

**THE INTERNATIONAL ELEPHANT FOUNDATION (IEF) IS NOW ACCEPTING  
PROPOSALS FOR 2022 ELEPHANT CONSERVATION AND RESEARCH FUNDING  
SUPPORT.**

Proposals should specifically target the following:

**Asian 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
- Managing captive range country Asian elephants
- Disease investigation

**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/ieffimages/2018/03/AsERSM-2017\\_Final-Report.pdf](https://elephantconservation.org/ieffimages/2018/03/AsERSM-2017_Final-Report.pdf)**

**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
- Disease investigation

**Funds will be awarded and available January 2022.**

**Criteria for funding:**

- 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 impact and action-oriented not purely data collection or survey.
- Must include a component that evaluates the success in saving elephants.
- Projects **must** begin in the year for the portion of the project which funds are requested, but not before funds are to be awarded. Funds will not be awarded for elements of a project that will have already occurred before awards are made.
- If the project includes direct contact or capture of animals, it must meet humane standards of care when animals are involved.

## **Frequently Asked Questions**

**When is the application due?** The deadline is **August 6, 2021**. Late proposals will not be considered.

**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?** IEF does not provide funds for overhead or indirect costs, non-itemized miscellaneous expenses, contingency funds, currency exchange, or wire/banking fees.

**What size grants do you entertain?** Requests are normally \$10,000 or less but larger amounts will be considered.

**Do you support multi-year proposals?** For this grants program funding will only be awarded for the current grant year cycle with no guarantee of funding for future years. The application must be resubmitted annually and demonstrate 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 2021. 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, 2022, please feel free to contact us then. Funds will be awarded and available January 2022 after signing a Grant Program Contract.

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

Upon signature on the IEF 2022 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, digital photos and video 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 project design, allocation of the project budget or extend the project beyond the agreed upon date in the Grant Program Contract?**

Upon signature on the IEF Grant Program Contract, the project design and budget cannot be changed unless you request and receive permission to change the design and/or reallocate the funds from IEF prior to any changes being made. 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.

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

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

**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:**

**10 Words or Less**

**Country where project will occur:** \_\_\_\_\_

**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:

Project Start Date:
Project End Date:
Is any part of the Project underway?
Is this a new project or a continuation of an existing project?

**Budget**

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

Individual, institution, or organization who will be the holder of funds awarded:
Applicants from India must provide documents showing proof of Foreign Contribution Regulation Act (FCRA) clearance.

**Previous IEF Awards**

Please list all previous IEF grants received by Principle Investigator, Co-Investigators, or related institution. Include year of award, Investigator name, project title, country, and award amount.

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## PROJECT ABSTRACT – ONE-PAGE

### 1) PROJECT ABSTRACT

Must be **specific to your project** and should not contain general information about elephants or conservation

- Briefly describe the project
- Briefly describe how your work will help conserve elephants.
- Goals of the project
- Objectives of the project
- Describe key activities to reach your goals.

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### 2) PROJECT NARRATIVE – must include all of the elements listed below (maximum of 8 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.
- **Project Goals**
  - Clearly lists the project goal(s).
  - Goals should be clear and relate to your objectives

*It is recommended that when developing your proposal to submit to IEF that you utilize the S.M.A.R.T. system. The S.M.A.R.T. system assists primary investigators to devise a solid plan with concrete and measurable goals which are required in the evaluation component of this application and subsequent project reports if funded.*

<b>S</b>	<i>Specific</i>	<i>Make your goals specific and narrow for more effective planning. Goals should be written in the most simplistic manner possible, focusing on specific outcomes.</i>
<b>M</b>	<i>Measurable</i>	<i>Define what evidence will prove you are making progress and reevaluate when necessary. Goals need to be measurable in such a way that tangible evidence can be presented along the way.</i>
<b>A</b>	<i>Achievable</i>	<i>Make sure you can reasonably accomplish your goal within a certain timeframe</i>
<b>R</b>	<i>Relevant</i>	<i>Your goals should align with your values and long-term objectives Make sure it's relevant and realistic.</i>
<b>T</b>	<i>Time-based</i>	<i>Set realistic, ambitious end-date for task prioritization and motivation</i>

#### **Sample of an Academic S.M.A.R.T. Goal**

- **Overall Goal:** *I want to be a better student.*
- **S.M.A.R.T. Goal:** *I will raise my overall grades*
- **Specific:** *I want to improve my overall grades so I can apply for scholarships next semester.*
- **Measurable:** *I will earn a B or better on my midterm exam.*
- **Achievable:** *I will meet with a math tutor every week to help me focus on my weak spots.*
- **Relevant:** *Bringing up this low-class average will open new doors for me.*
- **Time-based:** *I have six weeks until midterms, to meet with a tutor and decide if any additional steps are necessary.*

- **Objectives**
  - Describe the work you are doing and how it contributes to saving elephants
  - Describe how the objectives are attainable
  - Describe key activities to meet your objectives
- **Project design, methodology & work plan**
  - Describe the project, in detail, and explain how they align with the goals and objectives:
    - 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.
  - 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.
- **Monitoring & evaluation procedures**
  - Discuss how the project will be monitored throughout the funding cycle. Please explain in detail.
  - Discuss how the expected results of the project will be evaluated and how the results will contribute to saving elephants.
  - Discuss how the expected results may be used as a model by others.

<b>Evaluation types</b>	<b>When to use</b>	<b>What it shows</b>	<b>Why it is useful</b>
Formative Evaluation	<ul style="list-style-type: none"> <li>• During the development of a new program.</li> <li>• When an existing program is being modified or is being used in a new setting or with a new population.</li> </ul>	<ul style="list-style-type: none"> <li>• Whether the proposed program elements are likely to be needed, understood, and accepted by the population you want to reach.</li> <li>• The extent to which an evaluation is possible, based on the goals and objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• It allows for modifications to be made to the plan before full implementation begins.</li> <li>• Maximizes the likelihood that the program will succeed.</li> </ul>
Process Evaluation Program Monitoring	During operation of an existing program.	<ul style="list-style-type: none"> <li>• The extent to which the program is being implemented as designed.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides an early warning for any problems that may occur.</li> <li>• Allows monitoring of how well program plans and activities are working.</li> </ul>
Outcome Evaluation Objectives-Based Evaluation	After the program has made contact with the target population(s)	The degree to which the program is having an effect on the target population's behaviors.	Tells whether the program is being effective in meeting its objectives.
Economic Evaluation: Cost Analysis, Cost-Effectiveness Evaluation, Cost-Benefit Analysis,	During the operation of an existing program.	What resources are being used in a program and their costs (direct and indirect) compared to outcomes.	Provides program managers and funders a way to assess cost relative to effects. "How much bang for your buck."
Impact Evaluation	<ul style="list-style-type: none"> <li>• During the operation of an existing program at appropriate intervals.</li> <li>• At the end of a program.</li> </ul>	The degree to which the program meets its ultimate goal	Provides evidence for use in policy and funding decisions

- **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?
- **Safeguarding**

Safeguarding are measures to protect the health, well-being and human rights of all individuals. When working with local communities and/or indigenous people, it is important that conservation activities do not cause any negative impacts and that local communities are protected from harm. This includes ensuring appropriate policies, practices and procedures are in place. In addition, organizations should ensure proper engagement, consent and understanding from those communities prior to project implementation. The Recipient of International Elephant

Foundation grant funds must conduct all Project activities in a manner that respects human rights, complies with all applicable laws, and is consistent with the standards and principles contained in the Universal Declaration of Human Rights <https://www.un.org/en/universal-declaration-human-rights/index.html>.

To ensure that organizations have adequate safeguarding processes and procedures in place, please answer the following:

- Do you have a safeguard policy for protecting local communities? Please provide details
- Do you have a code of conduct and/or guidelines for staff? Please provide details
- Do you have a risk management or assessment process to identify and mitigate any potential risks? Please provide details

3) **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.

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4) **BUDGET** must be in US currency, itemized and divided into the following categories. Budget requests that consist primarily of salary or travel will generally not be considered favorably, and will only be considered for residents of the elephant range state where the work is occurring.

- 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)

**The following sample budget format must be used. Price per unit must be included for each relevant line item.**

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				
<b>TOTAL</b>				

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

6) **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.

7) **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 and country.

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

9) **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 demonstrating approval of the appropriate governmental body in the range country or agency at the location where the project is conducted.
- 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.

10) **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**).

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

YES

NO  If no please explain. [Click or tap here to enter text.](#)

N/A  If n/a please explain. [Click or tap here to enter text.](#)

**Please combine all elements of the application into one document as 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:

Project Investigator's Last name, year the project will occur (2021), and the country where the project will take place

Example: **Olson2022Kenya**

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

**Proposals must be received at the IEF office by 11:59 pm CST on 6 August 2021.**

**For more information and questions contact:**

Deborah Olson  
Executive Director

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

Sarah Conley  
Conservation Coordinator

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

**Application Checklist**

- Cover Page
- Project Abstract – 1 page
- Project Narrative
  - Project Objectives
  - Project Methods
  - Project Sustainability
  - Project Safeguarding
- Project Timeline
- Itemized Budget in US \$
- Budget Justification
- Map showing location of project
- Letters of Support
- CV of all Project Investigators – 2 pages per person
- Permits if needed
- Saved as **one** document and saved as: investigator's last name, year funding is requested and country project to take place