

AAPG FOUNDATION PROPOSAL GUIDELINES

About the AAPG Foundation

The AAPG Foundation was established in 1967 with the primary goal of providing a source of funding for educational, charitable and scientific objectives, which directly and indirectly benefit the geologic profession and the general public.

Since its existence, the AAPG Foundation has provided over \$11 million in total support of its mission. All of the AAPG Foundation's funding decisions are made by a Board of Trustees that meet three times annually to review proposals. The Board of Trustees welcome applications for grants to projects and programs which fulfill its mission, based on available funds and at their discretion.

The AAPG Foundation is governed by its Articles of Incorporation, Bylaws, and Internal Revenue rules for tax-exempt corporations. An independent audit is conducted annually. The current Board of Trustees consists of a Chairman, Vice Chairman, Secretary, Treasurer and two additional members empowered to formulate rules, regulations, and practices relative to the Foundation's day-to-day business.

The Bylaws of the AAPG Foundation, include the purposes and objectives as stated below:

- To conduct educational, charitable and scientific activities related to or allied with the field of geology.
- To conduct research, both directly and through the promotion, assistance, encouragement, support, and furtherance of studies and research, in the field of geology and in sciences related thereto.
- To disseminate information relating to geology and related fields through lectures, seminars, publications, educational courses, teaching aids, and by other means and materials.
- To carry on programs of continuing education in geology and related studies.
- To assist in career guidance to persons interested in the field of geology or related fields.
- To assist public and private schools (elementary and secondary) and colleges and universities and technical schools in teaching and education in the field of geology and related fields.
- To provide scholarships, prizes, awards, gifts, and support to assist or reward persons engaged in the study of and/or pursuit of the science of geology or related fields.
- To establish fellowships or "chairs" in colleges and universities in order to further education and knowledge in the field of geology and related fields.

- To work with and support other organizations with similar objectives, which are in themselves tax-exempt educational or scientific organizations under the Internal Revenue Code.

Mission

The AAPG Foundation was established in 1967 to provide a source of funding to support educational, charitable and scientific objectives which benefit the geological profession and the general public, exclusively within the meaning of Section 501(c)(3).

To ensure that AAPG retains and expands its leadership role as one of the world's leading geoscience organizations; the AAPG Foundation must meet the ever-growing needs of the core programs and projects, and must have the resources to launch exciting and vital new projects and programs.

Funding Process

The grant application process for the Foundation is a three step process:

- 1) Review the Foundation's funding priorities and restrictions to make sure your request coincides with the Foundation's mission,
- 2) Provide a letter of inquiry (LOI) providing all of the information requested below, and
- 3) If the Foundation approves the LOI, then a full grant proposal may be required for evaluation by staff and consideration by the Foundation Trustees.

Foundation Priorities

Education – support of educational opportunities and spreading knowledge around the globe including continuing education for members of our association, K-12 students, teachers, academics, university level and society as a whole.

Public Outreach – dedicated to educating the public on key aspects of geoscience and petroleum geology. Public Outreach opportunities include the sponsorship, training and support of teachers in their efforts to bring more geology-related topics to classrooms, sparking interest of students and encouragement of the geoscience profession.

Undergraduate/Graduate Students – focusing on support for the university level geoscience student.

Recognition of Educators – recognizing and rewarding outstanding educators for teaching earth sciences at the K-12 and university levels.

Knowledge Preservation – providing access to archived geoscience digital library collections.

Dissemination of Information – continuing to provide swiftly changing technological advances to the geological community through journals and special publications.

Emerging Opportunities – future-oriented projects that help society through better understanding of geology – especially petroleum geology. Including programs that expose the public to world-renowned geoscientists and training teachers in earth sciences.

Funding Restrictions

The AAPG Foundation will not provide funding for activities outside the mission of the organization. This includes the following:

- Political activities.
- Religious organizations or activities.
- Grants to private foundations.
- Grants to cover past operating deficits or debt retirements.

Letter of Inquiry Guidelines

The following guidelines are developed to assist with the communication, review and timing of grant proposals submitted to the AAPG Foundation.

Letter of inquiries (LOI) should be no more than two pages.

The letter of inquiry should include the following to be considered:

1. Organization's name, address and key contact information/Executive Director.
2. Project relative to the AAPG Foundation's mission.
3. Dollar amount of funding request.
4. Total project budget-if applicable.
5. Organization's current budget.
6. Period this funding request will cover.
7. Purpose of the funding request including:
 - a. description of program or funding request.
 - b. identification of target population or who will benefit .
 - c. identify who will benefit/what is hoped to be accomplished.
 - d. how the funding request will accomplish the above.
8. Support received for the funding request for the past three years.
9. Attachments should include: list of current funding, duplicate requests for funding and project budget.

Letter of inquiry should be submitted to the AAPG Foundation for consideration.

LOI should be sent to:

AAPG Foundation
Attn: Natalie Adams
P.O. Box 979
Tulsa, OK 74101-0979
nadams@aapg.org

The LOI will be reviewed by the AAPG Foundation within 90 days, and a full proposal may be requested at a later date.

Grant Application Format Guidelines

The following guidelines are developed to assist with the communication, review and timing of grant proposals submitted to the AAPG Foundation.

The proposal should include the following to be considered:

1. Executive Summary - Summary should include one to two pages which describe the program or reason for the funding.
2. Narrative - The narrative should include a “detailed” description of the funding request and how it applies to the mission of the AAPG Foundation and fits within the funding priorities.
3. Financial Information - Data should include funding amount required and an explanation as to how the funding will be utilized and to whom the funding will be directed. Please note that it is critical that a grant proposal contain a request for the exact amount required for the proposed program.
4. One page organizational chart - if applicable.
5. Collaborative or cooperative support - Current listing and explanation of agreements with other organizations.
6. Other funding - A listing of other funding sources.
7. Timing - if the grant is time sensitive, please provide a schedule.

Formatting notes: Proposals should be submitted using a 12-point font (Times or similar) and one-inch margins on all sides with pages numbered. Proposals should not be placed in binders or folders; as a staple or paper clip is sufficient.

Grant Proposals will be requested after review and approval of the LOI.

Grant Proposals should be sent to:

AAPG Foundation
Attn: Natalie Adams
P.O. Box 979
Tulsa, OK 74101-0979
nadams@aapg.org

The grant proposals will be reviewed by the AAPG Foundation within three to six months, and feedback on the status of the proposal will take place within two weeks after the review by the Foundation Trustees.