please provide any information that would support why you can carry out the goals of your project. (2 paragraphs)
2. What links does your project have with other activist movements? (1 paragraph)

#### **Miscellaneous**

1. How is diversity prioritized in your organization's work?
2. How did you hear about Earth Island Institute's Project Sponsorship & Support program?
3. What did we forget to ask? What is the answer?
4. Do you have any questions for Earth Island?

### **DOCUMENTATION AND ATTACHMENTS**

#### **Budget**

Using the below format as a guide, please provide a proposed budget for your first year of operation.

#### **Resume and References**

For each project director, please enclose a resume together with the names, addresses, and telephone numbers of three references who can speak to your qualifications for this work.

#### **Advisory Committee Information**

Earth Island encourages the development of an Advisory Committee for each project. Please describe the role of your advisory committee and list the name, address, and telephone numbers of your current Advisory Committee, if any.

#### **Additional Project Information**

Please attach any existing articles, brochures, or other available materials that describe your project or the issues you are proposing to address.

#### **Current EII Staff Only**

Current EII staff applying for project status are requested to attach responses the following:

1. How would you balance your time between your current responsibilities and a potential new project?
2. Do you foresee any conflict between your current responsibilities and the proposed new project? How do you propose to address any conflicts of interest?

### **PLEASE SEND COMPLETED APPLICATIONS TO:**

Earth Island Institute  
Attn: Susan Kamprath  
300 Broadway, Suite 28  
San Francisco, CA 94133

OR  
E-mail to:  
skamprath@earthisland.org

Project applications are accepted at any time but must be received by the stated deadline in order to be considered during any given review period. The Earth Island Program Committee and Board of Directors consider new project applications at quarterly meetings. (rev. 9/04)

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**SUGGESTED BUDGET FORMAT**

**INCOME**

Please describe anticipated income source, estimated amount, and schedule for first year of program (i.e. foundation grants, individual donations, special events, fee-for-service)


**EXPENSES**

**Staff Costs:**

Salaries	
Payroll Taxes (estimate 8.7%)	
Payroll Processing Fee (avg/ \$5-\$6/employee)	
Benefits (varies)	
Other _____	

**Office & Rent Costs:**

Rent	
Liability Insurance (if have employees on payroll & office space for which EII pay's rent - approx. \$150-\$300/year)	
Phone (may include set-up charges)	
Equipment/Computers	
Other _____	

**Program Costs:**

Travel	
Consultants	
Supplies	
Postage	
Printing/Copying	
Other _____	

**Other:**

EII Overhead Charge (9% of gross income*)	
_____	
_____	
_____	

*\* Because of their demanding financial reporting and audit requirements, federal grants are subject to a 15% overhead charge. (rev. 9/04)*