WDA Small Grants Description and Application Instructions 2022

About the Small Grants Program:

Grants are awarded for a project that has defined and measurable goals that support the WDA mission; "to acquire, disseminate and apply knowledge of the health and diseases of wild animals in relation to their biology, conservation, and interactions with humans and domestic animals."

Contacts and Deadlines:

Proposals are due **March 15, 2022**

Proposals should be submitted to wdasmallgrants@gmail.com

Criteria for Small Grant Proposals:

- It must support the mission of the WDA.
- The project leader must be a member of the WDA.
- It must have measurable objectives which are achievable within 1 year.
- It does not involve research, laboratory, or field studies, including 'citizen science' projects.
- Grant funds must be administered through an organization to which the WDA can legally transfer funds and not a personal bank account; examples of allowable organizations are a WDAGeographic Section, a university, or a non-profit organization.
- Charges for overhead, refreshments and lodging are not allowed.
- Requests for travel funds require special approval from the Small Grants Sub-Committee and must include the exceptional circumstances for which the request is being made. These circumstances must be explained in an addendum that is submitted with the proposal.
- All persons that will receive funds to perform work as part of the Small Grant Award must be listed as a collaborator, and the requested funding must be included in the original grant proposal budget.
- Proposals will be submitted electronically (contact committee chair to request an exception)
- Examples of potential types of proposals are included in Appendix I

Proposals Must Include the Following Information:

- Project Title
- Project Leader & affiliation (must be a current member of WDA)
- Collaborators & their affiliations
- WDA Section Affiliation (if any)
- Location of work
- Mechanism for administration of funding
- Project background
- Project objectives
- How objectives advance the mission of the WDA
- Proposed outcomes
- Project timeline
- Detailed Budget
- Resources and previous accomplishments that demonstrate capacity to complete the project

Criteria for Awarding Proposal:

Proposals will be scored independently by members of the Small Grants Sub-committee. The scoring criteria are in Appendix II. Minimum score for funding is 15. If any of the 5 scoring criteria averages 1, the proposal is ineligible for funding. Proposals will be ranked in order of score, highest first. If none of the proposals meet the minimum score, the Small Grants Committee will not recommend an award and the funds for that year shall be directed to the JWDEndowment Fund.

Final Report Requirements:
- Project title
- Grant ID/ Institution
- Date of report
- Names of investigators
- Start date
- End Date
- Detailed budget with itemized expenses
- Summary of the original objectives, list of outcomes in relation to objectives, and description of how they further the WDA mission.
- A summary report (approximately 1 page), with photos if appropriate, suitable for publication in the WDA Newsletter
- Acknowledgement of WDA Small Grant funding.

Awards Cycle:
- February 1, 2022: RFP and guidelines begin circulating to WDA membership
- March 15: RFP - proposal submission closed, and proposals sent to Committee for review
- April 15: Small Grants Committee completes proposal evaluation submitting their comments to the Chair
- April 25: Chair summarizes outcomes and reports back to Committee with recommended action for discussion
- April: Final ratification of selected proposals during spring WDA Council meeting
- May: Funds disbursed
- Final report at completion (within 18 months of receipt of funding)

Appendices:
I. Examples of projects that fit the criteria for the Small Grants Program
II. Proposal Scoring Criteria

APPENDIX I

Examples of projects that fit the criteria for the WDA Small Grants Program

- Science reviews or data surveys requested by the WDA Council or a WDA Section, or that areof importance to WDA or its membership
- Assistance for Geographic Section meetings / special symposia, such as compilation andposting / printing of symposium outcomes or financial assistance with webinars. Again, please note that Small Grant funds cannot be used for lodging or refreshments.
- Cataloging and preparing for access (e.g. on website) member contributions (such as historic material such as the digitizing and posting of slide collections or teaching sets)
- Acquiring and archiving educational materials for member use (e.g. images, *PowerPoint* presentations)
- Publication, on-line or in print, of 'disease manuals', scientific reviews, and symposium proceedings.
- Producing and / or enhancing on-line availability of reliable and current information for members, the broader scientific community, and the public.
- Organization capacity-building opportunities that enhance WDA membership numbers and benefits: e.g., conference or workshop organization; extension and PR activities in the community, or improving collaboration of WDA and other scientific organizations; etc. Scientific 'on-line' self-study guides for wildlife issues
- Membership drives for sections
- Section newsletter funding
- Developing new or creative outreach for WDA
- Translation of wildlife health information to reach out to under-represented countries
- Development of school curricula on wildlife health (kindergarten, elementary, junior high), television shows or other instructional media on wildlife health
- Development of mobile apps or other media to enhance outreach of WDA

In general, support for a small portion of a larger project proposal that is dependent on additional, uncommitted funding sources, or over several years, will not be approved. If there is a discreet part of a larger project that can be completed in one year with the funds provided by the Small Grants Program, it would fit the criteria for consideration.

APPENDIX II

Evaluation of Proposals for the WDA Small Grants Committee

Proposal Title: _____

Project Leader (Current WDA Member): _____

      Institutional Affiliation: _____

      WDA Section (If applicable): _____

Collaborators: _____

Evaluation: There are 5 categories upon which the proposal is evaluated. Each section receives a numerical raw score of 1-5 with **5**=excellent, **4**=very good, **3**=satisfactory, **2**=poor, and **1**=unacceptable. Scores for categories 1, 4, and 5, will be weighted (multiplied by a factor of 2) to reflect the differential importance of these criteria. The highest total score for all sections will determine the ranking of the proposal. The maximum score possible is **40**

1). **Objectives are clear and in alignment with WDA Mission**   **Raw score** _____ **X2= weighted** _____

2). **Objectives are measurable and achievable within 1-year**   **Raw score** _____ **X1= weighted** _____

3). **Budget is realistic and within the guidelines of the RFP**   **Raw score** _____ **X1= weighted** ____

4). **Project will result in significant contribution**   **Raw score** _____ **X2= weighted** ____

5). **Proposal is clearly written, and authors have a track record of success. Raw score** _____ **X2= weighted** _____

                subtotal (raw score) (cannot exceed 25) _____

                TOTAL SCORE (weighted) (cannot exceed 40) _____

                Your initials _____

Comments:

Application is disqualified because:

- **Project Leader is not a current WDA member**
- **An appropriate organization has not been listed through which funds can be administered**
- **Proposal involves research, laboratory, or field studies**
- **Submission received after deadline**