



GRANT GUIDELINES

The following guidelines govern the award of all Copake Lake Conservation Society (CLCS) grants under the auspices of the Lake Management Committee. Please read this entire document prior to completing the grant application. These guidelines supersede all previous rules governing the application for a grant award from the CLCS.

- 1. General Provisions Mission Statement** The Copake Lake Conservation Society endeavors to protect the quality of the Copake Lake watershed, preserve the ecological balance, and promote safe recreational use of the lake. The Copake Lake Conservation Society is a volunteer non-profit organization that was established in 1973 by a small group of community members. Since then, our membership has grown to well over 200 families; some being full time residents, while others reside here only during the summer months. All members share in the commitment to preserve the natural beauty of our lake. The funds we raise are used to maintain the water quality and ecological balance of the lake and its surrounding area, as well as to provide educational programs that promote safety and conservation. We rely solely upon the support and generosity of the community in order to fulfill our mission. The CLCS has been recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization. Contributions to CLCS are tax deductible to the extent allowed by law. Grants are awarded to qualifying projects that support the above mission statement. Grants may be up to 50% of the total actual cost, and are not to exceed \$5,000. Disbursement of funds will be at the completion of the project.
- 2. Lake Management Grant Committee** The Lake Management Grant Committee (LMGC) is a subcommittee of the Lake Management Committee (LMC). It is formed and staffed by the LMC. The LMGC shall review and recommend for approval to the LMC, projects for funding. The LMGC, under auspices of the LMC, shall recommend to the CLCS Board of Trustees, approval for funding of grants. In reviewing grants applications, the LMGC will apply the following criteria and recommend to the LMC and the CLCS Board of Trustees only projects that conform to these guidelines. All other applications will be rejected.
- 3. Eligible Applicants** An "eligible applicant" is any individual, group of individuals, association or other entity, whether formally incorporated or not. Eligible applicants may apply to CLCS for grant for a qualifying project. Trustees of the Copake Lake Conservation Society are not eligible applicants. However, given the voluntary nature of Copake Lake Conservation Society, it is recognized that Trustees may also hold offices or positions in Lake Communities or Home Owner Associations, in which they may act as the contact for the said group, as long as the Trustee is not the individual requesting the grant. Spouses of Trustees may apply for a grant. It is recognized that there are associations or other entities that care for, or maintain properties that are not owned by them. In these situations the applicant is required to identify the property owner and to acquire documented approval from the owner for any work specified in the proposal.

Applicants seeking to qualify for support shall not discriminate against any member, person or other of its facilities or equipment on the basis of age, race, color, sex or national origin. Applicants are not required to be members of or have association with the CLCS to receive funds under this grant program. The eligible applicant and owner, if applicable, agree to indemnify and hold harmless Copake Lake Conservation Society of and from any and all claims, demands, actions, causes of action, losses, damages, lawsuits, including attorneys' fees and court costs.

4. **Projects Eligible for Funding** Proposed projects must conform to and foster the purposes set forth in the CLCS mission statement.
5. **Completing the Application** All applications for CLCS grants must be submitted on official CLCS grant application forms. These applications are available on the CLCS website, <http://www.copakelakecs.org/>. Refer to the final checklist attached to the application form to ensure all required documents and information are submitted. The entire application is to be submitted to the CLCS Lake Management Committee: email to info@copakelakecs.org, cc: rstein@bpagents.com or mail to **Copake Lake Conservation Society, PO Box 37, Craryville, NY 12521**
6. **Final Review/Approval Process** Once the application is received the following will happen.
 - a. The Lake Management Grant Committee will meet to evaluate the project to ensure it supports the CLCS mission statement. This may or may not require the LMGC to contact the applicant to better understand the project. The Lake Management Grant Committee reserves the right to consult with subject matter experts to determine the validity and impact of the project as it relates to the CLCS mission.
 - b. The Lake Management Grant Committee will then recommend to the Lake Management Committee approval or non-approval of the project.
 - c. If approved by the Lake Management Committee, the Lake Management Grant Committee, then presents the project to the CLCS Board of Trustees for their approval.
 - d. Following the vote by the CLCS Board of Trustees, the Lake Management Grant Committee will notify the applicant as to whether the project has been approved and the amount of the grant.
 - e. Disbursement of grant funds will be at the successful completion of the project.

IMPORTANT: All grant proposals must be submitted to and approved by the Board of Trustees before any work on a project can begin. Before any grant funds can be disbursed, all work must be inspected by members of the Grant Committee to ensure that it aligns with the description in the initial proposal submission and to all CLCS Grant Guidelines.