



2020 APPLICATION FORM

Small Grants Fund for Working Groups & Task Forces

For office use only

Application received	
Application assessed	

NOTES FOR APPLICANTS

1. Applications should be targeted towards EAAFP key species 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](#).
2. The maximum amount annually provided by the Small Grants 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 other 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.
7. Applications must be reviewed by the relevant EAAFP Working Group or Task Force Chair or Coordinator, who will provide a statement of the relative merit of the application against the assessment criteria, prior to submission.
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 undertaken 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.
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. Applications close at 5pm (Seoul Time) on 3 February annually. Announcements of funding will be made by 3 March.

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



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Guidance to Applicants

1. Eligibility of Projects

- | | | |
|---|-----|----|
| 1.1 The focus of the project is migratory waterbirds and their habitats. | Yes | No |
| 1.2 The project will improve the understanding of factors important for the conservation of migratory waterbirds and their habitats in the EAAF. | Yes | No |
| 1.3 The applicant agrees to provide a final report within 3 months of the completion of the project. | Yes | No |
| 1.4 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 |
| 1.5 The applicant will acknowledge the support of the EAAFP in any publications, presentations and reports arising from this work. | Yes | No |

2. Project Assessment Criteria

- 2.1 The contribution the project is anticipated to make to the Key Result Areas listed in the EAAFP Strategic Plan 2019-2028.
- 2.2 The alignment of the project 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).
- 2.3 The justification for the grant funds requested relative to the overall budget of the project.
- 2.4 Leveraging of in-kind contributions and other matching financial.
- 2.5 The track record of the lead investigator and the likelihood of the project achieving its objectives.

3. Project Assessment Process (for information)

- 3.1 Following initial Secretariat and WG/TF screening and review, the Technical Sub-Committee (TsC) will select at least 1 reviewer per 5 applications (e.g. 4 reviewers for 20 applications). Reviewers should be TsC members or other persons with appropriate expertise and a flyway-wide perspective. Considerations for reviewer selection will include geographic and technical expertise diversity. A lead reviewer will be identified to coordinate the process for each application.
- 3.2 Reviews should ensure calibration on the ranking definitions and scoring criteria prior to beginning reviews.
- 3.3 Ensure that each application is reviewed by a minimum of 2 reviewers, with an offset system so pairs of reviewers are rotated in different combinations (for example, with 20 applications, Reviewer A gets applications 1-10, B gets 6-15, C gets 11-20, D gets 16-5). Reviews are encouraged to review as many additional projects as possible.
- 3.4 Reviewers are to recuse themselves from reviewing any application where there is a conflict of interest. These applications will be assigned to another reviewer.

- 3.5 Conduct independent reviews, including reading the application, scoring, ranking, and notes. Submit reviews to lead reviewer for compilation in a table. Note that all applications should be read prior to scoring to increase perspective. Submit to the lead reviewer, who will share tallied results back with the other reviewers.
- 3.6 Discuss the merits of all applications as a group.
- 3.7 Provide for an opportunity to reach out to applicants with questions, recommendation, or requests for more information. Communicate with the WG/TF Chairs/Coordinators if necessary.
- 3.8 Strive for consensus on overall applications ranking and recommendations on funding.
- 3.9 If there are numerous projects that are scored/ranked closely near the “funding line”, then all reviewers should review those projects prior to a final recommendation.
- 3.10 The lead reviewer will compile and deliver the final recommendations for funding to the Secretariat.
- 3.11 Review Team and the Secretariat should examine the process and recommend changes for the next cycle.

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 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)

Title: _____
 (Mr, Ms etc) Family name Given Name/s

Email address: _____

PROJECT DETAILS

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

Part A. Project Proposal

Details of your entire project (not just the component for which funds are sought) (2.5 page maximum)	
1. Objectives:	
2. Background:	
3. Project plan, timeline and methods:	<i>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.</i>
4. Likely benefit to conservation of migratory waterbirds and their habitat / or key research outputs:	<i>In addressing this question, please also identify which EAAFP Key Result Areas the project will contribute to (see the EAAFP Strategic Plan 2019 – 2028).</i>
5. Alignment with EAAFP priorities:	<i>Please indicate which of the EAAFP Working Groups and Task Forces priorities are addressed in this project.</i>
6. Explain the part of your project for which you are	

seeking funds in this application:
7. Scientific References cited in the application:

Part B. FOR CONFERENCE APPLICANTS ONLY

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

Part C. FOR ALL APPLICANTS

Experience Relevant to Project:

<i>0.5 page maximum</i>

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.

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: (details)			
Consumable items (details)			
Travel and accommodation (details)			
Computing & clerical (details)			
Other (details)			
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 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 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 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 (Seoul Time) on 3 February 2020
Results will be announced on 3 March 2020

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@eaaflway.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.