EUROPEAN UNION OF AQUARIUM CURATORS

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GUIDANCE NOTES
FOR COMPLETING THE APPLICATION FOR FUNDING SUPPORT
FOR IN SITU CONSERVATION PROJECTS

Please use these Guidance Notes to help complete the EUAC Application for Funding Support for In-situ Conservation Projects.   It is important to ensure that all sections are fully completed to allow the application to be reviewed satisfactorily by the Committee. Failure to fully complete the application form will make the application invalid.

1. Title of Project: Be brief but descriptive of what the project will do, where it is, what species it is working with.

2. Name and address of applicant: The applicant must be a Full or Associate member of the European Union of Aquarium Curators. The address should be the address of the institution the applicant is affiliated with.

3. Location of project (region and country): List the country and geographical territory of where the project will take place. Please verify that there are no travel restrictions to this country/territory beforehand.

4. Project start and end dates: Include month and year. Projects should normally be a maximum of one year in duration and start within one year of being notified that funding has been awarded from EUAC. Exceptions to this must be approved by the EUAC Committee.

5. Project coordinator, address and institutional affiliation (if different from applicant): If different from applicant the professional affiliation of the project coordinator to the applicant should be stated with a brief statement of why the applicant and project coordinator are not the same.

6. Project type: Please tick the boxes of all that are applicable. For each box that is ticked supporting information should be provided in sections 9-12 below.

7. Focal species (common and scientific name): The species should be of direct interest and relevance to the Aquarium community. Therefore they should be species from aquatic ecosystems. If more than one species is to benefit from this project then please list all the key species that the project is working with.

8. IUCN Red List status (or other threat listing) of focal species: This fund supports conservation and therefore those species assessed as threatened by IUCN or another recognised national/international assessment body will be prioritised.

CITES   YES   NO
Appendix: If the species is further protected by CITES please state so and which appendix it is listed in.

9. Project background: (200 words maximum) Provide information about why you have chosen to get involved with this work. Include any previous work that has been done historically either by the applicant or by others. Include details about the species involved and why it should be prioritised for conservation funding.

10. Overall project purpose: (200 words maximum) Include information to support the reason why EUAC should fund this project. Include the *main* reason this project is necessary and a statement about what the consequences might be if the project is not funded.

11. Project objectives: (250 words maximum) Provide a list of all the objectives planned. These should be specific and measurable. Objectives can be answered with a "yes" or "no" if they are written correctly. Therefore it can help to start each objective with the phrase: "This project will..." EXAMPLE: "This project will restore one hectare of wetland."

12. Project activities: (300 words maximum) These should be directly linked to the Project Objectives. If there are five objectives there should be at least five Project Activities to meet the

objectives (but there can be more than one activity to meet each objective). Activities should be the *how* of the project. They should be detailed in descripton to demonstrate that the applicant has thought through the project in detail. They need to demonstrate that the applicant has sufficient background knowledge of the project's subject to accomplish the activities.

13. Monitoring and evaluation – how will the progress and outcomes be measured? (100 words maximum) This should be directly linked to the Project Objectives and Project Activities. List what mechanisms will be put in place to track whether the project has achieved its objectives. Examples could include: questionnaires to the project participants, follow up surveys or a full report with documented achievements.

14. Will local people/communities participate in the project? If yes, please describe how. (50 words maximum) The strongest and most successful projects have local input and participation and having established a local contact is often essential to achieving the objectives of the project. State here which community sectors will be involved and how as well as the expected number of people that will participate.

15. Has the project been approved by the government of the host country? Please identify collaborating agencies/ministries. Many countries require permits or licenses to conduct conservation/research or any work directly related to the use of their natural resources. It is imperative that projects funded by EUAC are properly supported and approved by the licensing authority in the country in which the project is being conducted. In this section demonstrate that the activities being conducted are authorised in the hosting country.

16. Does the project collaborate with other international or national NGOs? (Please identify.) The most effective projects benefit from the collaborative experience of multiple partners with differing expertise. If the project is working with other non-government organisations or conservation charities list them here and their area of expertise with a focus on how it will help to achieve the project's objectives by having them as collaborators.

17. Total project budget (in euros): Include the entire costs of conducting the work within the scope of the project (not just that funded by EUAC).

18. Matching funds provided: List here any additional sources of funding that the project will recieve. This could be from other funding bodies or for example listed as salaries being covered by the institution that is applying for funding.   Itemise the funding in euros.

19. Amount requested from EUAC: List the total amount reqested from EUAC in euros. Note that normally a maximum amount of 10,000 euros is available per project application.

20. Budget breakdown: Provide an itemised list of how the funds from EUAC will be spent.

Travel: This is to include airfares, train/bus/boat travel, vehicle hire, and fuel and toll charges.

Salaries: Should normally be used to cover salaries of in-country, partner institutions or consultants rather than the EUAC applicant.

Accommodation: To cover hotels and subsistence such as meals for those involved with the project.

Equipment: An itemised list of what equipment is required to conduct the project. Note that under most circumstances the equipment should be left with the partner institution in country rather than kept by the applicant.

Communication: List any costs associated with keeping in touch with the project participants such as phone calls.

Miscellaneous: Use this area to itemise anything not already listed above, such as licences or permit fees.

TOTAL: Provide a total of the itemised list of what funds are requested from EUAC.

21. Expected publications from the project (if any): In addition to the requirement of providing a presentation at the EUAC meeting often projects will generate other publications and press interest. If these are anticipated please list the type of publication and the journal/magazine/newspaper that the project will feature in. Note that it is expected for EUAC to be acknowledged in any publications as a supporter of the project.

22. Please attach brief curricula vitae for key project personnel. Curriculum vitae for the key participants in the project will demonstrate to the Committee their ability to successfully complete the project work for which they are applying.