



# 2007 CONSERVATION FUND APPLICATION INSTRUCTIONS

**WHAT IS FUNDED?** The Conservation Fund is available to help support projects that most effectively aid North American bats. Each proposal is ranked in the following eight areas:

1. Support of the priorities of the **North American Bat Conservation Plan** [[http:// www.batcon.org/NABCP/NABCPStrategicPlan.pdf](http://www.batcon.org/NABCP/NABCPStrategicPlan.pdf)].
2. Project feasibility, based on stated methodology, budget, personnel, and completion schedule.
3. Appropriateness of approach to solving the stated problem.
4. Impact in protecting large numbers of bats or populations that are especially important to endangered or rapidly declining species.
5. Probability that this action will benefit additional fauna or flora beyond bats.
6. Project contribution to population recovery, improved management policies, or site protection without ongoing resource commitment.
7. Project urgency.
8. Amount of cooperation and support from partners and volunteers.

All proposals are reviewed by bat experts, and only those projects receiving the highest rankings will get priority consideration for assistance.

**WHO IS ELIGIBLE?** Any organization, federal, state or local agency or business in Canada, Mexico, the United States and their territories may apply if the proposal meets the criteria above. Student research towards a degree is not eligible. University or agency overhead may not be taken out of any grants awarded. Payments cannot be made to individuals; all checks must be able to be made to company, agency or other institution.

## WHAT DO I SUBMIT AND WHEN?

**Applications must be submitted on-line by 15 December 2006.**

Applications should be submitted in English. Maximum amount awarded is \$5,000 and request must be in U.S. dollars. Supporting information should include:

- **Project significance**, including previous bat-related work in the study area, urgency of the proposed work and its benefits. Relate this to the appropriate Strategic Plan section. (*One page maximum.*)
- **Detailed project narrative**, including project methodology. State detailed hypotheses for research projects. Bat-house plans or gate designs and locations must also be included, if appropriate to the project. List expected outcomes and products. (*Three pages maximum.*)
- **Location map(s)** showing the project location, boundaries and proposed study areas.
- **Complete timeline**, indicating starting and ending dates for the project, and landmark dates by which progress can be measured. (*One page maximum.*)
- **Detailed budget**, including contributions by other agencies and organizations and in-kind donations. All figures to be in U.S. dollars. U.S. Federal Government rates for food, lodging and mileage shall not be exceeded. In-kind contributions of equipment must be prorated for the life of the project and may not be claimed at full value. (i.e., \$1,000 binoculars with an expected life span of 50 years (2,600 weeks), used 10 weeks on project, can be claimed for \$3.85, or 10/2600 of value). (*One page maximum.*)
- **Principle Investigator's bat experience** relevant to this project (including relevant publications) and a brief description of any other major participants' experience. (*One page maximum.*)

The completed application package should be no more than 10 pages, including our Application for Project Funding form. **Do not** include letters of support or the Principle Investigator's full curriculum vitae. Each applications will be judged on its individual merits, but the applicant must provide enough background and justification to assist the reviewers in making informed decisions. Remember that while

the reviewers are well-based in bat conservation, ecology and field methodology, they may not be aware of the significance of your study area, threats to bats there, what work has previously been done in the area, the impact your proposed work will have, and so on. It is up to you to tell them, as clearly and succinctly as possible.

Only projects planned to be started in calendar year 2007 will be selected. NABCP funding is for one year only. Multiple-year projects should be divided into individual components or phases, with annual applications submitted for each phase.

**WHAT HAPPENS WHEN I SUBMIT MY PROPOSAL?** The Conservation Fund Coordinator ensures that proposals are complete and appropriate to the North American Bat Conservation Plan before forwarding them for review. Submitted materials will not be returned. After the rankings and comments are compiled, we notify all applicants by the end of February as to whether or not they will be funded, and for what amount. Funding may be approved for a lower amount than was originally requested, based on funding availability. Grant recipients must sign a liability waiver and Funding Agreement. When we receive the signed agreement, we will release the first payment of 75% of the committed funds. The remaining 25% will be retained by NABCP until the project is completed, and we receive an acceptable report and professional-quality photos of project activities. Photo guidelines will be sent with your Funding Agreement, and should be read and followed. Any articles or other published materials pertaining to your project should be sent to the Conservation Fund Coordinator.

**WHAT IF THE DETAILS OF MY PROPOSAL CHANGE?** Grant recipients must notify the Conservation Fund Coordinator immediately if their project falls behind its approved schedule for completion. Extensions must be granted and are not automatic. If major changes occur after the project is initiated (such as scaling down due to other anticipated funds not coming through), a written request to amend the submitted proposal should be sent to the Conservation Fund Coordinator. If the project is not significantly changed from the original intent, such requests will likely be granted. If the project must be cancelled for any reason, all monies already sent to the applicant must be returned to the NABCP.

#### **ON LINE APPLICATION**

<http://www.batcon.org/bcigrants/projfundintro.asp>

#### **HOW CAN I FIND MORE INFORMATION?**

Contact the Conservation Fund Coordinator ([grants@batcon.org](mailto:grants@batcon.org)).