



## CONSERVATION GRANTS PRE-PROPOSAL GUIDELINES

With generous support from the Cleveland Zoological Society, Cleveland Metroparks Zoo's Seed Grants Programs provide funds to support field conservation and research projects in Africa and Asia. Annual awards ranging from \$1000 - \$3500 will be made to conservation and research initiatives involving wildlife and their habitats, and educational or cultural activities that involve or impact wildlife and their habitats. Ideal projects have clear and direct conservation impact, positively affect local people and create opportunities for capacity building in country.

### **Projects focusing on the following areas of special interest to the Zoo are encouraged to apply:**

- Wildlife protection (law enforcement, illegal wildlife trade issues, etc.)
- Human wildlife conflict mitigation
- Development and promotion of sustainable environmental practices
- Habitat protection and restoration (terrestrial and freshwater ecosystems)
- Capacity-building, education/training, community-based conservation and development
- Conservation biology, ecology, natural history and habitat studies (terrestrial and freshwater ecosystems)

### **Species/taxa based projects that focus on species within the [Zoo's collection](#) will be give priority.**

Funding is provided to projects that are consistent with Cleveland Metroparks Zoo's mission "To improve the future for wildlife..."

### **PRE-PROPOSAL GUIDELINES**

The pre-proposal should be typed in English on 8 ½ x11 inch size paper, have 1-inch margins and an easily readable 12pt. font. Pre-proposals are limited to four pages and must include the components listed below (three pages for the Project Description and Budget and a one page CV). Letters of support/commitment may be included if applicable.

#### A complete application includes:

- **Completed Pre-Proposal/Proposal Application Form**
- **Pre-Proposal (as detailed below)**

#### **The following information should be included in the pre-proposal:**

##### **1) Project Description, including:**

- The goals and objectives of the project, including the conservation issue being addressed
- The significance of the proposed project and the impact that it will have on the species, habitat, area, local people, etc.,
- A succinct description of the experimental design, methodology and data analysis, and how it will address the project objectives,
- A description of how the project's success will be evaluated,
- A list of any permits required for the project and whether they have already been obtained or are pending.



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- 2) **Budget:** Include a detailed budget that clearly indicates the amount being requested and which budget items are being submitted for funding. If funding being requested represents partial funding of the project, include a complete project budget and clearly indicate whether remaining funds have been obtained, are pending or are being sought to complete the project and from whom. A justification for specific budget items may be included if necessary/appropriate.
- 3) **Curriculum Vitae of the Principle Investigator (one page in English)**
- 4) **Letter(s) of Support/Commitment:** Required from any collaborator(s), governing body, protected area, organization/group or institution whose cooperation is necessary for project completion. Letters must be in English (or translated to English if original is in another language), signed and on official letterhead. They can be sent electronically, faxed or mailed in the post along with the rest of the completed pre-proposal application.

Pre-proposal applications may be sent via email (preferred), fax or standard mail. All application materials must be received by the application deadline to be considered for review. All application materials should be sent in one email or package – DO NOT send pieces of the application in separate emails or packages.

Completed applications and questions regarding eligibility, the application process or pre-proposal format should be directed to:

**Conservation Assistant  
Cleveland Metroparks Zoo  
3900 Wildlife Way  
Cleveland, Ohio USA  
Phone: (216) 635-2524  
Fax: (216) 635-3318  
Email: [grants@clevelandmetroparks.com](mailto:grants@clevelandmetroparks.com)**