

AAZK Grant Submission Guidelines

All AAZK Grant Application Forms can be found at www.aazk.org

Applications accepted beginning January 1

Application Deadlines:

March 1 AAZK Professional Development and National AAZK Conference Grants

June 1 for the AAZK Research and AAZK Conservation, Preservation and Restoration Grants

Qualifications:

Professional AAZK members, in good standing, are eligible to apply for any AAZK grants. Grant applications from other AAZK membership levels and non-members of AAZK are 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 1st for **AAZK Professional Development and AAZK Conference Grants.**

Grant recipients will be notified August 1st for **AAZK Research and AAZK Conservation, Preservation and Restoration Grants.**

The AAZK Grants Committee reserves the right to extend this deadline, if deemed necessary. Applicants who do are not awarded AAZK Grant funds will be notified on May 1st or August 1st depending on the grant.

Grant Sum:

AAZK Professional Development Grant	\$2000
AAZK Conference Grant	\$1000
AAZK Research Grant	\$2000
AAZK Conservation, Preservation and Restoration Grant	\$1000

The committees reserves the right to divide the funds among recipients.

Please read the following carefully before applying

Grant Awards:

1. A Progress report is due six months following notification of the grant award for CPR and Research (only). 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 submitting a request to the Grant Committee Chair. No additional funds will be granted on the original award.
4. 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 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. Orally at the National AAZK Conference- send abstract to the committee chair. If you choose to present at the conference you will need to have your paper chosen through the Professional Development Committee's process during the call for paper submissions prior to the conference. If funds, in addition to the AAZK Grant were used to complete the conservation project, the participant may request that the paper presented at an AAZK conference not be published in the conference proceedings.
 - b. Published in the *Animal Keepers' Forum*, send article to the committee chair. If you choose to write an article, you will need to submit it to the AKF Editor for consideration.
 - c. Published in another type of scientific journal- send article, journal title and published date to the committee chair.
6. Acknowledgment of AAZK support shall be required in all publications resulting from this conservation effort.
7. Any grant recipient shall sit out the next granting period, normally one year, before applying for another grant.
8. Failure to comply with any of the above mentioned regulations may result in the revocation of the grant at any time.

Application Package:

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

1. **Grant Application Form**
2. **Proposed Budget**
3. **Two (2) Letters of Support**
4. **A complete project proposal of the project (Research and CPR) OR a detailed description of course/training/conference etc. with objectives and goals (PD and NAC)**
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@azk.org

Late or incomplete applications will not be considered for review

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 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 Cited:** Include full references for those cited throughout the proposal;
- **Authorization:** Appropriate federal, state, and local authorization for 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.

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.

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. Travel with no educational or fieldwork component will not be considered.

National AAZK Conference Grant (NAC)

Applications will be accepted for travel to attend a National AAZK Conference. This grant will help with the costs of travel, registration, and hotels.

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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