**AAZK Grant Submission Guidelines**

(Research, CPR, Professional Development)

AAZK Grant Application Forms can be found at [www.aazk.org](http://www.aazk.org)

**Application Deadline:**

Specified on each Grant

**Qualifications:**

 Member or Non-member eligibility is specified on each Grant. Persons of Merit within AAZK (Board Members, Committee Chairs/Vice Chairs or Program Managers) **are not** eligible to submit a Grant for consideration.

**Notification:**

 The Grant Committee and AAZK designees will review all Grant applications. Grant awards will receive notification within thirty (30) days of the Grant deadline. The Grant Committee reserves the right to extend this deadline when necessary.

**Grant Sum:**

 The total Grant Award is either specified on each Grant or is dependent upon AAZK fundraising efforts for the BFR Conservation Resource and AAZK Trees for You and Me Reforestation Grants.

 The Grant Committee reserve the right to split the funds among applicants if applicable.

\***Applications are accepted beginning in January of each calendar year.**

**A complete application packet shall include (*see below for specifics on each grant*):**

1. Grant Application Form
2. Proposed Budget
3. Letters of Support
4. A complete project proposal of the project (Research and CPR)

or

Detailed description of course/training/conference etc. with objectives and goals (AAZK Professional Development and AAZK Conference Professional Development).

1. A complete resume of the primary applicant(s) including AAZK involvement

**The packet can be scanned into one (1) .pdf document (preferred) or attached as separate documents for email submission**

**Completed application packets should be sent to the Grant Committee Chair:**

Jessica Biggins– jessica.munson@aazk.org

*Late or incomplete applications will not be considered for review*

**Please read the following carefully before applying**

Upon Grant Award:

1. A Progress report is due six months following notification of the grant award for CPR and Research. Submit the original report digitally to the Grant Committee Chair.
2. A Project summary is due one year following notification of the grant award. This report should include a final accounting of the AAZK funds spent along with the receipts.
3. An extension of one year may be obtained by filing a **One-Year Extension Form**. No additional funds will be granted on the original proposal.
4. Funds are normally allocated on a reimbursement basis only (exception for CPR may be approved – see below) and are subject to approval by the Chief Executive Officer of the AAZK.

**Original receipts should be sent to;**

- AAZK Administrative Offices with a copy of your Grant Application indicating an address to for reimbursement.

- A copy of receipts should also be sent to the Grant Committee Chair. Receipts will be reviewed within ten working days. Approved reimbursements will be allocated after the review process is complete.

1. Project results shall be presented either:
	1. Orally at the National AAZK Conference- send abstract to the committee chair
	2. Published in the *Animal Keepers’ Forum*
	3. Published in another type of scientific journal

Recipients are encouraged to similarly report to their institutions.

If funds, in addition to the AAZK Grant were used to complete the conservation project, the participant may request that a paper presented at an AAZK conference **not** be published in the conference proceedings.

1. Acknowledgment of AAZK support shall be required in all publications resulting from this conservation effort.
2. After completion of the first proposal, any grant recipient is permitted to apply for any of the grants available upon the next date of submission with the exception of the Grant they were awarded. The applicant shall be required sit out a Grant cycle (1 year) before reapplying for the same grant they were initially awarded funds.
3. Upon completion of the project any equipment purchased with AAZK funds that is not part of the ongoing effort, becomes the property of AAZK and must be forwarded to the AAZK. Administrative Offices unless other arrangements have been approved
4. Failure to comply with any of the above mentioned regulations may result in the revocation of the grant at any time.

Upon Grant Rejection:

1. If an applicant is not awarded any part of the Grant fund, the applicant will be permitted to apply for any of the grants available upon the next date of submission.
2. Applicants who do not receive any of the Grant fund will be notified within 30 days of the Grant deadline.

**Individual Grant Application Instructions:**

**Research Grant**

The purpose of the AAZK Research Grant is to encourage and support efforts in non-invasive research conducted by AAZK members in zoological parks and aquariums around the world.

A Complete Project Proposal should include:

* **Introduction:** Provided enough background information on the project for the Research Committee to evaluate the relevance of the project.
* **Scope:** List the significant species and individual animal numbers that are affected by this project. Include the species common and scientific names and their status. Describe the location of the project and be specific about the intended changes or human intervention that will occur. Include all
* **Objectives and methods**: An in depth description of the project
* **Literature Cited:** Include full references for those cited throughout the proposal.
* **Authorization:** Appropriate federal, state, and local authorization for the project.

The committee members will evaluate applications in 11 subject areas. Those areas are as follows:

1. Long-term commitment to the project.
2. How secure it is.
3. Other financial support the project receives.
4. The need for AAZK funding.
5. The resources available to the applicant.
6. How much personnel support is shown.
7. How well the project is planned/thought out.
8. The scientific, conservation, and practical significance of the project.
9. How invasive or non-invasive the study is.
10. How well the project fits the goals of the Research Grant Committee.
11. The extent of involvement of applicants has within the project.

**Conservation Preservation and Restoration (CPR)**

This grant was designed to lend support to a broad range of conservation endeavors. All appropriate applications are considered as to their beneficial impact on species of flora and fauna within defined ecosystems “in situ”, or “ex situ” for captive bred species. The intent of this grant is to promote North American projects and as such, these projects will receive priority where it is appropriate. All projects are encouraged and are eligible based on their compatibility to the CPR grant’s goals. Because of the nature of conservation projects, the scope of the project or number of people involved will not be restricted.

The Committee members will evaluate applications in 10 subject areas. Those areas are as follows:

1. Long term commitment demonstrated to the project.

2. Other financial support the project receives.

3. Resources available to the project and personnel support.

4. Preparedness of application.

5. How well the project is conceived.

6. Projects’ significance in relation to the endangerment, or specific threats, to the species involved.

7. Impact of information learned on existing data.

8. The extent of the applicant’s resume and expertise of others involved in the project.

9. How well the project fits into the goals of the CPR Committee.

10. The extent of the applicant’s involvement in the project.

*Restrictions*

The committee will not fund invasive biological studies, or any endeavor that may cause any animal undue or prolonged discomfort or harm. Allowable expenditures include: equipment, supplies and materials. Expenses that are not allowed include: travel, communication costs, animal purchases and wages for project participants.

*Reimbursement exceptions*

Due to the nature of conservation efforts, advanced monies may be important and can be applied for by contacting the CPR Committee Chair and AAZK chief Executive Officer. Advance funding applications must be approved by the AAZK Board of Directors who will make their decision after reviewing the proposed budget and framework of the grant application. It is therefore imperative to have a detailed proposed budget account for AAZK funds to be used.

**AAZK Professional Development (PD)**

The AAZK Professional Development Grant is designed to assist AAZK members with the costs associated with attending professional meetings or workshops, or, participation in fieldwork.

Applications will be accepted for travel to attend professional meetings, workshops, or classes; also for participation in fieldwork. Travel with no educational or fieldwork component will not be considered.

The Committee members will evaluate applications in 15 subject areas. Those area are as follows:

1. Years of experience.
2. Highest number of years at one facility.
3. Years as an AAZK National member.
4. Professional conferences attended (AAZK, AZA, ABMA, etc.).
5. Activity in AAZK (chapter/national).
6. Papers/articles published.
7. Attendance supported by facility.
8. Grant is beneficial to individual/facility.
9. Received an AAZK previously.
10. Extracurricular conservation projects.
11. Participates in AAZK/AZA related projects.
12. Any other funding received.
13. Conference/workshop recognized by AAZK.
14. Awards/recognition received related to the field.
15. Previous extra training/certification related to the field.

**AAZK Conference Professional Development Grant**

The AAZK National AAZK Conference Grant is designed to help with the costs to attend the National AAZK Conference.

Application is limited to attendance at a National AAZK Conference. This grant will help with the costs of travel, registration, and hotels.

The Committee members will evaluate applications in 15 subject areas. Those area are as follows:

1. Years of experience.
2. Highest number of years at one facility.
3. Years as an AAZK National member.
4. Professional conferences attended (AAZK, AZA, ABMA, etc.).
5. Activity in AAZK (chapter/national).
6. Papers/articles published.
7. Attendance supported by facility.
8. Grant is beneficial to individual/facility.
9. Received an AAZK previously.
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