



John Ball Zoo Society Wildlife Conservation Fund

The JBZS Wildlife Conservation Fund was established in 1985 to promote understanding and enjoyment of rare, threatened and endangered animals and their habitats and to support zoological research that will directly benefit captive animal management. It is the intent of the committee to make awards of up to \$2500 per grant for this purpose. Awards are generally announced in June of each year.

Submission Guidelines:

- The principal investigator must be associated with a recognized institution (accredited zoo, academic institution, conservation or non-profit organization).
- Applications for exhibit development/graphics for zoos or facilities in North America will not be considered.
- Proposal must be submitted in English, utilizing 1 inch margins and 12 point font.
- All parts of the application must be completed. Incomplete applications will not be considered.
- If submitting the application electronically please submit photos in .jpeg format and attachments in Microsoft Office (WORD, Excel, PowerPoint) or Adobe Acrobat. Total attachments should not exceed 1 MB. Please keep photos to no more than four.
- If submitting the application by mail submit 6 printed copies (photos and support material should be submitted on one CD for printed copies). All application materials should be submitted at one time (do not submit CVs, letters of support, photos, etc. in separate emails or packages).
- Submit Completed Applications to:
Allocation Committee, John Ball Zoo Society Wildlife Conservation Fund
Brenda Stringer
John Ball Zoo Society
1300 W. Fulton
Grand Rapids MI 49504
Phone:616-336-4303
Fax:616-336-3907
Email: bstringer@johnballzoosociety.org

Submissions by mail must be postmarked no later than April 1, 2010. Electronically submitted or faxed applications must be received no later than April 1, 2010. Incomplete applications will not be considered.

Condition of acceptance includes:

1. Information gained from the project must be made available to the public.
2. JBZS Wildlife Conservation Fund must receive a summary or final report by April 30, 2010. Include a summary of project objectives or methods used, conclusions, recommendations and a statement of expenses.
3. JBZS Wildlife Conservation Fund will be acknowledged as a sponsor in any printed materials produced as a result of the project.
4. All research involving live animals must adhere to regulations listed under the USDA Animal Welfare Act and any appropriate sections of professional ethics or mandatory standards of the American Association of Zoos and Aquariums.

The following format must be utilized when submitting the application:



John Ball Zoo Society Wildlife Conservation Grant 2010 Application Cover Sheet

1. **Project Title:**
2. **Abstract: (Project Summary. Not to exceed 300 words):**
3. **Principal Investigator(s):**
4. **Amount requested from JBZS Wildlife Conservation Fund: \$**
5. **Contact Person for Grant Application:**

Address for Communication

Organization:

Address (include state, zip/postal code and country):

Telephone:

Fax:

E-mail:

If award is granted monies indicate whether check should be:

Mailed: (check to be made out to:)

Electronic funds transfer (we will contact you to obtain account information)

6. **Has this project received JBZS Wildlife Conservation Fund support in the past? YES**
7. **Proposed Project Period:**
8. **Project Location:**
9. **Is this project new? YES or part of an ongoing project ? YES**
10. **Introduction (not to exceed 3 pages):** Clearly state the purpose of the project including, if appropriate, the research question, hypothesis, goals and the impact the project will have on conservation. Include sufficient information such that reviewers who may not be familiar with the subject matter will be able to understand and evaluate the project request. You must clearly state the goals and objectives of the project.
11. **Methodology (not to exceed 2 pages):** Describe techniques to be used to complete the project. Include how information gained from the project will be disseminated. If appropriate include an experimental design. Education based projects should include a description of the evaluation component.
12. **Timeline:** Outline the timeframe of the proposed project including estimated start/finish dates and duration of each project phase.
13. **Budget:** A detailed, itemized budget must be inserted here. Include items such as salaries, equipment, travel, supplies, etc. *Be sure to clearly indicate the amount being requested from the John Ball Zoo Wildlife Conservation Fund. "Overhead" is not funded.* If requesting partial funding a complete project budget must be submitted. Note in-kind support where applicable as well as support from other sources that has been obtained or is being sought.

- 14. Curriculum Vitae:** Include the CV of the Principal Investigator(s). The principal investigator must be associated with a recognized institution (accredited zoo, academic institution, conservation or non-profit organization).
- 15. Letters of support/recommendation:** A letter of support from the principal investigator's sponsoring institution is required. Additional letters of support (no more than two) should be submitted from individuals associated with a recognized institution (accredited zoo, academic, conservation or non-profit organization). If proposal requires cooperation from other collaborators a letter of support is also required. **Letters of support/recommendation should be scanned and saved as WORD or PDF files for those submitting proposals electronically and should be submitted with the rest of the application.** For those submitting proposals via fax or mail support letters must be included in the packet with the rest of the proposal documents.
Insert letters of support here
- 16. Attachments:** Additional information may be included as an attachment(s) but are not required. These may include photos, brochures, etc. If submitting the application electronically please submit photos in .jpeg format and attachments in Microsoft Office (WORD, Excel, PowerPoint) or Adobe Acrobat. **Total attachment size must be no greater than 1 MB.**

Submission Instructions: If mailing the application 6 complete printed copies must be submitted. All application materials should be submitted at one time (do not submit CVs, letters of support, photos, etc. in separate emails or packages).

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