**GRANT CONDITIONS**

1. The applicant must be a member of one or more East Asian–Australasian Flyway Partnership (EAAFP) Working Groups (WG) or Task Forces (TF). See the EAAFP [website](https://www.eaaflyway.net/working-groups/) for the list of WGs/TFs and their Chairs/Leads.

2. 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 [EAAFP Strategic Plan 2019-2028](https://www.eaaflyway.net/implementation-strategy/), and the objectives and priorities of the relevant WGs/TFs.

3. The maximum amount provided by the Small Grant Fund to an applicant for a project is $5,000 (USD). If the total project budget exceeds this amount, then the additional funds and funders must be identified in the Application (in Section F Project Budget).

4. If the proposed project requires additional funds for its full completion, the proposer must confirm that the part(s) of the project for which EAAFP SGF funds are being requested can be delivered, irrespective of whether or not additional funds are acquired (see Section D.7).

5. Applications for projects with in-kind contributions and/or additional financial support are preferred.

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

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

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

9. Applications must be reviewed by the relevant EAAFP WG or 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.

10. EAAFP WG and TF members are eligible for funding to go towards meetings, research, monitoring, site management, training, and CEPA events and materials.

11. Students, with the support of the relevant WG or TF, are only eligible for funding towards studies being conducted at an academic or research institution or travel to a conference to present original research.

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

13. Project completion is required within 18 months of the close of the Application period, which would be 03 December 2025.

14. Successful applicants will be required to submit the final report within 3 months of the completion of the project.

14. In addition, applications will be required to provide a short write-up of their project outcomes for the EAAFP newsletter and website and a report to the relevant WG or TF. Applicants are also strongly encouraged to publish their results in peer-reviewed journals.

**Call for proposals opens on 22 April 2024. Applications close at 5:00 pm (KST) on 03 June 2024. Announcements of successful applicants will be made by 01 August 2024.**

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

**PROJECT ASSESSMENT CRITERIA**

The project proposal will be assessed in relation to the following Criteria:

1. The contribution the project is anticipated to make to the Key Result Areas (KRAs) listed in the EAAFP Strategic Plan 2019-2028, and to the objectives and priorities of relevant WGs/TFs.

2. Project proposals need to be aligned with priority Single Species Action Plans or overall WG or TF objectives.

3. Project proposals have been reviewed by the relevant WG and TF Chair or Coordinator. (Note: Please contact the EAAFP Programme Coordinator at godwit@eaaflyway.net if additional information is needed).

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

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

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

**Small Grant Fund for EAAFP Working Groups & Task Forces**

**2024 Application Form**

**A. Personal Details of Applicant**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position:** | |  | | | | |
| **Institution:** | |  | | | | |
| **Institutional Address:** | |  | | | | |
| **Street address or GPO Box** | | | | |
|  |  |  |  |  |  |  |
| **Suburb or Town** |  | **State or Country** |  | **Postcode** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Primary Contact Number** |  | **Mobile Phone Number** |  | **Email Address** |

**B. Applicant’s membership of Working Groups/Task Forces**

Please list the names of the WGs/TFs of which you are a member:

|  |
| --- |
|  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |

**C. Relevant Working Group or Task Force Chair/Coordinator - Details**

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

|  |  |
| --- | --- |
| **Email address of Chair/Coordinator:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**D. Project Proposal Details**

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

|  |
| --- |
|  |

**Project Proposal:**

|  |  |
| --- | --- |
| **Details of your entire project (not just the component for which EAAFP funds are sought)** *(2.5 pages 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. Kindly also comment on the flexibility of the timeline of the project.* |
| 1. **Expected 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*](about:blank)*).* |
| 1. **Alignment with EAAFP Working Groups and Task Forces priorities:** | *Please indicate which of the EAAFP Working Groups and Task Forces objectives and priorities are addressed in this project.* |
| 1. **Explain the part(s) of your project for which you are seeking EAAFP funds in this Application**   *(provide details in the Project Budget section below)***:** |  |
| 1. **Confirm that the part(s) of the project for which EAAFP funds are requested can be undertaken even if no co-funding is available** | YES … or NO…. |
| 1. **Scientific references**   **cited in the Application:** |  |

**FOR CONFERENCE APPLICANTS ONLY**

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

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

**E. Experience of applicant relevant to the proposed project**

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

Please also include a recent maximum 2-page CV or list non-academic research experience and experience with migratory waterbird and wetland conservation e.g. work experience, volunteer experience, bird banding, birdwatching.

**F. Project Budget**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item**  (Please list) | **Total Project Budget**  (USD) | **Co-funding confirmed from sources other than EAAFP**  (source and amount in USD) | **Co-funding applied for from sources other than EAAFP**  (source and amount in USD) | **Funding requested from EAAFP**  (USD) |
| Equipment:  (details) |  |  |  |  |  |
| Consumable items  (details) |  |  |  |  |  |
| Travel and accommodation  (details) |  |  |  |  |  |
| Computing & clerical  (details) |  |  |  |  |  |
| Others  (details) |  |  |  |  |  |
| **Total amount requested from EAAFP Small Grants Fund:**  (in USD) | | | | |  |

|  |
| --- |
| **Budget justification:** *Please provide a 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 words maximum):* |
|  |

**G. Application Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| All relevant sections of this Application have been completed. | Yes |  | No |  |  |
| Full payment details have been provided in Section H Payment Details. | Yes |  | No |  |  |
| The Application is being submitted electronically as one single document. | Yes |  | No |  |  |
| The Application is being submitted in MS Word format. | Yes |  | No |  |  |

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

**H. Payment details**

To ensure prompt payment of successful applications please complete the following details:

**PREFERRED PAYMENT METHOD**

|  |  |
| --- | --- |
| **Electronic funds transfer (EFT)** | |
| Name of applicant: |  |
| Payment reference number (if required by bank): |  |
| Swift Code: |  |
| Bank Account Number: |  |
| Name on Bank Account: |  |
| Email address for remittance advice: |  |
|  |  |

**I. Grant conditions**

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

1. Funds are to be strictly used for the purposes of implementation of the project as per the application form and budget provided.
2. Grants are awarded on the strict understanding that funds will be exempt from institutional administration charges unless a Partner government law so requires.
3. Lead investigators are responsible for obtaining all necessary permits from government authorities, indigenous communities, ethics committees etc., to undertake approved research or monitoring studies.
4. You are able to undertake and complete the project, with the funds received from the SGF. This should be possible even if you do not receive co-funding from other sources that you propose/may have applied for from other sources, as mentioned in Section F. budget table in the application.
5. Project completion is required within 18 months of the close of the Application period, which would be XX Month 2025.
6. You are required to submit to the EAAFP Secretariat at secretariat@eaaflyway.net and copy the Programme Coordinator at godwit@eaaflyway.net and the Relevant Working Group or Task Force Chairs/Coordinators with the following:

* a final report within 3 months of the completion of the project;
* a short write-up with photos for the EAAFP newsletter and website as well as a report to the relevant Working Group or Task Force within 3 months of the completion of the project; and
* a copy of any publications that result from your grant.

1. You are required to acknowledge the EAAFP and the Small Grant Fund in any presentations, publications, reports or promotional material arising from this work.
2. You are required to include a logo of the EAAFP on any display material you will be preparing. Please email the EAAFP Secretariat at secretariat@eaaflyway.net and copy the Programme Coordinator at godwit@eaaflyway.net to obtain an electronic copy of the EAAFP logo.

**J. Declaration**

*Applicant’s Full Name:*

I have discussed the contents of this Application with the relevant Chair/s and Coordinator/s of the Working Group and/or Task Force and they have been carbon copied (cc) to this application submission as evidence that they have seen and supported this application.

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 statements:

**K. Application Submission**

Please email your application as a single document to the EAAFP Secretariat at secretariat@eaaflyway.net and copy the Programme Coordinator at godwit@eaaflyway.net.

The EAAFP Secretariat will acknowledge the receipt of your application.

### Applications close at 5:00 pm (KST) on 03 June 2024

### Results will be announced by 01 August 2024 on the EAAFP webpage and communicated via email.

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

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