The Columbus Zoo and Aquarium’s commitment to conservation is reflected in a grants program overseen by the Zoo’s Conservation Committee. The Zoo awards approximately 70 grants every year to projects in more than 30 countries.

The grant review committee looks for projects that integrate conservation research, local community involvement, capacity building, environmental education, and behavior change leading to improved conservation of wildlife and habitat.

**APPLICATION GUIDELINES:**

- Grant requests may range from $1,000 to $25,000. Grants are limited to $5,000 for first-time applicants.
- First-time applicants **MUST** submit a pre-proposal for approval before applying for this fund. The pre-proposal form can be found [here](#).
- All applicants **MUST** submit their Curriculum Vitae. Other documents relevant to the proposal may also be included, such as an endorsement letter from a range country, maps and relevant publications.
- Proposals should be 10 pages or fewer, excluding literature citations and appendices.
- A semi-annual progress report is required six to eight months after receiving the grant. This report should include high-resolution images illustrating the project.
- An annual or final report is required within one year after the grant period ends. This report must be specific to the Zoo grant, address the objectives identified within the project application, and include accounting for the grant funds provided by the Zoo.

Applications and supporting materials must be submitted to Jennifer Compston at [Jennifer.compston@columbuszoo.org](mailto:Jennifer.compston@columbuszoo.org)

Proposals are reviewed in the order that they were received. Grants are awarded on a quarterly basis (in the third week of March, June, September, and December.) Decisions may take three to nine months; please plan accordingly.

*(last updated: January 2017)*
COLUMBUS ZOO AND AQUARIUM CONSERVATION FUND
GRANT APPLICATION

SECTION 1 - GENERAL INFORMATION

Title of project: __________________________________________________________

Applicant’s name and title: ________________________________________________

Applicant’s affiliation (name of organization or academic institution):
______________________________________________________________

Website address of applicant’s organization: ________________________________

Amount being requested: $ _____________________ (Limited to $5,000 for a first-time applicant)

Applicant’s mailing address: ______________________________________________

Phone: ___________________________ E-Mail: _______________________________

Fax: _____________________________________________________________________

☐ By checking this box, you agree to the release of contact information

In the case of a grant approval, please request a check or wire transfer.

----------------------------------- FOR CHECK -----------------------------------

Make check payable to:

Mail check to:

----------------------------------- FOR WIRE TRANSFER -----------------------------------

Name of Bank:

Bank address (including street, city, state, country):

Name on Account:

Account #:

Routing Code:

Swift Code (required):
SECTION 2 - PROJECT DESCRIPTION

1. Please provide three to four sentences that clearly describe the purpose of this project.

2. What conservation issue(s) will this project address?

3. What is the geographic location of the project? (Country, region, nearest city)

4. Describe the setting of the project area.
   Is it in a national park, protected area, private property, etc.? What are the habitats of the area?

5. Describe the project’s history and impact, if applicable.
   Is this a new or ongoing project? If ongoing, when was it established, and what have been the major accomplishments to date.

6. Projected start date ______________ (month/year) End date ____________ (month/year)

7. Specify the project’s timeline and milestone goals.

SECTION 3 - METHODS

1. Describe your methods for each goal addressing the conservation issue(s).
   If the project involves anesthesia or surgery, include details of the protocols, details of the veterinary oversight (including personnel qualifications and training), any review by the Institutional Animal Care and Use Committees, and any antibiotic or analgesic drugs that are part of the protocol. Also include details regarding euthanasia of any animals, if applicable.

2. How will you evaluate the success of the project?

SECTION 4 – BENEFITS TO RANGE COUNTRY COMMUNITIES

1. How does the project benefit the local community?
   If applicable, include how indigenous people would benefit.

2. What other key stakeholders or organizations are you working with in the project area?

SECTION 5 – EDUCATIONAL ASPECTS (If applicable)

1. Who is the audience of the environmental education aspect of the project?

2. How many people will be reached annually?

3. How many educational programs will be presented?

4. How many schools, clubs or other organizations are visited annually?
   (Include any other figures that quantify educational efforts.)

5. How will you evaluate the success of your educational programs?
SECTION 6 – PROJECT BUDGET

1. **Provide a detailed budget for the entire project**, including a table with a column specifically for funds requested from the Columbus Zoo and Aquarium. Provide justification when necessary, especially for the largest expenses. Provide as much breakdown of costs as possible on budget line items (salaries, materials, workshop costs, etc.).

2. **List other sources of funding or in-kind support.**

3. **Provide a brief description of how you will proceed if your project is not fully funded.**

SECTION 7 - REPORTING and PUBLICATIONS

1. **Within six to eight months of receiving the grant**: Submit a brief, semi-annual progress report with images illustrating the project. Images should be sent electronically and must be at least 1 MB and scanned at 300 dpi so they are suitable for publication. Social media posts do not qualify as reports.

2. **Within one year of the conclusion of the grant period**: Submit an annual or final report addressing the objectives of the project as they relate to the Zoo grant must be submitted. Please include accounting for the grant funds provided by Zoo. Grantees are expected to acknowledge the support of the Zoo in all publications. The Zoo logo will be provided to be used on publications and outreach materials. Social media posts do not qualify as reports.

3. **Submit supporting materials**, such as educational booklets, posters, research papers, articles, electronic media products relevant to the project, etc., if applicable.

4. **If submitting the results for publication**, describe where and when.

**PLEASE NOTE:** *The grantee gives the Zoo permission to use electronic images, photographs, logos, published/printed information, and any other materials supplied by Grantee, without further notice in press releases and/or publications.*

SECTION 8 - APPLICANT QUALIFICATIONS

1. **Submit the CV of the applicant and other leaders of the project.** The CV should clearly indicate the applicant’s qualifications to conduct the activities in the grant proposal.

Direct questions to:
Michael Kreger, Ph.D.
Vice President of Conservation, Columbus Zoo and Aquarium
Michael.kreger@columbuszoo.org

Return application forms and submit reports to:
Jennifer Compston
Animal Care and Conservation Assistant, Columbus Zoo and Aquarium
P.O. Box 400, 9990 Riverside Drive, Powell, Ohio 43065-0400
Jennifer.Compston@columbuszoo.org

Form updated January 2017