**NOTES FOR APPLICANTS**

1. Applications must be reviewed and approved by the relevant EAAFP task force or working group chair prior to submission.
2. Applications will be assessed by at least three members of the EAAFP Management Committee, Technical Committee and/or external referees that are not party to any of the proposals. If the reviewer is affiliated with a proposal, they must recuse themselves from the process.
3. Members of any EAAFP task forces and working groups are eligible for funding to go towards meetings, research, monitoring, site management, training and CEPA events and materials.
4. Students, with the support of the relevant task force or working group, are only eligible for funding toward studies being undertaken at an EAAFP tertiary institution or travel to a conference to present original research.
5. Grants are awarded on the strict understanding that funds will be exempt from institutional administration charges.
6. Funds are limited and not all applications may be funded.
7. Applications should be targeted towards EAAFP key species or habitats, regions, or emerging threats or other specified Partnership objectives. All applications should demonstrate how it would contribute to Partnership objectives and the implementation of the Partnership document and Strategic Plan.
8. Applications with in-kind contributions and other matching financial are preferred.
9. The maximum amount annually provided by the Small Grants Fund to an applicant or for a specific project is $5,000 (USD).
10. 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.
11. Lead investigators are responsible for obtaining all necessary permits from government authorities, indigenous communities, ethics committees etc., to undertake approved research or monitoring studies.
12. Successful applicants will be required to provide a short write up of their project outcomes in the EAAFP newsletter and website and to report to the relevant task force or working group, and are strongly encouraged to publish their results in peer-reviewed journals.

**Applications close at 5pm (Seoul Time) on [Date Month] annually.**

**Announcements of funding will be made by [Date Month + 2 months]**

**ASSESSMENT CRITERIA**

**The merit of applications will be judged on:**

* The novelty and strength of the science employed
* The likely value of the project to migratory waterbirds and their habitats in the EAAF
* The alignment of the project with priority Single Species Action Plans or overall working group and task force objectives
* The alignment of the project with the EAAFP Strategic Plan
* The justification for the grant funds requested relative to the overall budget of the project
* The track record of the lead investigator and the likelihood of the project achieving its objectives
* Leveraging of in-kind contributions and other matching financial

**ELIGIBILITY CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are migratory waterbirds and their habitats the focus of your project? | Yes | [ ]  | No | [ ]  |
| Will your project improve our understanding of factors important to the conservation of migratory waterbirds and their habitats in the EAAF? | Yes | [ ]  | No | [ ]  |
| Have you previously applied for an EAAFP Small Grants Fund? | Yes | [ ]  | No | [ ]  |

If yes, provide details of which award you applied for, and if you were successful how much funding you received:

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How does this application differ from your previous application?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Applicants must answer ‘yes’ to all of the following statements in order to be eligible to apply:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The applicant agrees to provide a maximum two-page progress report by [October 31] and a final report by [February 28] the following year. | Yes | [ ]  | No | [ ]  |
| The applicant agrees to submit 1 – 2 page report and photographs for inclusion on EAAFP’s website and/or other publications. Photographers will be acknowledged. | Yes | [ ]  | No | [ ]  |
| On completion of the project, the applicant is willing to write a brief article for the EAAFP’s newsletter. | Yes | [ ]  | No | [ ]  |
| The applicant will acknowledge the support of the EAAFP in any publications, presentations and reports arising from this work. | Yes | [ ]  | No | [ ]  |

**PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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:** |       |

**Relevant Task Force or Working Group Chair - DETAILS**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |       |  |       |
| **Work phone number** |  | **Mobile phone number** |  | **Fax number** |

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

**Relevant Task Force or Working Group Coordinator - DETAILS**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |       |  |       |
| **Work phone number** |  | **Mobile phone number** |  | **Fax number** |

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

**PROJECT DETAILS**

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

|  |
| --- |
|       |

**Part A. FOR CONFERENCE APPLICANTS ONLY**

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

**Part B. FOR ALL OTHER APPLICANTS**

|  |
| --- |
| **Details of your entire project (not just the component for which funds are sought)** (2.5 page maximum) |
| 1. **Objectives:**
 |       |
| 1. **Background:**
 |       |
| 1. **Project plan, timeline and methods:**
 |       |
| 1. **Likely benefit to conservation of migratory waterbirds and their habitat / or key research outputs:**
 |       |
| 1. **Alignment with EAAFP priorities:**
 |      Please indicate which of the EAAFP priorities are addressed in this project:☐ Amur-Heilong Basin ☐ Yellow Sea Ecoregion☐ Spoon-billed Sandpiper☐ Far Eastern Curlew☐ Black-faced Spoonbill☐ Chinese Crested Tern☐ Baer’s Pochard☐ Scaly-sided Merganser☐ Siberian Crane☐ Avian Influenza☐ Illegal hunting, take and trade of migratory waterbirds☐ CEPA ☐ EAAFP Strategic Plan☐ Emerging threats☐ Other (Please specify) …………………………………………….  |
| 1. **Explain the part of your project for which you are seeking funds in this application:**
 |       |
| 1. **References:**
 |       |

**Part C. FOR ALL APPLICANTS**

**Experience Relevant to Project (0.5 page maximum):** -Pleaseattach a maximum 2-page CV or list all non-academic research experience and experience with migratory waterbirds/conservation e.g. work experience, volunteer experience, bird banding, bird-watching.

|  |
| --- |
|       |

**PROJECT BUDGET (please outline your entire project, not just the component for which funds are being sought)**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Item**(Please list) | **$ Budget**(in USD) | **Current support / Requested Support**(source and amount) | **Requested support from EAAFP**(source and amount) |
| Equipment |       |       |       |       |
| Consumable items |       |       |       |       |
| Travel and accommodation |       |       |       |       |
| Computing & clerical |       |       |       |       |
| Other |       |       |       |       |
| **Total amount requested from Small Grants Fund:**(All amounts 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): |
|       |

**DECLARATION**

I have discussed the contents of this application with the relevant Chair/s and Coordinator/s of relevant Task Forces and/or Working Groups 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 following box you are agreeing to the above statement:

**APPLICATION CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 either MS Word or PDF file format (it is important that text can be copied – please do not scan this form) | Yes | [ ]  | No | [ ]  |  |
| Application has been discussed with the relevant Chair/s and Coordinator/s of relevant Task Forces and/or Working Groups 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 [Date Month]

### Results will be announced in [Month]

|  |  |  |
| --- | --- | --- |
| **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 a two-page progress report by [October 31] and a two-page final report by [February 28] of the following year.
* In your reports, please include the following which may be included on EAAFP’s website:
* two or more reasonable-quality photos with captions illustrating your research
* a 300-500 word summary of study purpose, methods and results to date
* 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.