

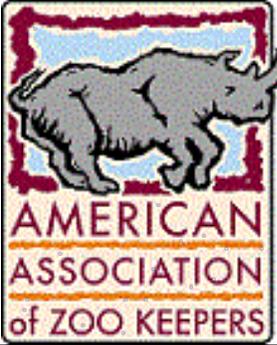
AMERICAN ASSOCIATION OF ZOO KEEPERS
**Grant Submission Guidelines for
 Professional Development, Conference
 Professional Development, Research and
 CPR Grants**

AAZK Grant application forms
 can be found at AAZK.org



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General Grant Guidelines
Application Deadline
March 1
Qualifications
<ul style="list-style-type: none"> • Full-time keepers/aquarists in zoological parks and aquariums, who are professional members of AAZK in good standing, are eligible to receive grants. • Persons of merit within AAZK (Board Members, Committee Chairs/Vice Chairs, Program Managers/Vice Managers) are not eligible to submit a Grant for consideration
Notification
The Grants Committee and AAZK designees will review all Grant applications. Grant winners will receive notification within thirty (30) days of the grant deadline. The Grants Committee reserves the right to extend this deadline when necessary.
Grant Sum
The Grant total is specified on each grant. <i>The Grants Committee reserves the right to split the funds among applicants, if applicable.</i>
Submission Guidelines
Applications are accepted starting January 1 of each calendar year.
The Grant Application is a fillable PDF document that should be completed and signed electronically . In order for full functionality, please open and complete the application in Adobe Reader© or Adobe Acrobat©.
A complete application shall include (see below for specifics on each grant):
<ul style="list-style-type: none"> • Completed Grant Application Form • Letters of support • A complete <i>curriculum vitae</i> (CV), including any AAZK involvement, if applicable • Complete project proposal, including proposed budget (Research and CPR Grants <i>only</i>) – 2 pages maximum
Please refer to submission guidelines on the grant application.
<i>Please note that late or incomplete applications will not be considered for review.</i>



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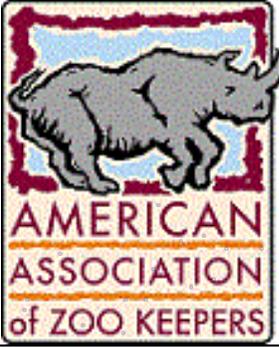
Grant Stipulations

Upon Grant Award

- A progress report is due **six (6) months** following notification of the grant award for the CPR and Research Grants. The original report must be submitted digitally to the Grants Committee Chair.
- A project summary is due **one (1) year** following notification of the grant award for the CPR and Research Grants. This report should include final accounting of the AAZK funds spent along with the recipients. The original report must be submitted digitally to the Grants Committee Chair.
- An extension of one (1) year may be obtained by filing a **One-Year Extension Form**. No additional funds will be granted on the original proposal.
- Funds are normally allocated on a reimbursement basis only (an exception for the CPR Grant may be approved – *see below*) and are subject to approval by the CEO of AAZK.
 - **Original receipts should be sent to:** AAZK Administrative Offices, with a copy of your Grant Application indicating an address to forward reimbursement
 - A copy of receipts should be sent to the Grants Committee Chair
 - Receipts will be reviewed within ten (10) working days. Approved reimbursements will be allocated after the review process is complete.
- Project results shall be presented in one (1) of the below modes:
 - Orally at the National AAZK Conference, with abstract sent to Grants Committee Chair
 - Published in the *Animal Keepers' Forum*
 - Published in a scientific journal
- Recipients are encouraged to similarly report to their institutions.
- If funds other than 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.
- Acknowledgement of AAZK support shall be required in all publications resulting from this conservation effort.
- 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 not be permitted to reapply for the same grant they were initially awarded for one (1) grant cycle, twelve (12) months.
- 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.
- Failure to comply with any of the above mentioned regulations may result in the revocation of the grant at any time.

Upon Grant Rejection

- 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.
- Applicants who do not receive any of the grant fund will be notified within thirty (30) days of the grant deadline.



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Professional Development Grant Guidelines

The AAZK Professional Development Grant of \$2,000 is designed to assist AAZK members with the costs of attending professional meetings or workshops, or with participation in fieldwork. Applications will be accepted for travel to attend professional meetings, workshops, or classes, as well as for participation in fieldwork. Travel with no educational or fieldwork component will not be considered.

The Grants Committee will evaluate the application in the following subject areas:

- Years of experience
- Years as a National AAZK member
- Professional conferences attended (AAZK, AZA, ABMA, IMATA, ZAA etc.)
- Participation in AAZK (chapter and/or national level)
- Grant benefit to individual/facility goals
- Facility support for applicant to attend Continuing Education Event
- Extracurricular conservation project participation
- Participation in AAZK/AZA related projects
- Other funding received
- AAZK recognition of Continuing Education Event
- Awards/recognition received related to the field
- Previous training/certification related to the field
- Previous AAZK grants awarded
- Papers/articles published

AAZK Conference Professional Development Grant Guidelines

The AAZK Conference Professional Development Grant of \$1,000 is designed to assist AAZK members with the costs of attending the National AAZK Conference. Application is limited to attendance at National AAZK Conference. This grant will help with the costs of travel, registration, and hotels.

The Grants Committee will evaluate the application in the following subject areas:

- Years of experience
- Years as a National AAZK member
- Professional conferences attended (AAZK, AZA, ABMA, IMATA, ZAA etc.)
- Participation in AAZK (chapter and/or national level)
- Grant benefit to individual/facility goals
- Facility support for applicant to attend Continuing Education Event
- Extracurricular conservation project participation
- Participation in AAZK/AZA related projects
- Other funding received
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Research Grant Guidelines

The purpose of the AAZK Research Grant of \$2,000 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:** Provide enough background information on the project for AAZK 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 a timeline and proposed budget breakdown.
- **Objectives and Methods:** An in-depth description of the project
- **Literature Cited:** Include full references for information cited in the proposal
- **Authorization:** Include appropriate federal, state, and local authorization for the project

The Grants Committee will evaluate the application in the following subject areas:

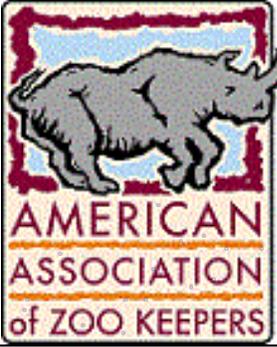
- The scientific, conservation, and practical significance of the project
- Long-term commitment demonstrated to the project
- Project security
- Other funding received
- The need for AAZK funding
- Resources available to the project and personnel support
- Thorough project planning/timeline
- Invasiveness/non-invasiveness of the study
- Project fit within goals of AAZK
- The extent of involvement the applicant has with the project

Conservation, Preservation and Restoration (CPR) Grant Guidelines

The purpose of the AAZK Conservation, Preservation and Restoration Grant of \$1,000 is to lend support to a broad range of conservation endeavors. All appropriate applications will be considered based upon 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 Grants Committee will evaluate applications in the following subject areas:

- Long term commitment demonstrated to the project
- Other funding received
- Resources available to the project and personnel support
- Preparedness of application



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Conservation, Preservation and Restoration (CPR) Grant Guidelines (cont.)

- Thorough project planning/timeline
- Projects' significance in relation to the specific threats of the species involved
- Impact of information learned on existing data
- Applicant's resume and expertise of others involved in the project
- Project fit within goals of AAZK
- The extent of involvement the applicant has with the project

Restrictions

The Grants 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 Grants Committee Chair, Jessica (Munson) Biggins, and AAZK Chief Executive Officer, Ed Hansen. 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.

Contact Information

<p>AAZK Grants Committee Jessica (Munson) Biggins Committee Chair Jessica.Munson@AAZK.org AAZK Grants Committee Milwaukee County Zoo 10001 W. Bluemound Road Milwaukee, WI 53226-4346</p>	<p>AAZK Administrative Office Ed Hansen Chief Executive Officer Ed.Hansen@AAZK.org 8476 E. Speedway Blvd., Ste. 204 Tucson, AZ 85710-1728</p>
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