

WDA Small Grants Description and Application Instructions 2022

About the Small Grants Program:

WDA Small Grants are intended to support non-research activities ≤\$5,000.

Grants are awarded for projects that have defined and measurable goals that support the WDA mission; “The mission of the Wildlife Disease Association is to promote healthy wildlife and ecosystems, biodiversity conservation, and environmentally sustainable solutions to One Health challenges”

Examples include: publication of manuals, production of educational materials, translation of information sources, public outreach, geographic section recruitment drives, or development of newsletters apps or other media.

Contacts and Deadlines:

Proposals are due **October 15, 2022**

Proposals should be submitted to the Small Grants Sub-committee at wdasmallgrants@gmail.com

Criteria for Small Grant Proposals:

- The proposal must align with the mission of the WDA.
- The project leader must be a current member of the WDA.
- The proposal must have measurable objectives stated clearly which are achievable within 1 year.
- The proposal should 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 WDA Geographic Section, a university, or a registered non-profit organization.
- Expenses for overhead, meals/refreshments and accommodation are not allowed.
- Requests for travel funds will be considered only under exceptional circumstances and require special approval from the Small Grants Sub-Committee. The request must include a detailed description of the travel, how the travel is essential to the goals and objectives of the grant, and what alternatives to travel have been considered and determined to be less effective for meeting the goals and objectives. These circumstances must be explained in an addendum to be submitted with the proposal.
- Each person that will receive funds as part of the Small Grant must be listed as a collaborator and must be identified in the original grant proposal budget.
- Proposals will be submitted electronically (if this is not possible, contact Sub-committee Chair to request an exception).
- Examples of potential types of proposals are included in [Appendix I](#)

Proposals Must Include the Following Information within the supplied template form:

- Project Title
- Project Leader & affiliation (must be a current member of WDA)
- Collaborators & their affiliations
- WDA Section affiliation (if any)
- Mechanism for administration of funding – e.g., WDA Geographic Section, a university, or a registered non-profit organization
- Project Proposal:

- Project background
- Project objectives, including how objectives advance the mission of the WDA
- Proposed outcomes
- Project timeline
- Detailed budget
- Evidence to 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 JWD Endowment.

Final Report Requirements:

The awarding of a WDA Small Grant is contingent on a commitment by the Project Leader to complete a Final Report within 18 months of receipt of funding that must include the following:

- Project title
- Grant ID/ Institution
- Date of report
- Names of collaborators
- Start and end dates
- Detailed budget with itemized expenses
- Summary of the original objectives, list of outcomes in relation to objectives, and description of how they furthered 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 in any publication, media, presentation, or other product created as part of the funded project.

Awards Cycle:

- September 1, 2022: RFP and guidelines begin circulating to WDA membership
- October 15: RFP - proposal submission closed, and proposals sent to Committee for review
- November 15: Small Grants Committee completes proposal evaluation submitting their comments to the Chair
- November 25: Chair summarizes outcomes and reports back to Committee with recommended action for discussion
- November: Final ratification of selected proposals during spring WDA Council meeting
- December: 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 are of importance to WDA or its membership
- Assistance for Geographic Section meetings / special symposia, such as compilation and posting / 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

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| 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