



## EMA Small Grant Program Application for Funding

The Elephant Managers Association solicits proposals that further the mission of our organization: “The EMA is dedicated to the welfare and survival of the world’s elephants through improving communication, husbandry, research, education, and conservation.”

### Proposal Requirements

Please include the following information in your proposal. The EMA Board of Directors may ask for additional information upon review of the proposal.

1. Project title
2. Project location (country and area within the country)
3. Name of the organization with which you are associated, along with a brief description (if applicable)
4. Project Leader (i.e., project manager or principal investigator [PI])
5. Project Leader’s contact information:
  - Physical address
  - Email address
  - Telephone number
  - Facsimile number (if applicable)
6. EMA member status (or EMA member endorsement)
7. Total cost of project
8. Amount and budget items requested from EMA
9. Project summary (1-page maximum)
10. Statement of need: describe why this project is needed and how it will help elephants.
11. Project objectives and activities: describe what you will achieve during this project and how you will achieve it.
  - Objectives should be achieved within the project timeline. Objectives should be measurable and realistic. You should be able to monitor and evaluate objectives.
  - Activities are what you need to do to achieve your objectives. Activities are generally listed in your budget.
12. How this project significantly benefits from the funding.
  - “Significant benefit” for a project means, for example, that the project might not happen without our support, that there are few other sources of money, that the overall budget is small, that this is seed money for a new part of the project, or that this is a new project.
  - Please describe “significance” within the context of a single project or program for your organization, and if applicable, how large this program or project is in the total operations.
13. Estimated timeline for the project:
  - List of activities
  - Designated month when the activity is to be completed.

**Sample Timeline Format:**

ACTIVITY	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Activity A	X											
Activity B	X					X						
Activity C		X	X	X	X	X	X	X	X	X		
Activity D						X	X	X	X	X	X	X
Activity E					X	X					X	X

**14.** Budget for the project. List all budget items. Include the following for each budget item:

- Cost calculation
- Total cost
- Amount requested from EMA
- Amount secured from other sources

**Sample Budget Format:**

	Budget item	Cost calculation	Total cost (USD)	Requested from EMA (USD)	Secured or requested funds from other sources (USD)
1	Item 1	#### ea. x 1	####	####	####
2	Item 2	#### ea. x 2	####	####	####
3	Item 3	#### ea. x 1	####	####	####
4	Item 4	#### ea. x 2	####	####	####
<b>Total</b>			#####	#####	#####

**15.** Budget justification. Provide details on why the budget item(s) requested from the EMA is/are needed.

**16.** Statement of qualification (or CV) of the Project Leader.

**Reporting Requirements**

Reporting expectations will be determined during the award process, **TO INCLUDE** a final report, photographs, and/or videos.

**Submitting a Funding Request**

Please submit your proposal in MS Word format (.docx or .doc) by email to Shawn Finnell at [shawn.finnell@oregonzoo.org](mailto:shawn.finnell@oregonzoo.org). **THE DEADLINE TO SUBMIT IS 11:59PM PST, APRIL 15, 2019.** Late proposals will not be considered.

For questions regarding your application, please email Shawn Finnell at [shawn.finnell@oregonzoo.org](mailto:shawn.finnell@oregonzoo.org).