



**Conservation Advisory Committee
Conservation Grant Program 2021
Application Instructions & Form**

Conservation Grant Application Requirements & Instructions

Complete applications must consist of the cover sheet, a proposal containing project description (limited to 2 pages), budget (limited to 1 page), and a letter of support from a collaborator or sponsor. Incomplete applications and those exceeding the page limit may not be reviewed.

Please note that project methods requiring euthanasia of animals will not be considered, we will not support indirect costs or university tuition, and applicants are limited to one proposal per grant cycle.

Deadline for submission is January 29, 2021 by 5 pm PST. To submit an application, required documents should be **merged into a single pdf** (no greater than 10 MB in size and with file name = LastName_SpeciesStudied.pdf [e.g., Goodall_Chimpanzees.pdf]). Send as a single attachment to cac@sequoiaparkzoo.net.

1. **Cover Sheet:** (please use fillable form below) This form must be the first page of your application.
2. **Project Description:** Two pages maximum (text 12 pt Times or Arial font with ≥ 1 in margins). Please include the following sections:
 - a. A statement clearly describing project objectives and scope of intended activity. Include:
 - i. Background information,
 - ii. Expected results, and
 - iii. Applicant's qualifications related to the project.
 - b. Detailed methodology and dates (including a timeline of project completion). Reviewers should understand the specifics of the methods and the data analyses.
 - c. Description of the project's value and significance to conservation. Enumerate clearly the project's conservation impacts and how these will be quantitatively measured during the project and assessed after the completion of the project.
3. **Budget** (≤ 1 page) The budget should include the following sub-sections:
 - a. A table with a detailed list of items requested and their costs. A sample table is provided below, with examples shown in *gray*.



Sample Table:

Budget Items Requested	Method of Calculation	Total	Secured, Pending or Requested
<i>Equipment: camera</i>	<i>\$100/unit x 4 units</i>	<i>\$400</i>	<i>Requested</i>
<i>Travel costs: fuel</i>	<i>\$0.55/mi x 100 mi</i>	<i>\$55</i>	<i>Requested</i>
<i>Services: printing</i>	<i>\$50/poster x 4 posters</i>	<i>\$200</i>	<i>Requested</i>
<i>Salary for field assistant</i>	<i>\$14/hr x 100 hrs</i>	<i>\$1,400</i>	<i>Secured</i>
<i>Total amount requested from SPZ</i>		<i>\$655</i>	
<i>Total project budget</i>		<i>\$2,055</i>	

- b. A narrative explaining the need for and specific use of requested items.
 - c. If applicable, list the amount and sources of additional support (secured or requested) and how these funds will be spent. How do the funds requested from SPZ fit into the larger project? Describe scope of larger project and include total project budget.
4. **Letter of Support:** In addition to the ≤3 pages of narrative plus budget, you must include a letter of project support from a collaborator or sponsor, including their contact information.
5. **Supplemental Materials (optional):** A map of the project site and/or relevant photographs of the study species or project area can be included if these would help the review committee understand the project but are not required. Post-project photos will be requested with a final report of accomplishments.

To learn more about Sequoia Park Zoo and our conservation programs, please visit our web site at <http://www.sequoiaparkzoo.net>. To review conservation grants previously awarded, see <http://www.sequoiaparkzoo.net/conservation/field-conservation/>



**Conservation Grant Program 2021
Cover Page**

Principal Investigator information

Name: _____

Affiliation: _____

Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Email: _____

Collaborators/other participants (list names and affiliations)

Project Information

Title: _____

Species/Habitat to be studied/conserved: _____

Location: _____

City: _____ State: _____ Country: _____

Proposed start date: _____ Proposed end date: _____

Total Project Budget: _____ Amount secured: _____ Amount requested from SPZF: _____

- Project proposal cover page
- Project description narrative (2 page limit)
- Project budget (1 page limit)
- Letter of project support, including contact information of reference
- Supplemental materials (optional)