

**Note to Applicants:** Thanks for your interest in Earth Island Institute. The process to become an Earth Island Project normally takes around 3 months from initial contact to final approval by the Board of Directors. Ours is quite a selective process, as we cannot accept all of the promising proposals we receive. We review 30-40 applications and approve between 6-12 new projects each year. We look forward to learning about the work you are doing on behalf of the environment. Please feel free to call or email with any questions.

## EARTH ISLAND INSTITUTE

# PROJECT SPONSORSHIP APPLICATION

Earth Island Institute • 2150 Allston Way, Ste. 460 • Berkeley, CA 94704-1375 • 510-859-9100

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)
  - E-mail Address
  - Web Address
4. Mission Statement - a clear description of where your organization is headed that sets it apart from others and makes a case for the need it fills (from [Harvard Business Review](#))
5. Project Summary - please provide a 1 paragraph (approx. 150 words) description of your project including: goals, strategies, outcomes

### NARRATIVE

#### Project Need

6. What is the environmental problem or need being addressed by the project? (2 paragraphs)
7. 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)

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

8. Purpose of the project. (1 paragraph, a purpose is an outcome that the project exists to achieve.)
9. Objectives of the project and strategies for achieving each objective. (4 paragraphs, objectives are outcomes that are measurable and time-specific and are more narrowly defined than purpose.)
10. Is yours a community-based project? Please describe your relationship to the specific communities in which you are working and their involvement with the project.
11. General timeline for project development & program implementation.

#### Budget and Funding

12. What are the expected types and amounts of income and expenses for the first year? Please provide a proposed budget for the first year activities (suggested format below). We know that some of this is speculative - do the best you can with what you know.

13. Other than normal growth, do you expect the budget to change substantially in subsequent years? For example, is there a research or development phase that will cost more/less in the first year? If so, please provide an estimated operational budget - both income and expense.
14. Please describe the short and long-term fundraising strategy for your project and indicate whether any funding has been confirmed for the project.
15. How will you support yourself until your project is funded?

#### **Expectations**

16. Why do you feel Earth Island is the best place for your work? (1 paragraph)
17. What can you bring to Earth Island as a member of our network? Do you see any potential synergies or conflicts with existing projects? (1 paragraph)
18. What is your understanding of EII's structure and what it offers to its projects? (1 paragraph)

#### **Qualifications**

19. Please provide any information that would support why you can carry out the goals of your project. (2 paragraphs)
20. Earth Island encourages the development of an Advisory Committee for each project. Please provide a list of your Advisory Committee members, their organizational affiliations &/or qualifications. Specifically, how will they help you achieve the goals of your project?

#### **Miscellaneous**

21. Is diversity important to the structure or mission of your organization? Please briefly describe how?
22. How did you hear about Earth Island Institute's Project Sponsorship & Support program?
23. Are you applying to any other fiscal sponsorship programs? If so, which ones?
24. What did we forget to ask? What is the answer?
25. Do you have any questions for Earth Island?

## **DOCUMENTATION AND ATTACHMENTS**

### **Budget**

Using the below format as a guide, please provide a budget for your first year of operation and, if subsequent years are expected to be dramatically different, a second operational budget.

### **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.

### **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.

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**We would prefer to receive electronic applications sent to:**  
newprojects@earthisland.org

Please put "New Project Application" in the email subject line.

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. Please check our web site for application deadlines and a review schedule.

[www.earthisland.org](http://www.earthisland.org)

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**EARTH ISLAND INSTITUTE  
PROJECT SPONSORSHIP APPLICATION**

**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)

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**EXPENSES**

**Staff Costs:**

Salaries

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Payroll Taxes (estimate 8.7%)

Payroll Processing Fee (avg/ \$5-\$6/employee)

Benefits (varies)

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Other \_\_\_\_\_

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**Office & Rent Costs:**

Rent

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Liability Insurance (if have employees on payroll & office space for which EII pay's rent - approx. \$150-\$300/year)

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Phone (may include set-up charges)

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Equipment/Computers

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Other \_\_\_\_\_

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**Program Costs:**

Travel

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Consultants

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Supplies

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Postage

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Printing/Copying

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Other \_\_\_\_\_

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**Other:**

EII Fiscal Sponsor Fee (10% of gross income\*)

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*\* Because of their demanding financial reporting and audit requirements, government grants and contracts may be subject to a higher fiscal sponsor fee.*