**GUIDELINES FOR MAKING APPLICATIONS**

**FOR GRANTS FROM THE PACIFIC ISLANDS**

**BIRD CONSERVATION AND RESEARCH FUND**

Each year the Council of Birds New Zealand may award a grant from the Pacific Islands Bird Conservation and Research Fund to individuals for bird and habitat research on endangered bird species in the South Pacific region, or for training of Indigenous Persons from sovereign South Pacific countries.

The Pacific Islands Bird Conservation and Research Fund (PIBCRF) supports conservation management and research on bird species classed as endangered by ‘BirdLife International’ and breeding on islands in the South Pacific, but excluding New Zealand. The PIBCRF was created from surplus funds that accrued following the 20th World Conference of International Council for Bird Preservation that was arranged and hosted by the Ornithological Society of New Zealand in 1990. It provides a sustainable and lasting basis for supporting endangered bird conservation-oriented research and training in the South Pacific well into the future.

These guidelines will assist grant applicants, and will also help the Birds New Zealand Council assess proposals. Proposals will be referred by Council to the Scientific Committee for evaluation.

**Criteria for awarding grants:**

* Grants may be made to support projects in sovereign states in the South Pacific, but excluding New Zealand (and its islands), and excluding South Pacific island territories of France, United States of America, Australia, UK and Chile.  Grants shall be applied to benefit Fiji, Samoa, Tonga, Vanuatu, Solomon Islands, Papua New Guinea, Nauru, Tuvalu and Kiribati, also three semi-independent states that are constitutionally in free association with New Zealand, namely, Cook Islands, Niue and Tokelau.
* Applicants must be New Zealand citizens (or Permanent Residents), or citizens of any of the eligible South Pacific countries.
* The proposed project must be consistent with the major objectives of the Ornithological Society of New Zealand, namely the study of birds and the dissemination of information about them.
* The proposed project must be practical, achievable within the specified timeframe (preferably not more than one year) and is likely to contribute to new ornithological knowledge concerning endangered South Pacific bird species, or their habitats, or will achieve specified training objectives of local personnel.
* A grant from the fund cannot be used to support the attendance of personnel at conferences or meetings, other than where there is a transfer of information and practice or practical techniques for application in the field of endangered bird management. A grant cannot be used to support reporting (“write-ups”) of projects.
* Each grant will not exceed NZ$3,000. (Note: the grant amount may be varied from year to year at the discretion of the Council).
* Only one grant will be awarded each year.
* A grant will not be awarded to the same individual in consecutive years.
* The *curriculum vitae* accompanying the proposal should clearly show that the applicant will be able to carry out the work competently and will satisfactorily document the results. Previous knowledge, experience or familiarity with the South Pacific would be an advantage.
* Projects requiring reasonable accommodation costs, equipment purchases, travelling expenses (including international and local airfares, boat charter services and vehicle-running costs) and stores (but excluding food) will be considered.
* A grant from this fund will not necessarily cover all costs of a proposed project; a grant should be considered as being a contribution towards the full costs of the project.

**Conditions:**

* Applications for grants must be submitted to the Executive Officer (Birds New Zealand, PO Box 834, Nelson 7040 or [eo@birdsnz.org.nz](mailto:eo@birdsnz.org.nz)) on an application form (refer to Application Template on page 3) with all necessary information by 30 March, or at such other time that might be specified by Council.
* Preference will be given to applicants who have been members of Birds New Zealand for five or more years.
* Ownership of data gathered or the training materials that have been prepared by a project will be shared between Birds New Zealand and the relevant South Pacific recipient agency. Within one month of completion of the project, project information should be provided to the Executive Officer.
* Tools and/or other equipment purchased using a grant will be transferred to the relevant South Pacific recipient agency at the end of the study or training project.
* Within 1 month of grant approval, recipients must provide an article on the project suitable for publication in *Birds New Zealand* and on the Birds New Zealand website (max. 1 page including a photo).
* Within 12 months of grant approval (or at the end of the project), recipients must provide a report on achievements and results, suitable for publication in *Birds New Zealand* and on the Birds New Zealand website (max. 1 page including a photo). The summary report will be shared with the Royal Forest & Bird Protection Society of New Zealand.
* Although first offer of scientific papers to be published in *Notornis* is preferred (and this should be stated in the proposal), grant recipients are free to publish anywhere.
* All publications arising from the project should acknowledge the financial support of the PIBCRF and the endorsement of Birds New Zealand.
* Council reserves the right to impose any other conditions that it may consider necessary on the award of a grant.

*December 2023*

**APPLICATION TEMPLATE**

**FOR GRANTS FROM THE PACIFIC ISLANDS**

**BIRD CONSERVATION AND RESEARCH FUND**

Project Title:

Name of Applicant:

Citizenship:

Contact Person:

Address (physical and/or postal):

Email: Mobile Phone:

**Description of Project:**

*(Concisely explain the objectives of the project and expected outcomes in not more than 500 words)*

**Date** of project commencement: …………….. Date of planned completion: ………………

**Membership** class: …………………………..

In what year did you join Birds New Zealand? ……………..

**Publications** intended in*: Birds NZ Notornis\**  Other None

*(\* preference will be given to projects suitable for publication in Notornis)*

**Project Budget:**

*(Please set out in detail the types of expenses and the estimated expenditure. New Zealand based costs will be liable for payment of GST. Overseas costs will not be liable for GST)*

Are funds available from other sources?

*(please detail the amount and source)*

Total funds requested from PIBCRF (exclusive of GST): NZ$ ..................

Please attach a one-page ***curriculum vitae*** providing details of your ornithological knowledge, experience and your familiarity with the South Pacific region.

Please provide the name, mobile phone and email address of a **referee** who knows you and your work.