**Concept Paper Guidelines for Organizations**

*This proposal should be no longer than two typed pages, one-sided and single-spaced. Please use one-inch margins, 12 point type, and 8 1/2” x 11” white paper. Answer each question listed below as completely as possible.*

**Need**

* Why would this project be necessary or important to the community?

**Project Description**

* Describe the project.
* Describe the population you will serve.
* What do you expect to accomplish with this project?
* Who are your collaborators, if any, and what roles will they play in this effort?
* When will the project begin and how long will it last (months, years, etc.)?
* How will this project promote the goals of the Louisiana Native Plant Society?

**Evaluation and Outcomes**

* What measures will be used to evaluate the effectiveness of this project?
* What results or outcomes do you anticipate?

**Cost**

* What is the TOTAL cost of this program?
* What amount would you request from the Louisiana Native Plant Society?
* What other funding sources have committed to this effort?
* To what other funding sources will you (and/or have you) submitted a request?

**Requirements**

* If this request is approved by LNPS, the organization is required to provide a summary report upon completion of the project to be eligible for the consideration of future grant requests.
* Provide LNPS with a copy of receipts associated with expenditures under this grant.