

**GUIDELINES FOR  
PSG CONSERVATION SMALL-GRANT PROGRAM**  
(version 1.2; last revised 26 February 2016)

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**BACKGROUND**

There has been concern by members of Executive Council (EXCO) of the Pacific Seabird Group and PSG’s Conservation Committee that some worthy seabird-conservation projects could be accomplished at minimal cost in some locations of the Pacific but are not being pursued because there is no vehicle for funding such projects. The need for support for seabird-conservation efforts is most acute in developing nations. As was pointed out in *PSG Bulletin* in 1982, “the 30th study on the Black-legged Kittiwake in Alaska can find a sponsor, but the first attempt at mapping colonies in Fiji or Indonesia cannot.” We find that the same problem exists today. To address this concern, the EXCO has established a Conservation Small-Grant Program (CSGP).

**OBJECTIVE**

The objective of the CSGP is to advance the conservation of seabirds by providing funds or supplies to individuals from developing countries as well as those from elsewhere working in those developing countries primarily in or bordering the Pacific Ocean, **for conservation and restoration activities that benefit seabirds in the Pacific Ocean.**

**GENERAL INSTRUCTIONS**

1. Send an email to Verena Gill and Craig Harrison briefly explaining what you want to propose and where you want to do the work. That way, you can get a rapid determination from them of whether your proposal is eligible for funding. See Contact Information for emails.
2. If they determine that your study is eligible, then fill out and send the application form, the proposal/budget, and the letter of reference, as described below, to

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Verena Gill and Craig Harrison. If you have questions about the Application Form, please see the Example Form that has been filled out.

### **DISPERSAL OF FUNDS TO APPLICANTS**

#### **Eligibility**

Criteria for eligibility will largely be geographic, in that the funding preferentially will go to citizens of developing countries within or bordering the Pacific Ocean. Preference will be given to citizens of any country within or bordering the Pacific Ocean **except** the USA, Canada, Japan, Australia, New Zealand, Mexico, South Korea, and Taiwan, unless no local citizens are able to do the work at the time of application. In addition, the work should be conducted within developing countries within or bordering the Pacific Ocean or should benefit Pacific seabirds.

Consideration may be given to applicants from one of the ineligible countries, providing:

- (1) the seabird work will occur within one of the eligible countries;
- (2) the applicant can demonstrate that matching funds exist; and
- (3) individuals in the host country are involved in the project, so that they can learn techniques to aid in seabird conservation.

A grant may be awarded to a citizen of an ineligible country if the specific purpose of the work is to train local residents of an eligible country to undertake seabird conservation actions. In such cases, the applicant also must demonstrate that, without the addition of the CSGP (plus matching funds), the project cannot be completed. Although we prefer that applicants not be government employees in those eligible countries (government employees generally have access to some funds) all applications will be reviewed on their merit; and government employees may be awarded CSGP grants.

For continuing projects, eligibility also depends on timely submission of reports. All recipients of a CSGP grant must submit a report within two months of the completion of the project or that phase of the project. Recipients of a CSGP grant are eligible to apply for funds to continue the work, but, to be considered for additional funds, the applicant must submit a short report along with the renewal application. Previous recipients of the CSGP grant who do not provide a report to the CSGP are ineligible for future grants.

#### **Proposal/budgetary requirements**

Applicants will (1) fill out a concise application form; and (2) prepare a short but detailed proposal. The proposal will:

- A. describe the nature of the conservation issue/problem (i.e., the background and objectives);
- B. briefly describe how the objectives will be accomplished;

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- C. provide a budget of projected expenditures and/or request of materials needed; and (D) provide at least one letter of support from a non-involved party (all of these components should be submitted via email messages).

We emphasize that the proposal/budget should be brief and believe that 2 pages (including the budget) will suffice. If funds are provided to the applicant, a signed application and proposal in hard-copy must be received by the CSGP (this can be sent as an attached PDF file). Background information on the CSGP, application forms and instructions will be available through the PSG website. We encourage PSG members to draw this program to the attention of potential worthy recipients.

### **Disbursement of funds**

The size of grants usually will be between US \$250 and US \$2,000. Funds/materials will be provided to award recipients as soon as possible after a decision of acceptance by the Conservation Grant Committee and approval of the EXCO. Grants above US \$1,000 will require direct approval by EXCO, possibly delaying a decision. The amount dispersed will be determined by the number of proposals, the quality of each proposal, and the contribution of the proposed work to seabird conservation in the Pacific. Any funds or material donations not spent will be returned to PSG for later disbursement on other projects.

### **Activities that are and are not permitted**

Examples of activities that may be funded include:

- the cost of supplies, transportation, or other field-work expenses for removal of invasive species from a nesting colony;
- the provision and distribution of materials to train local residents how to reduce the impacts of human activities on seabirds or their colonies/habitats;
- the provision and distribution of educational materials or equipment for teaching fishermen how to reduce seabird bycatch; and
- costs for colony surveys of presently-unsurveyed areas to evaluate the status and conservation needs of seabirds.

Examples of activities that will **not** be funded include:

- travel to the PSG or other society meetings;
- regular monitoring or censusing of colonies;
- research that includes the purchase of satellite- or radio-telemetry tags;
- the study of breeding biology.

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Essentially, funds must be spent and donated materials must be used to accomplish directly the proposed conservation activities. Unspent funds will be returned to the CSGP for later disbursement.

### REPORTING

No later than 2 months following the completion of the funded field work, award recipients must provide a short report (in English) detailing:

1. their proposed objectives;
2. their proposed activities/actions;
3. their actual activities/actions;
4. their subjective/objective evaluation of the effectiveness of their actions in conserving seabirds, including detailed quantitative information, when possible (e.g., “discovered and censused XX seabird colonies,” with numbers of each bird species and locations of seabird colonies provided in the report);
5. a comparison of proposed and actual expenditures of money/use of donated materials; and
6. suggestions for further work or improvements to the completed project design.

### CONTACT INFORMATION

All proposal applications and reports should be sent to:

**Verena Gill**

Chair, Craig S. Harrison Conservation Fund Committee

Email: verena.gill[at]gmail dot com

and

**Craig S. Harrison**

Email: craigspencerharrison[at]gmail dot com

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**APPENDIX 1. APPLICATION FORM**

**APPLICATION FORM  
PSG CONSERVATION SMALL-GRANTS PROGRAM  
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Please fill out this form and include a short (not more than 2 pages, including budget) detailed proposal and detailed budget that follows the guidelines described in the PSG website. Applicants also must provide at least one letter of support from a non-involved party who has an understanding of the project. All proposal materials should be sent to Verena Gill (verena.gill@gmail.com), Chair, Craig S. Harrison Conservation Fund Committee, and Craig Harrison (craigspencerharrison@gmail.com)

<b>Date of application (MM/DD/YYYY):</b>	
<b>APPLICANT INFORMATION</b>	
<b>Name:</b>	
<b>Mailing Address:</b>	
<b>Organization (if applicable):</b>	
<b>Email address:</b>	
<b>Phone number (if any):</b>	
<b>FAX number (if any):</b>	
<b>Are you a government employee? (yes; no)</b>	
<b>Are you, or any participant in the project, a resident of one of the eligible countries? (yes; no)</b>	
<b>BASIC PROJECT INFORMATION</b>	
<b>Title of project:</b>	
<b>Project topic (conservation; inventory; restoration; other [describe]):</b>	
<b>Country (and islands) in which project will be conducted:</b>	
<b>PROJECT FUNDING</b>	
<b>Total funds (US dollars) or non-monetary support requested:</b>	
<b>Do you have matching funds or non-monetary support or services? (yes; no)</b>	
<b>If "yes," amount of funds or non-monetary support available (US dollars or list of other support)?</b>	
<b>PREVIOUS SUPPORT FROM PSG?</b>	
<b>Have you previously received a Conservation Grant from PSG? (yes; no)</b>	
<b>If "yes," what year and for how much money (US dollars) or support?</b>	

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APPENDIX 2. APPLICATION FORM EXAMPLE

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Please fill out this form and include a short (not more than 2 pages, including budget) detailed proposal and detailed budget that follows the guidelines described in the PSG website. Applicants also must provide at least one letter of support from a non-involved party who has an understanding of the project. All proposal materials should be sent to Verena Gill ([verena.gill@gmail.com](mailto:verena.gill@gmail.com)), Chair, Craig S. Harrison Conservation Fund Committee, and Craig Harrison ([craigspencerharrison@gmail.com](mailto:craigspencerharrison@gmail.com))

Date of application (MM/DD/YYYY):	04/12/2007
<b>APPLICANT INFORMATION</b>	
Name:	Rollo Beck
Mailing Address:	P.O. Box 242800 Ignatz, CA 12345 USA
Organization (if applicable):	Beckola Research Foundation
Email address:	RABeck@aol.com
Phone number (if any):	123-456-7890
FAX number (if any):	none
Are you a government employee? (yes; no)	no
Are you, or any participant in the project, a resident of one of the eligible countries? (yes; no)	yes
<b>BASIC PROJECT INFORMATION</b>	
Title of project:	Restoration of Red-billed Tropicbirds in the South China Sea
Project topic (conservation; inventory; restoration; other [describe]):	restoration
Country (and islands) in which project will be conducted:	Paracel Islands, China
<b>PROJECT FUNDING</b>	
Total funds (US dollars) or non-monetary support requested:	US \$1,200
Do you have matching funds or non-monetary support or services? (yes; no)	yes
If "yes," amount of funds or non-monetary support available (US dollars or list of other support)?	US \$250
<b>PREVIOUS SUPPORT FROM PSG?</b>	
Have you previously received a Conservation Grant from PSG? (yes; no)	no
If "yes," what year and for how much money (US dollars) or support?	not applicable