



## U.S. FISH AND WILDLIFE SERVICE DIVISION OF INTERNATIONAL CONSERVATION GREAT APE CONSERVATION FUND

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### REQUEST FOR PROPOSALS – 2002/03

The U.S. Fish and Wildlife Service (FWS) invites submission of grant proposals for the conservation of apes [gorillas (*Gorilla gorilla*) chimpanzees (*Pan troglodytes*), bonobos (*Pan paniscus*), orangutans (*Pongo pygmaeus*) and gibbons (*Hylobates* spp.)] throughout their ranges. This program supports projects that develop local capacity to manage, conserve, research, or protect apes through the provision of funding, training, equipment, and technical support.

#### **Background and Purpose**

The U.S. Congress enacted the Great Ape Conservation Act of 2000 (GACA) in response to the decline of ape populations in Africa and Asia, which are now at a point that their long-term survival in the wild is in serious jeopardy. The Act has two purposes: (1) to sustain viable populations of apes in the wild, and (2) to assist in the conservation and protection of apes by supporting the conservation programs of countries in which ape populations are located. To accomplish these purposes, GACA creates the Great Ape Conservation Fund (GACF) to support and provide financial resources to conservation programs of countries within the range of apes and to projects of persons and organizations with expertise applicable to the conservation of apes.

The GACF assists the conservation of apes by supporting: **implementation of conservation programs to protect at-risk ape populations and their habitats; in-situ research on ape populations and habitat including surveys and monitoring; community outreach and conservation education; compliance with CITES and other applicable laws that prohibit or regulate the taking or trade of apes or regulate the use and management of ape habitat; protected area/reserve management in important ape range; development and execution of ape conservation management plans; efforts to decrease human-ape conflict, and; strengthening of local capacity to implement conservation programs.**

#### **Who May Apply**

Proposals may be submitted by any wildlife management authority of a country containing the range of apes, the CITES Secretariat, or any individual or organization with relevant conservation experience.

An original and an unbound copy of the proposal should be accompanied by an introductory cover letter and the cover page form provided below. Documentation must demonstrate the participation and/or endorsement of the local government(s). Contributions from sources other than the GACF are required, and they may take the form of matching funds (cash) or in-kind support (salaries, equipment, etc.).

**Award Amount**

Due to the limited funds available, preference will be given to proposals requesting \$30,000 or less, but higher amounts may be requested with appropriate justification.

**Project Duration**

Funding is usually for one year or less, but projects lasting more than one year may be proposed. Those requiring more than one year of funding may be required to compete on an annual basis through submission of additional proposals.

**Reporting**

Each grant recipient is required to submit regular progress and accounting reports. A final report that evaluates the success of meeting goals and objectives is required within three months of the project's completion.

**Date For Proposal Submission**

Proposals postmarked by 1 October 2002 will be included in the first review. Proposals may be submitted throughout the year, and those postmarked after 1 October 2001 will be reviewed during subsequent sessions. Reviews and processing may require up to six months. Applicants are advised to specify a particular start date bearing in mind the necessary processing and administrative time.

**How To Apply**

Review the attached checklist and suggestions and use the following outline to prepare your proposal:

**A. COVER PAGE:** Use the attached cover page format.

**B. NARRATIVE:** This section should contain the following:

**1. Justification:** Provide a statement of the need for the project, and discuss why it is important that this project is implemented.

accomplishment of tasks including preparation of final report.

**5. Anticipated benefits and outputs:** Identify the products, information, or services to be provided by the proposed project.

**6. Local Government support:** Non-governmental organizations and individuals must include a letter of support, written by an appropriate local, regional, or national government official, for the specific project being proposed.

**7. Monitoring and evaluation procedures:** Discuss monitoring and evaluation procedures to be used to ensure the project goal and objectives are met.

**8. Personnel and organizations involved:** Provide the name of the person(s) responsible for conducting the project and describe the organization's personnel and resources that will be employed by the project. Include their experience/qualifications and capacity to meet the project objectives. Specify the participation of other partners.

**C. BUDGET:** A budget table must be presented with an itemized list of costs (*e.g.* for travel, equipment, supplies, etc.), in U.S. dollars. This table must include a column for costs requested from the FWS and columns for costs to be covered by matching funds (cash) or in-kind support (salaries, equipment, etc.) to be provided by the grant recipient and/or other partners (if applicable). Assistance to cover salaries for personnel must be well documented and generally will be given a lower priority unless the entities involved make a commitment to eventually absorb these costs. However, the recipient may use salaries as in-kind contributions to the project. Budget line items titled miscellaneous or contingencies are not acceptable.

**D. A MAP:** Include a map which shows the location of your project site within your state or province.

**E. SUBMIT PROPOSALS TO:** Chief, Division of International Conservation, U.S. Fish and Wildlife Service, 4401 N. Fairfax Drive, ARLSQ 730, Arlington, VA 22203-1622 USA; telephone: 703-358-1754; fax: 703-358-2849. Questions regarding the Great Ape Conservation Fund may be addressed to The Great Ape Conservation Fund at the above mailing address and fax; telephone: 703-358-1758; E-mail: dave\_ferguson@fws.gov.

**Notes:** 1. Do not bind the pages of your proposal.

# GREAT APE CONSERVATION FUND

(Cover Page/Grant Application)

Project Title: \_\_\_\_\_  
\_\_\_\_\_

Name and Title of Project Officer: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name and Title of Person to Contact: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of partner organizations contributing funds to proposal's budget:

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This information is needed to allow proper recognition of all funding partners.

\_ The Service is interested in engaging partners for international wildlife conservation; to achieve this goal we may share your proposal with potential partners for implementing and coordinating purposes. If you prefer that your proposal **not** be shared, please check this box.

## GREAT APE CONSERVATION FUND

### Checklist For Applicants

Use this checklist to ensure that your proposal is complete and appropriate for this program. **Submit a copy of your completed checklist with your proposal.**

Check one or more of the following areas of ape conservation addressed by your proposal:

protection of at-risk ape populations;  habitat/ecosystem conservation and management;  applied research on ape populations and habitats including surveys and monitoring;  conservation education;  protected area/reserve management in important ape range;  development and execution of ape conservation action plans;  efforts to decrease human-ape conflict  other.

Use the following check list of suggested items to see if they are fulfilled by your proposal.

- The proposed work addresses a high priority of the conservation and management of apes and/or its habitat.
- The project, where appropriate, involves the local wildlife agency and/or local communities in project planning, implementation, and follow-up.
- Training is included, to the appropriate degree, which strengthens in-country ape conservation efforts.
- The goals and objectives are well defined and can be achieved by carrying out the proposed activities given the capabilities of the staff, the time available, and the proposed project funding level.
- The methods and work plan are well developed and lead to practical and attainable outputs (products, information or services).
- The schedule of activities is well organized and can be accomplished within the available time and proposed project funding level.
- The proposal includes monitoring and evaluation procedures which may be used to measure the success of the project.
- The description of the personnel and organization undertaking the project discusses the experience of the staff and their capacity to effectively carry out the project.
- Support for the project by the host country's government is documented in the proposal or accompanying letters.
- The proposal explains how information developed in the project will be efficiently distributed to resource managers, researcher, and other interested parties.
- The proposal discusses the potential for sustaining the project activities beyond the life of the project.

The proposal includes a budget table with an itemized list of costs in U.S. Dollars. This table must include

## SAMPLE BUDGET PAGE

The following is provided as an example. The line items and costs presented in your budget will be different from this.

Item	GACF	The Applicant	Other Partners	TOTALS
<b>Local Salaries</b> 10 people X 70 days X \$20/day		\$8,000	\$6,000	\$14,000
<b>Transportation</b> 11 people X \$150 per person for air tickets	\$1,650			\$1,650
<b>Lodging</b> 20 nights X 11 people X \$15/night	\$3,300			\$3,300
<b>Meals and Essential Personal Expenses</b> 20 days X 11 people X \$10/day	\$2,200			\$2,200
<b>Equipment</b> (specify manufacturer and model when possible) 2 cameras at \$300 each	\$600			\$600
2 binoculars at \$125 each	\$250			\$250
4 GPS units at \$250 each	\$1,000			\$1,000
1 computer and printer		\$2,000		\$2,000
<b>Supplies</b> Estimated 400 liters of petrol at approximately \$2 per liter	\$800			\$800
<b>Printing Costs</b> 250 copies X \$2 per copy	\$500			\$500
<b>Distribution Costs</b> 250 copies X \$1 per copy		\$250		\$250
<b>Administrative Costs *</b> 10% of GACF Grant Funds		\$1,030		\$1,030
<b>Total</b>	<b>\$10,300</b>	<b>\$11,280</b>	<b>\$6,000</b>	<b>\$27,580</b>

**Matching funds** are actual funds provided to the project by the author's organization or partners.

**In-kind contributions** are the dollar value of resources such as equipment, supplies, and salaries that the author's organization or partners makes available for use in the project.

\* **Administrative costs** (overhead) should not be paid with grant funds but may be included as a portion of the applicant's matching funds or in-kind contributions.