

**World Migratory Bird Day (WMBD) Small Grant 2024**

**Application Form**

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| **WMBD Small Grant 2024 for East Asian–Australasian Flyway**  3F G Tower, 175 Art center-daero, Yeonsu-gu, Incheon 22004 Republic of Korea  Tel: +82 32 458 6504; Fax: +82 32 458 6508  Email: [wmbd@eaaflyway.net](mailto:wmbd@eaaflyway.net) Website: <http://eaaflyway.net/> | |
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**About World Migratory Bird Day 2024**

**WMBD** is an annual awareness-raising campaign highlighting the need for the conservation of migratory birds and their habitats. It has a global outreach and is an effective tool to help raise global awareness of the threats faced by migratory birds, their ecological importance, and the need for international cooperation to conserve them. In 2018, WMBD unified the planet’s major migratory bird corridors, or flyways: the African–Eurasian flyway, the East Asian–Australasian flyway, and the Americas flyways. **WMBD is now celebrated twice a year, on the Second Saturday in May and in October. In 2024, WMBD will be held on 11 May and 12 October. This year, the theme is “Protect Insects, Protect Birds”.** The EAAFP Secretariat encourages Partners to celebrate WMBD twice a year.

**Introduction of EAAFP WMBD 2024 Small Grant**

The Small Grant for 2024 [World Migratory Bird Day](http://www.worldmigratorybirdday.org/) (WMBD) has been established to provide financial support to [EAAFP Partners](http://eaaflyway.net/about-us/the-partnership/partners/) and [EAAFP Task Forces and Working Groups](http://eaaflyway.net/activities/) who plan to organize **public events and/or conservation action-oriented workshops** at national or local levels through participating in the World Migratory Bird Day. We strongly encourage EAAFP Partners and collaborators to make an application for any suitable event or development of WMBD materials in local language that aims to raise awareness on the need of conserving migratory waterbirds and the value of their habitats in East Asian–Australasian Flyway.

**Eligibility Criteria**

Applicants who plan to organize an event to celebrate World Migratory Bird Day 2024 need to **base in the EAAFP Partner countries.** In addition, EAAFP Partner countries included in the DAC list of ODA Recipients are our priority to support (If you are not sure, please see the [list of EAAFP Partners](https://www.eaaflyway.net/about-us/the-partnership/partners/), and [DAC list of ODA Recipients](https://web-archive.oecd.org/2019-04-05/470775-DAC_List_ODA_Recipients2018to2020_flows_En.pdf)). If you are not the country focal point of EAAFP, please consult and plan with EAAFP focal point of your country before you apply.

Please note that this grant is to initiate a WMBD event, you can co-fund the event with other sources, but please indicate in the budget session. Applications with similar contents (location, target participants etc.) to previous years may not be accepted. We also encourage proposals to promote Flyway Network Sites for the WMBD activities.

**Information of the application**

Firstly, Applicants must meet the eligibility criteria set for funding assistance under EAAFP WMBD 2024 Small Grants Programme.

For your budget planning, please note a maximum of 1,000 USD will be allocated to each country. We recommend you submit the application as early as possible.

The deadline for application is **12th April, 2024**. Please submit an application to Ms. Wen Qing Ng, Communication Officer via email (Word or PDF document) at [communication@eaaflyway.net](mailto:communication@eaaflyway.net) and [wmbd@eaaflyway.net](mailto:wmbd@eaaflyway.net).

After the Secretariat receives your application, the approval of successful proposals is made by the Secretariat. Applicant will hear of the result within two weeks after the deadline. Incomplete applications will not be accepted.

Successful applicants have a responsibility to help translate the World Migratory Bird Day materials into their own languages which will be shared on the World Migratory Bird Day website ([https://www.worldmigratorybirdday.org/](https://www.worldmigratorybirdday.org/2019/download-materials)).

**Date of Application**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Applicant Contact Information**

|  |  |  |
| --- | --- | --- |
|  | Name of applicant: |  |
| a. | Name of the organization: |  |
| b. | Applicant’s position and division in the organization |  |
| c. | Type of the organization — Government/NGO/Private Sector/Other — specify): |  |
| d. | Email: |  |
| e. | Postal address: |  |
| f. | Office phone numbers: |  |
| g. | Applicant’s mobile number: |  |
| h. | Website of organization: |  |
| i. | Additional contact person |  |

Please check if you permit to reveal your personal contact information on EAAFP website.

**1.1 Supporter Information**

|  |  |  |
| --- | --- | --- |
|  | Name of supporter: |  |
| a. | Name of the organization: |  |
| b. | Supporter’s position and division in the organization |  |
| c. | Type of the organization — Government/NGO/Private Sector/Other — specify): |  |
| d. | Email: |  |
| e. | Postal address: |  |
| f. | Office phone numbers: |  |
| g. | Supporter’s mobile number: |  |
| h. | Website of organization: |  |
| i. | Additional contact person |  |

Please check if you permit to reveal your personal contact information on EAAFP website.

1. **Proposed Event Plan and Expected Outcome *(Please check the relevant categories of your proposed event)***

|  |  |
| --- | --- |
| Public awareness activity — local and/or national |  |
| Birdwatching — field trip |  |
| Monitoring/survey — field trip |  |
| Educational activity/lecture |  |
| Festival |  |
| Media Event |  |
| Movie/video |  |
| Others – specify |  |

**2.1** **Please specify your proposed event plan and expected outcomes**

|  |  |
| --- | --- |
| Title of event: |  |
| Date of event: |  |
| Organisers: |  |
| Target participants: |  |
| Expected number of participants: |  |
| *Event objectives and plan (max. 500 words):* | |

1. **Proposed Event Budget Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please specify budget plan of your proposed event  Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_USD  *Please note that ideal budget scale is approximately 1,000 USD to each country*  Budget breakdown:   |  |  | | --- | --- | | e.g. venue | USD | | e.g. transportation | USD | | e.g. birdwatching guide (amount x no. of guides) | USD | | e.g. material items (amount x unit price) |  | |  |  | |  |  | | Others – specify |  | | Please indicate contributions fee from other sources for this event |  | |

1. **Can you support translating the WMBD materials to your language?**

Yes  No

With support from EAAFP World Migratory Bird Day Small Grant Fund, you need to:

* Register your event(s) at the following websites as well for regional and global statistics of WMBD participation. It won’t take you long to fill in the form as it is a simple process. Registration of your event(s) at Global WMBD website (<http://www.worldmigratorybirdday.org/register-your-event>)
* **Logos of WMBD and EAAFP have to be shown on all your printed and digital promotional materials.**
* **Reporting:** After any of your WMBD materials are published and your awareness event is held, it is required to provide an event report (see ANNEX I). The Report should include copies of any materials produced under the project. Published materials should be submitted with the report in both hard and electronic copy with suitable photographs illustrating the activities undertaken.

**Important notes:**

|  |  |
| --- | --- |
| Report deadline: | **No later than 27th May 2024 or within two weeks after the event(s).** |
| Required information: | Name of organiser(s), target participants, programme, outcome summary and finance supporting documents |
| Submit to: | EAAFP Secretariat via email (Word or PDF document) at [wmbd@eaaflyway.net](mailto:wmbd@eaaflyway.net) and [communication@eaaflyway.net](mailto:communication@eaaflyway.net) |

# **ANNEX 1**

**Standard Format for the World Migratory Bird Day**

**Final Report Template**

**Section 1. EVENT INFORMATION (Compulsory)**

1.1 Contact Information — Provide your contact information for this report.

|  |  |
| --- | --- |
| Full name: |  |
| Name of the organisation: |  |
| Name(s) of the division and/or position: |  |
| Type of the organisation — Government/NGO/Private Sector/Other: |  |
| Email: |  |
| Postal address: |  |
| Office phone numbers: |  |
| (Your) Cell number (optional): |  |
| Fax (optional): |  |
| Website (optional): |  |
| Additional contact person (optional): |  |
| Date of submission: |  |

Please check if you permit to reveal your personal contact information on EAAFP website.

1.2 Event Title

|  |
| --- |
|  |

1.3 Event Location — Where did your event take place?

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| --- | --- |
| Name of country: |  |
| Name of city: |  |
| Name of event place/venue: |  |

1.4 Event Type — Check the relevant categories below.

|  |  |
| --- | --- |
| Public awareness activity — local and/or national: |  |
| Field trip (e.g. Birdwatching): |  |
| Monitoring/survey: |  |
| Educational activity/lecture: |  |
| Festival: |  |
| Media event (e.g., press release): |  |
| Movie/video: |  |
| Others — specify: |  |

1.5 Event Organiser — Who were organiser and/or sponsor for your event?

|  |
| --- |
|  |

1.6 Target Audience — Who were the participants for your event (**Compulsory)**?

|  |  |
| --- | --- |
| **Target Audience Types** | **Number Participated** |
| School students, teachers or parents |  |
| University students |  |
| Researchers, scientist |  |
| Birdwatchers |  |
| Site managers for flyway site and wetlands |  |
| Decision or policy makers |  |
| Media |  |
| Others — specify |  |
| **Total number of participants** |  |

1.7 Outcome — What is the outcome from your event?

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| --- |
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1.8 Any additional comments? (Optional)

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**Section 2. EVENT PROGRAMME (Compulsory)**

|  |
| --- |
| Provide your event agenda, programme or discussion paper in details here. If your event was recorded or held online, please share the links. |

**Section 3. SHORT SUMMARY REPORT (Compulsory)**

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| --- |
| Provide a short article about your WMBD event or activity you arranged to celebrate WMBD. The following information (venue, organiser, number and type of participants, outcome) should be included in your article. (Minimum 400 words) |

**Section 4. EXPENDITURE REPORT (Compulsory)**

|  |  |
| --- | --- |
| Expense items | USD |
| e.g. venue |  |
| e.g. transportation |  |
| e.g. birdwatching guide (amount x no. of guides) |  |
|  |  |
|  |  |
|  |  |
| Others — specify |  |
| Funding from other sources |  |
| **Total** |  |

\*Please keep the receipt in case auditing is needed.

**Section 5. PHOTO, VIDEO & MATERIALS (Compulsory):**

|  |  |
| --- | --- |
| Name of Photo/Video | e.g. photo 1 or video 1 |
| Photo/Video | Please insert a photo here |
| Credit Info | Please provide credit information for this photo/video |
| Link | Please provide a link of this photo/video (e.g. FB posting or Flickr link) |

Note:

* Email us the electronic file (JPEG or PDF) of your language version of the WMBD poster published for EAAFP website.
* Post its printed poster to the EAAFP Secretariat if you can, and have one.
* Take enough photos from events or activities with this WMBD poster and send us lots of photos in .jpg or .png format; and videos as well if you have one.
* Logos of WMBD and EAAFP must be shown on all your printed and digital promotional materials.