

**THE INTERNATIONAL ELEPHANT FOUNDATION (IEF) IS NOW ACCEPTING  
PROPOSALS FOR 2019 ELEPHANT CONSERVATION AND RESEARCH FUNDING  
SUPPORT.**

During the 2019 grant cycle, the Foundation is requesting proposals that specifically target the following:

**Asian Elephant - IEF recognizes the priorities and objectives for Asian elephant conservation as determined by the 13 Asian range states countries described in the Asian Elephant Ranges States Meeting Final Report including the Jakarta Declaration. Preference given to projects which address issues described in those documents: [https://elephantconservation.org/iefImages/2018/03/AsERSM-2017\\_Final-Report.pdf](https://elephantconservation.org/iefImages/2018/03/AsERSM-2017_Final-Report.pdf)**

- Human-elephant conflict mitigation and coexistence
- Reducing habitat fragmentation and loss.
- Action to eliminate illegal killing and trafficking of elephants
- Community capacity building
- Conservation education
- Managing captive range country Asian elephants

**African Elephant:**

- Human-elephant conflict mitigation and coexistence
- Reducing habitat fragmentation and loss
- Action to eliminate illegal killing and trafficking of elephants
- Community capacity building
- Conservation education

**Elephants in Human Care:**

- 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 2019.**

**Criteria for funding:**

- Requests for funds must provide complete information for the project to be justified and evaluated.
- Projects that designate local/public education/awareness as a significant program outcome must include an evaluation component.
- Projects **must** begin in the year for the portion of the project which funds are requested, (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 or travel 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 purely 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 location where the project is conducted.

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

**Proposals must be submitted in English electronically to [dolson@elephantconservation.org](mailto:dolson@elephantconservation.org)**

### **Frequently Asked Questions**

**When is the application due?** The deadline is **August 10, 2018**. Late proposals cannot be considered out of fairness to others.

**Can I submit more than one proposal?** You may submit more than one proposal.

**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 2019 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 2018. 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, 2019, please feel free to contact us then. Funds will be awarded and available January 2018.

### **If I am funded, when are reports due?**

Upon signature on the IEF 2019 Grant Program Contract, the 1<sup>st</sup> installment of funds will be made available to applicant. A six-month interim report, including digital photos and video, is required prior to receipt of the second installment. A final report and budget, including digital photos and a video, 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.

**What is the process if I want to change the allocation of the project budget or extend the project beyond the agreed upon date in the Grant Program Contract?**

Upon signature on the IEF 2019 Grant Program Contract, the budget cannot be changed unless you request and receive permission to reallocate the funds from IEF. If your project will extend beyond the agreed upon date in the Grant Program Contract, you must request and receive a no cost extension from IEF.

**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** (see 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 150 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 will be used for potential donor acquisition.
- 3) **ONE-PAGE TECHNICAL SUMMARY** This is a critical section of the proposal and will be used to help determine where a proposal is placed in the review process. The abstract must be specific to your project and should not contain general information about elephants or conservation
  - 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**
    - 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/other wildlife/human communities will benefit.
    - Indicate if you have been funded by IEF before, what years, titles of project(s) and if this is an ongoing or new project.
  - **Project Goals and Objectives**
    - Clearly lists the project goal(s).
    - Clearly list the objectives for each project goal.
    - 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.
  - **Project design, methodology & work plan**
    - List each specific project objective identified in **Project Goals and Objectives** and explain in detail:
      - The series of activities that will be undertaken for each objective.
      - How each individual activity will be implemented.
      - Who will implement and be responsible for each activity.
    - Describe why this design is the best methodology/solution for addressing your objectives.
  - **Monitoring & evaluation procedures**

- Discuss how the project will be monitored throughout the funding cycle. Please explain in detail.
  - Discuss how the results of the project will be evaluated.
  - Discuss expected results and how they may be used as a model by others.
- **Sustainability**
    - Describe how the results will continue to support project goals and the conservation of elephants beyond the grant period.
    - 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. 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),
  - activity (itemize)
  - equipment (itemize)
  - supplies (itemize)
  - services (itemize)
  - miscellaneous expenses (itemize)

**Everything listed in the methods section that requires funding must be listed in the budget.**

**The following sample budget format must be used:**

<b>BUDGET ITEM</b>	<b>AMOUNT REQUESTED FROM IEF</b>	<b>MATCHING FUNDS OR SECURED FROM OTHER PARTNERS</b>	<b>BALANCE REQUIRED (not including funds requested from IEF)</b>	<b>TOTAL PROJECT COSTS</b>
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				
<b>TOTAL</b>				

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** dated within the last 12 months 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 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) After writing your proposal, the reviewers would appreciate if you would remove the directions from each numbered category and leave just the number and heading.

Proposals must be submitted electronically as **ONE** Word or Adobe PDF document (this includes the cover page, narrative, CVs, supporting documents etc.)

Proposals must be saved as

saved as: Project Investigator's Last name, year the project will occur (2019), and the country where the project will take place

Example: **Olson2019Kenya**

And submitted electronically to [dolson@elephantconservation.org](mailto:dolson@elephantconservation.org),  
[sconley@elephantconservation.org](mailto:sconley@elephantconservation.org)

**Proposals must be received at the IEF office by 11:59 pm CST on 10 August 2018.**

**For more information and questions contact:**

Deborah Olson

Executive Director

International Elephant Foundation

Phone: 817-597-0956

E-mail: [dolson@elephantconservation.org](mailto:dolson@elephantconservation.org)

Sarah Conley

Conservation Coordinator

[sconley@elephantconservation.org](mailto:sconley@elephantconservation.org)