

## AAZK Grant Submission Guidelines

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

**Applications accepted beginning January 1**

### Application Deadlines:

**March 1**      **AAZK Professional Development Grant**  
**AAZK Professional Member Grant – AAZK National Conference**

**May 1**        **AAZK Affiliate Member Grant – AAZK National Conference**  
**AAZK Research Grant**  
**AAZK Conservation, Preservation and Restoration Grant**

### Qualifications:

Professional AAZK members, in good standing, are eligible to apply for any AAZK grant, excepting the Affiliate Member – National AAZK Conference Grant which is intended for Affiliate membership. Grant applications from other AAZK membership levels and non-members of AAZK will be accepted for specific grants - please carefully read the Grant Application Instructions for each grant to determine member requirements. Researchers, other than zookeepers and aquarists may participate in the funded studies, however the principal investigator must be a keeper or aquarist.

Persons of Merit within AAZK (Board Members, Committee Chairs/Vice Chairs and Program Managers/Vice Managers) **are not** eligible to submit a grant application for consideration.

### Notification:

Grant recipients will be notified on May 1 for the **AAZK Professional Development Grant** and the **AAZK Professional Member Grant – AAZK National Conference**.

Grant recipients will be notified on June 1 for the **AAZK Affiliate Member Grant – AAZK National Conference**.

Grant recipients will be notified May 1 for the **AAZK Research Grant** and the **AAZK Conservation, Preservation and Restoration Grant**.

The AAZK Grants Committee reserves the right to extend any award deadline. Unsuccessful applicants for an AAZK Grant will be notified on May 1.

### Grant Sum:

<b>AAZK Professional Development Grant</b>	\$2000
<b>AAZK Professional Member Grant – AAZK National Conference</b>	\$1500
<b>AAZK Affiliate Member Grant – AAZK National Conference</b>	\$1000
<b>AAZK Research Grant</b>	\$2000
<b>AAZK Conservation, Preservation and Restoration Grant</b>	\$1000

The Grants Committee reserves the right to divide the funds among grant recipients.

**Please read the following carefully before applying**

**AAZK Professional Development Grant** and the **AAZK Professional Member and AAZK Affiliate Member Grants** are paid in full upon proof of registration/acceptance to the continuing education event or AAZK National Conference. Cancellation of attendance shall result in repayment of grant award to AAZK.

**CPR and Research Grant Award Requirements:**

1. A progress report is due six months following notification of the grant award. Submit the original report digitally to the Grant Committee Chair.
2. A project final report is due one year following notification of the grant award. This report is submitted to the Grant Committee Chair and shall include a final accounting of the AAZK funds spent along with any receipts for reimbursement.
3. An extension of one year may be obtained by submitting a request to the Grant Committee Chair. No additional funds will be granted exceeding the original award.
4. Grant funds are 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 scanned and emailed to:

AAZK Grant Chair with your name on each as an identifier document along with a reimbursement form. Receipts will be reviewed within ten working days. Approved reimbursements will be allocated after the review process is complete.

5. Project results shall be submitted to AAZK for presentation at either:
  - a. Paper or Poster at the National AAZK Conference.  
If you choose to present at the conference, abstract is submitted to the AAZK Professional Development Committee during the call for abstract submissions prior to the conference, with a copy of the abstract to the AAZK Grant Committee Chair. If funds, in addition to the AAZK Grant were used to complete the research or conservation project, the participant may request that the work presented at an AAZK conference not be published in the conference proceedings.
  - b. Published in the *Animal Keepers' Forum*.  
Article shall be submitted to the AKF Editor for consideration with a copy to the AAZK Grant Committee Chair.
  - c. Publication in Scientific Journal  
Copy of the article, journal title and publication date to the AAZK Grant Committee Chair.
6. Acknowledgment of AAZK support shall be required in all publications resulting from the AAZK Grant.
7. AAZK grant recipients shall not be eligible for grant submission *in the same category of award* for the following year grant period, normally one year.
8. Failure to comply with any of the above mentioned regulations may result in the revocation of the AAZK grant at any time.

## **Application Package:**

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

1. Grant Application Form
2. Grant funding requested
3. Two (2) letters of Support including one (1) from Supervision
4. CPR and Research: A complete project proposal.  
Professional Development and Affiliate Grants: A detailed description of course/training/conference/fieldwork.
5. **A complete Curriculum Vitae (CV) of the primary applicant(s)**  
A Curriculum Vitae (CV) *is not* a résumé (a résumé is a listing of education and employment in chronological order). A CV is a “path of life” that details professional and personal history. A complete CV includes employment history, internships (both paid and unpaid), education, volunteer positions, awards, publications, memberships in school-associated clubs or other professionally pertinent organizations that when combined provide an overview of the applicant and gives the Grant Review Committee a better sense of professional passion.

Please send all parts of the packet as one document.

Completed application packets should be sent to the Grant Committee Chair:  
Jessica Biggins– [jessica.munson@aazk.org](mailto:jessica.munson@aazk.org)

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

## **Individual Grant Application Instructions:**

### **AAZK 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 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;
- **Objectives and Methods:** An in-depth description of the project;
- **Literature Citation:** Include full references for those cited throughout the proposal;
- **Authorization:** Appropriate federal, state, and local authorization for the project.

### **AAZK 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.

**Restrictions:**

The committee will not fund invasive biological studies, or any endeavor that may cause any animal undue or prolonged discomfort or harm. Acceptable expenditures include: equipment, supplies and materials. Expenses that are unacceptable 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 Grant 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 how AAZK funds are to be utilized.

**AAZK Professional Development Grant**

The AAZK Professional Development Grant is designed to assist AAZK Professional members with the costs associated with attending continuing education meetings or workshops; or participation in documented and established in-situ fieldwork research in the form of data gathering/analysis. Verification of fieldwork is required within the application by submission of a letter authored by the primary researcher describing the research and data to be gathered by the applicant. Travel without an educational or fieldwork component shall not be considered.

**AAZK Professional Member Grant – AAZK National Conference**

Applications in the Professional category of AAZK membership will be accepted for travel to attend a National AAZK Conference. This grant will help with the costs of travel, registration, and lodging.

**AAZK Affiliate Member Grant – National AAZK Conference**

Applicants in the Affiliate category of AAZK Membership will be accepted for travel to attend a National AAZK Conference. This grant will help with the costs of travel, registration, and lodging.

*Qualifications:*

Staff, docents, volunteers, and supporters of the mission of AAZK in the category of Affiliate currently employed or serving in an unpaid capacity within a zoological park, aquarium or accredited animal sanctuary are eligible to apply.

## **Additional AAZK Grant Opportunities**

For information regarding the **AAZK Bowling for Rhinos Conservation Resource Grant** go to:  
<https://aazk.org/bowling-for-rhinos/bowling-for-rhinos-faq/>

For information regarding the **AAZK Trees For You and Me Grant** go to:  
<https://aazk.org/committee/trees-for-you-and-me/>

For information regarding the **AAZK Conference Latin America Travel Grant** go to:  
<https://aazk.org/committee/internationaloutreach/>

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