

**THE INTERNATIONAL ELEPHANT FOUNDATION (IEF) IS NOW ACCEPTING
PROPOSALS FOR 2015 *EX SITU* ELEPHANT CONSERVATION AND RESEARCH
FUNDING SUPPORT.**

During the 2015 grant cycle, the Foundation will specifically target two specific themes for funding. These themes, developed in close consultation with conservation and research specialists, are:

- **Critical diseases – EEHV or Tuberculosis.**
- **Quantify the impacts of conservation education at U.S elephant holding facilities on public action in the U.S and/or in Asian and/or African elephant range countries.**

Funds will be awarded and available January 2015.

Criteria for funding:

- Requests for funds must provide thorough information for justification and evaluation of the project and the specific request, including a detailed evaluation of background literature and design/methodology.
- Projects that designate local/public education/awareness as a significant program outcome must include an evaluation component.
- Projects **must** begin in the year that they are applying for funding, (but not before funds are to be awarded) and contain a clearly defined beginning and end.
- Funds will not be awarded for elements of a project that will have already occurred before awards are made.
- Budget requests that consist primarily of salary will generally not be considered favorably.

Proposals must meet some or all of the following objectives and criteria:

- Clearly contribute to the *in situ* or *ex situ* conservation of African or Asian elephants or their habitats.
- Be grounded in sound scientific methodology, be logistically feasible, and have a high probability of success.
- Be part of an established conservation program or be well-suited to become a long-term program.
- Validates a new approach for long-term elephant and/or habitat conservation
- Be action-oriented not simply data collection or survey.
- Have multi-institutional participation and matching funds.
- Demonstrate a spirit of cooperation with *ex situ* elephant facilities and other like-minded conservation institutions.
- Principal investigators must have a reputation for completing projects, publishing results in an expeditious manner and cooperating with funding agencies in providing reports and educational materials. If awarded funding previously by the IEF, satisfactory performance on previous grant awards is essential.
- Must meet humane standards of care when animals are involved.
- Must be approved by the appropriate governmental body in the range country or agency at the facility or institution where the study is conducted.

Awards typically range about US \$10,000 per year.

Proposals must be submitted in English electronically to dolson@elephantconservation.org

Frequently Asked Questions

When is the application due?

The deadline is August 15, 2014. Late proposals cannot be considered out of fairness to others.

Can I submit more than one proposal?

You may submit more than one proposal, recognizing that the total number of proposals submitted does not necessarily enhance your ability to be funded.

Who is eligible?

International individuals and organizations are eligible as are students, scientists and institutions. Students are required to provide faculty advisor approval; the advisor should be a co-investigator on the application and must accept the responsibility of project completion and reporting.

What about overhead costs?

It is established policy that IEF does not provide miscellaneous expenses, contingency funds or indirect costs (overhead costs) to the recipients of any IEF funded grant or contract.

What size grants do you entertain?

Requests of \$10,000 or less are preferred but larger amounts will be considered.

Do you support multi-year proposals?

Funding will only be awarded for 2015 with no guarantee of funding for future years. The application must be resubmitted annually demonstrating project progress before each additional year of support. Reports also will be required prior to award and distribution of funds for subsequent years.

How long is the process?

The review process will be completed in December 2014. Please do not contact IEF any earlier regarding the status of your proposal. It is our policy to notify all applicants at the same time regarding the status of their application. If you have not heard from us by January 31, 2015, please feel free to contact us then. Funds will be awarded and available January 2015.

If I am funded, when are reports due?

Upon signature on the IEF 2014 Grant Program Contract, the 1st installment of funds will be made available to applicant. A six-month interim report, including digital photos, is required prior to receipt of the second installment. A final report and budget, including digital photos, is required at the end of the funding year. Any future requests for funding will not be given consideration unless the six-month interim report and digital photos have been submitted, as well as all other contractual requirements. New applications from the same organization or individual will not be considered if report and contract requirements (as explained above) from funded projects in prior years have not been received.

Please read the instructions closely. Reviewers base their evaluations only on the information presented in the application. This makes it very important for applicants to prepare a clear, concise, well-organized document. Proposals must follow the format outlined below. **THOSE APPLICATIONS THAT DO NOT FOLLOW THE INSTRUCTIONS WILL NOT BE CONSIDERED FOR FUNDING.**

**INTERNATIONAL ELEPHANT FOUNDATION
APPLICATION FOR IEF FINANCIAL SUPPORT
Cover Sheet**

TITLE OF THE PROJECT: (limit to 10 words or less)

Principle Investigator

Name & Title:
Institution:
Institution Address:
Phone, Fax, email:

Co-investigator(s)

Name & Title:
Institution:
Institution Address:
Phone, Fax, email:

Name & Title:
Institution:
Institution Address:
Phone, Fax, email:

Budget

Total Project Budget:
Total Requested from the International Elephant Foundation:

Project Start Date:
Project End Date:
Is any part of the Project underway?

Project Category

Field Conservation
 Field Research
 Habitat Protection
 Conservation Education
 Professional Training/Technology Transfer/Capacity Building
 Zoo Research
 Other

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- 1) **COVER SHEET** (sample attached above) containing project title, name and contact information for the principal investigator, name and institutional affiliation of co-investigator(s), amount requested, project start and end dates, and project review category.
- 2) **PROJECT ABSTRACT (limit to 250 words or less)** Briefly, describe in a clear, concise statement the problem and project goals in lay terms; what assistance you are requesting from the International Elephant Foundation; and the impact on conservation of elephants. This is a critical section of the proposal and will be used to help determine those proposals moving forward in the process for further review. The abstract must be specific to your project and should not contain general information about elephants, conservation or the project team.
- 3) **ONE-PAGE TECHNICAL SUMMARY**
 - justification, which clearly explains the need for the project
 - brief description of methodology
 - anticipated short-term benefits and outputs
 - description of how this project contributes to the long-term conservation of elephants
 - description of the personnel and organizations involved
- 4) **PROJECT NARRATIVE – must include all of the elements listed below (maximum of 6 pages, 10-12 point font)**
 - **Project rationale**
 - Provide a review of pertinent elephant literature.
 - Clearly justify the need for the project
 - Be specific to the country, region and population of elephants within your project scope.
 - State how the specific elephants/habitat/human communities will benefit.
 - Discuss the anticipated impact to elephant conservation.
 - **Project objectives**
 - Clearly lists the project objectives
 - Explain if a new approach is being proposed. If not, explain how it has been used elsewhere and list similar projects and locations used as models, cite the pertinent literature or include documentation.
 - **Methodology & work plan (This is a critical section of the proposal)**
 - Use clear and precise language to explain the project design.
 - List each specific activity of the project and explain in detail HOW each specific activity will be implemented.
 - Describe why this design is the best methodology/solution for addressing your objectives.
 - Discuss expected results, how they will be analyzed and how they may be used as a model by others.
 - **Monitoring & evaluation procedures**
 - Explain how the project will be monitored throughout the funding cycle.
 - Explain how the results of the project will be evaluated.
 - Explain how the significance of project results will be determined.
 - **Sustainability**
 - Describe how the results will continue to support project goals beyond the grant period.

- Discuss the potential significance of the results to elephant conservation in the region, worldwide. What is needed for project to become sustainable long term?

5) **TIME LINE** with proposed Start and End dates. List major project activities addressed in the project narrative, the date each activity starts and ends. If the proposed activity is part of a larger project, make sure the IEF funded portion is clearly identified. Also please note if the project is currently underway.

- 6) **BUDGET** must be in US currency, itemized and divided into the following categories:
- project personnel (stipends or salary support, number of persons, hours, rate, position),
 - travel expenses (number of persons, cost per trip, number of trips),
 - lodging and meals (numbers of days x persons),
 - equipment (itemize)
 - supplies (itemize)
 - services (itemize)
 - miscellaneous expenses (itemize)

For continuity and greater understanding, everything listed in the methods section that requires funding must be listed in the budget. Please also list funds from other sources that are supporting the project.

The following sample budget format must be used:

BUDGET ITEM	AMOUNT REQUESTED FROM IEF	MATCHING FUNDS OR SECURED FROM OTHER PARTNERS	BALANCE REQUIRED (not including funds requested from IEF)	TOTAL PROJECT COSTS
Field Patrol per diem 2 patrols/wk x 21 staff @ \$10 ea				
Elephant subsistence 10 elephants x 12 mo @\$100/mo				
CRU unit uniforms for 30 staff @\$20 ea				
TOTAL				

7) **BUDGET JUSTIFICATION** must provide a detailed description of why each line of the budget is necessary and how the costs were determined.

8) **ALTERNATIVE SOURCES/OPTIONS:** describe what alternatives you have if the project is not selected or if it is not awarded the full amount you are requesting from IEF.

9) **PROJECT LOCATION** must be indicated on a map included in the proposal showing the location of your project site at the state or province level.

10) **LITERATURE CITED** must provide full citations for all of references listed within the text of the project narrative and budget justification.

11) **LETTERS OF SUPPORT/COOPERATION AND GOVERNMENT ENDORSEMENT** to ensure that the project, if funded, can proceed as methods and timeline indicates:

- Non-governmental applicants must include a recent letter of support from the appropriate local, regional, and/or national government wildlife or conservation authority.
- Letters of willingness to collaborate from all participating institutions involved in the project are also required. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

12) **QUALIFICATIONS OF PRINCIPLE AND CO-INVESTIGATORS**

Describe the specific personnel who will complete each project activity and describe their qualifications.

Include a CV for each investigator (**maximum 2-page CV per individual**).

13) Indicate whether **PERMITS** or **IACUC** approval (where required for the study) have been obtained.

14) Remove **ALL** grant directions from your proposal

Proposals must be submitted electronically as **ONE** attachment, this includes the cover page, narrative, CVs, supporting documents etc. Photos are not permitted unless they are **VITAL** to the clarification of the proposal. In that case, photos must not be imbedded in the application but sent as separate attachments.

Proposals must be saved as **ONE** Word or Adobe PDF document

saved as: Project Investigator's Last name, year the project will occur (2015), and the country where the project will take place

Example: **Olson2014Kenya**

Proposals must be received at the IEF office by 11:00 pm CST on **15 August 2014**.

Applications must be submitted electronically to dolson@elephantconservation.org.

For more information and questions contact:

Deborah Olson

Executive Director

International Elephant Foundation

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Azle, Texas 76098

Phone: 817-597-0956

E-mail: dolson@elephantconservation.org