**NOTES FOR APPLICANTS**

1. Applications need to be targeted towards [EAAFP key species](https://www.eaaflyway.net/key-species-of-eaafp/) or habitats, regions, or emerging threats or other specified Partnership objectives. All applications should demonstrate how the project will contribute to the implementation of the Partnership document and [EAAFP Strategic Plan 2019-2028](https://www.eaaflyway.net/implementation-strategy/).

2. The maximum amount annually provided by the Small Grant Fund to an applicant or for a specific project is $5,000 (USD). If the project budget exceeds this amount, then the supporting funds and funders need to be identified in the Application.

3. Funds are limited and not all applications may be funded.

4. Applications with in-kind contributions and/or additional matching financial are preferred.

5. Grants are awarded on the strict understanding that funds will be exempt from institutional administration charges unless Partner government law so requires.

6. Conference attendance will be supported to a maximum of $1,000 (USD) and is only for Task Force or Working Group members delivering their own work as a presentation, paper or poster. Regarding COVID-19 situation, if the event is held virtually, the grant will cover only registration fee or other logistic costs for virtual attendance.

7. Applications must be reviewed by the relevant EAAFP Working Group (WG) or Task Force (TF) Chair or Coordinator, who will provide a statement of the relative merit of the Application against the assessment criteria, prior to submission.If you are unsure about which WG or TF to contact, please email the Secretariat for advice.

8. EAAFP Working Groups and Task Forces are eligible for funding to go towards meetings, research, monitoring, site management, training and CEPA events and materials.

9. Students, with the support of the relevant Working Group or Task Force, are only eligible for funding toward studies being conducted at a research institution or travel to a conference to present original research.

10. Lead investigators are responsible for obtaining all necessary permits from government authorities, indigenous communities, ethics committees etc., to undertake approved research or monitoring studies.

11. Project completion is required within 18 months of the close of the Application period, which would be 6 August 2024.

12. Successful applicants will be required to provide a short write up of their project outcomes for the EAAFP newsletter and website and to report to the relevant Working Group or Task Force. They are also strongly encouraged to publish their results in peer-reviewed journals.

**Call for proposal opens on 3 January 2023. Applications close at 5pm (KST) on 6 February 2023. Announcements of funding will be made by 7 March 2023.**

**A follow-up application process may be available 6 months later should funds remain.**

**Guidance for Applicants**

1. **Project Assessment Criteria**

1.1 The contribution the project is anticipated to make to the Key Result Areas (KRAs) listed in the EAAFP Strategic Plan 2019-2028.

1.2 Project proposals need to be aligned with priority Single Species Action Plans or overall Working Group and Task Force objectives. Applications are encouraged to contact the relevant Working Group and Task Force Chair or Coordinator to brief them on the Project Proposal. Please contact the EAAFP Programme Officer if additional information is needed (programme@eaaflyway.net).

1.3 The justification for the grant funds requested relative to the overall budget of the project.

1.4 Project funding is leveraging in-kind contributions and other matching financial support.

1.5 The track record of the lead investigator and the likelihood of the project achieving its objectives.

1. **Project Assessment Process** (for information only)

2.1 The Secretariat will undertake an initial screening of each Application against the Application Checklist (see Part G below).

2.2 The Secretariat will then request the Chair(s)/Co-ordinator(s) of the the relevant Working Group (WG) or Task Force (TF) for each valid Application to review and score the Application (see 2.4 below).

2.3 The Technical Sub-Committee (TsC) will establish a Review Team who will identify two reviewers for each valid Application. Reviewers will be TsC members or, as necessary, other persons identified by the TsC with appropriate expertise and a flyway-wide perspective. Considerations for reviewer selection include geographic and technical expertise diversity. A lead reviewer will be identified to coordinate the review process for each Application.

2.4 Each reviewer (WG/TF Chair(s)/Co-ordinator(s); TsC Review Team member) will score each Application against each of the Project Assessment Criteria (see section 1 above) on a scale of 0-5.

2.5 The Secretariat will prepare and provide to the TsC Review Team a spreadsheet of all Applications with its assessment of Application validity and the assessment reviews/scores provided by the WG/TF Chair(s)/Co-ordinator(s).

2.6 The TsC Review Team will undertake its assessment reviews and scoring. All review scores will be compiled and consolidated into the spreadsheet.

2.7 As necessary, request the Secretariat to reach out to applicants with questions, and requests for clarifications or more information. Communicate with the WG/TF Chairs/Coordinators if necessary.

2.8 Following all review scoring, the TsC Review Team will discuss (via electronic communication/video-conferencing) the relative merits, based on its consolidated scores, of each Application.

2.9 Based on the review discussion, the TsC will prepare and submit recommendations for funding of the Applications to the Secretariat.

2.10 The TsC will keep under review the review process and, as necessary, make recommendations for changes/improvements to the process.

**2023 EAAFP Small Grant Fund Application Form**

**Part A.**

**A. Personal Details of Applicant**

|  |
| --- |
|  |
| Title: |       |  |       |  |       |
|  **(Mr, Ms etc)** |  | **Family name** |  | **Given Name/s** |

|  |  |
| --- | --- |
| **Institution:** |       |
| **Institutional address:** |       |
| **Street address or GPO Box** |
| **Degree type:** |  |       |  |       |  |      |
| **Suburb or town** |  | **State or country** |  | **Postcode** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |       |  |  |
| **Primary contact number** |  | **Mobile phone number** |  |  |

|  |  |
| --- | --- |
| **Email address:** |      |
|  |  |

**B. Relevant Working Group or Task Force Chair/Coordinator - DETAILS**

|  |
| --- |
| *Please contact the EAAFP Programme Officer if additional guidance is needed in relation to this section (**programme*@eaaflyway.net)**Name of Working Group or Task Force: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Title of Chair/Coordinator: |       |  |       |  |       |
| **(Mr, Ms etc)** |  | **Family name** |  | **Given Name/s** |

|  |  |
| --- | --- |
| **Email address:** |  |

**C. Eligibility of Projects**

Please select “Yes” or “No” for each of the following questions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * + The focus of the project is migratory waterbirds and their habitats?
 | Yes |  | No |  |
| * + The project will improve the understanding of factors important for the conservation of migratory waterbirds and their habitats in the EAAF?
 | Yes |  | No |  |
| * + The applicant agrees to provide a final report within 3 months of the completion of the project?
 | Yes |  | No |  |
| * + The applicant agrees to submit 1-2-page article and photographs for inclusion on EAAFP’s website and/or write a brief article for the EAAFP’s newsletter. Photographers will be acknowledged?
 | Yes |  | No |  |
| * + The applicant will acknowledge the support of the EAAFP in any publications, presentations and reports arising from this work?
 | Yes |  | No |  |

**D. Project Details**

**Project Title:** Please provide a concise and informative title of your entire project (not just the component for which funds are sought)

|  |
| --- |
|       |

**Project Proposal:**

|  |
| --- |
| **Details of your entire project (not just the component for which EAAFP funds are sought)** (2.5 page maximum) |
| 1. **Objectives:**
 |       |
| 1. **Background:**
 |       |
| 1. **Project plan, timeline and methods:**
 | *Please include the proposed timing of project commencement, start and completion of fieldwork (if applicable), project completion. Please also comment on the flexibility of the timeline of the project.* |
| 1. **Likely benefit to the conservation of migratory waterbirds and their habitat / or key research outputs:**
 |      *In addressing this question, please also identify which EAAFP Key Result Areas the project will contribute to (see the* *EAAFP Strategic Plan 2019 – 2028**).* |
| 1. **Alignment with EAAFP Working Groups and Task Forces****priorities:**
 |      *Please indicate which of the EAAFP Working Groups and Task Forces priorities are addressed in this project.* |
| 1. **Explain the part of your project for which you are seeking EAAFP funds in this Application**

(provide details in the Project Budget section below)**:**  |       |
| 1. **Scientific References cited in the Application:**
 |       |
| **8. How will any continuing COVID restrictions be managed for project delivery?:**  |       |

**Part B. FOR CONFERENCE APPLICANTS ONLY**

***(****For Task Force or Working Group members delivering their own work as a presentation, paper or poster)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Conference Title:**  |       | **Location:**       | **Date:**       |
| **Presentation Abstract** (250 word maximum):  |       |

**Part C. FOR ALL APPLICANTS**

**Experience Relevant to Project:**

|  |
| --- |
| *0.5 page maximum* |

Please **also** attach a maximum 2-page CV or list non-academic research experience and experience with migratory waterbirds/conservation e.g. work experience, volunteer experience, bird banding, birdwatching.

**E. Project Budget (please outline costs of your entire project, not just the component(s) for which funds are being sought from EAAFP)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item**(Please list) | **Budget**(USD) | **Co-funding acquired**(source and amount in USD) | **Co-funding applied for**(source and amount in USD) | **Support requested from EAAFP**(USD) |
| Equipment:(details) |       |       |       |  |       |
| Consumable items(details) |       |       |       |  |       |
| Travel and accommodation(details) |       |       |       |  |       |
| Computing & clerical(details) |       |       |       |  |       |
| Other(details) |       |       |       |  |       |
| **Total amount requested from EAAFP Small Grants Fund:**(in USD) |       |

|  |
| --- |
| **Budget justification:** Please provide brief description and justification of all major budgetary items requested, indicating any that are essential to the project and/or conference for which you are applying(250 word maximum): |
|       |

**F. Declaration**

I have discussed the contents of this Application with the relevant Chair/s and Coordinator/s of relevant Working Group and/or Task Forces and I certify that to the best of my knowledge all documentation and information submitted or made available by me is true, accurate and complete.

By ticking the box you are agreeing to the above statement: □

**G. Application Checkilst**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| All relevant sections of this Application have been completed. | Yes |  | No |  |  |
| Full payment details have been provided on the final page. | Yes |  | No |  |  |
| Application is being submitted electronically as one single document. | Yes |  | No |  |  |
| Application is being submitted in MS Word format. | Yes |  | No |  |  |
| Application has been discussed with the relevant Chair/s and Coordinator/s of relevant working Group and/or Task Forces and these have been carbon copied (cc) to this application submission as evidence they have seen and approved this Application. | Yes |  | No |  |  |

Applications that do not comply with these guidelines will be returned to the applicant.

**Application Submission**

Please email your Application as a single document to:

secretariat@eaaflyway.net

EAAFP will acknowledge the receipt of your Application.

### Applications close at 5pm (KST) on 6 February 2023

### Results will be announced on 7 March 2023 on EAAFP Webpage and via email

|  |  |  |
| --- | --- | --- |
| **Office Use Only:**  |  |  |
| **Decision:** |   |
| **Authorised:** | \_\_ / \_\_ / \_\_ |   |
| **Entered:** | \_\_ / \_\_ / \_\_ |   |
| **Comments:** |   |
| **Lead Investigator Advised:** | \_\_ / \_\_ / \_\_ |   |

 **PLEASE COMPLETE PAYMENT DETAILS ON FINAL PAGE**

**PAYMENT DETAILS**

### To ensure prompt payment of successful applications please complete the following details and submit with your Application.

**PREFERRED PAYMENT METHOD**

|  |
| --- |
| **Electronic funds transfer (EFT)** |
| Name of applicant: |       |
| Payment reference number: |       |
| BSB: |       |
| Account Number: |       |
| Name on account: |       |
| Email address for remittance advice: |       |
|  |  |

# GRANT CONDITIONS

In accordance with the application criteria, the following conditions must be met:

* Funds are to be strictly exempt from organisational administration charges.
* You are required to submit one copy by email of the final report within 3 months of the completion of the project.
* You are required to acknowledge the EAAFP and the Small Grant Fund in any presentations, publications, reports or promotional material arising from this work. Please email secretariat@eaaflyway.net in order to obtain an electronic copy of EAAFP logo for use on any display material you will be preparing.
* You may be requested to write a brief article for the EAAFP newsletter.
* You are required to provide EAAFP with an electronic copy of your final report at the completion of your project, as well as a copy of any publications that result from your grant.