**Guidelines for**

**Projects Assistance Fund**

The Council of Birds New Zealand may make one or more grants or loans each year to individuals and groups in support of ornithological research, or for disseminating information about birds.

Each grant or loan shall not exceed $3,000.

These guidelines are aimed to help members when making an application for funds, and to help the Birds New Zealand Council assess proposals. Proposals will be referred by Council to the Scientific Committee for evaluation.

**Criteria for granting awards**

* A proposed project must be compatible with the major objectives of the society, namely the study of birds in New Zealand and the dissemination of information about them.
* A project needs to be practical, is achievable within the timeframe set out in the proposal and is likely to contribute to new ornithological knowledge.
* The curriculum vitae of the proposer should illustrate that there is a high expectation that the applicant will be able to carry out the work competently and can satisfactorily document the results.
* A grant or loan from this fund will not necessarily cover all costs of a proposed project; a grant or loan should be considered as a contribution towards the costs of a proposed study.

**Preferred projects**

* 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.
* Group or regional projects including the involvement of several Birds New Zealand members.
* Seeding finance or loans for the publication of books, pamphlets, displays or audio-visual materials.
* A preference will be given to projects requiring financial assistance for the purchase of equipment that will become the property of the Society at the end of the study.

**Conditions**

* Applications for grants must be submitted to the Executive Officer (PO Box 834, Nelson 7040 or eo@birdsnz.org.nz) on an application form (see page 3 of these guidelines) with all necessary information **by 30 March** for consideration at the winter Council meeting, or at such other times that might be specified by Council.
* Grants will only be awarded to financial members of Birds New Zealand.
* Council will give preference to students who have been members of Birds New Zealand for three or more years. Applications by students must be made through their supervisor who shall be responsible for ensuring that the conditions of the grant are complied with. The student’s supervisor must be a member of Birds New Zealand.
* Grants for projects may support fair and reasonable accommodation costs, expert services, travelling expenses (including vehicle-running costs, also boat or aircraft charter) and stores (but excluding food). Grants shall not be used for reporting (‘write-ups’) of projects.
* For studies that include an overseas component, all grant monies must be spent within New Zealand.
* Information gathered by this project will be provided to Birds New Zealand, but the Society will not claim ownership to that information. Within one month of completion all information acquired through a project should be provided to the Executive Officer for archiving.
* Within 1 month of grant approval, recipients must provide an article on their 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, recipients must provide a summary report on their project, suitable for publication in *Birds New Zealand* and on the Birds New Zealand website (max. 1 page including a photo). In addition, recipients should list items of equipment purchased with grant monies that will be transferred to Birds New Zealand at completion of the project.
* Results should be analysed within 1 year of a project completion and be prepared for publication soon after.
* Although first offer of scientific papers to *Notornis* is strongly preferred, recipients are free to publish anywhere.
* Where appropriate, bird count data gathered during the implementation of a project shall be entered into eBird.
* All publications arising from the project should acknowledge the financial support of Birds New Zealand Projects Assistance Fund.
* Council reserves the right to impose any other conditions that it may consider necessary on the award of a grant or loan.

 **Projects Assistance Fund**

**Application Form-template**

Title of Project:

Name of Applicant:

Contact Person or Supervisor:

Postal address:

Email: Phone:

**Objectives and Description of Project**

*(Clearly explain the objectives of the study, milestones and expected outcomes in less than 300 words)*

Date of commencement: Expected date of completion:

Type of project: Individual Thesis Group Regional National

How many years have you been a member of Birds New Zealand?

No. Birds New Zealand members involved: 1-10 11-20 20+

No. Birds New Zealand Regions involved: 0 1-3 3+

**Publications** **intentions**

Intention to publish in*: Birds NZ Notornis\** Other None

*(\* preference will be given to projects that are appropriate for publication in Notornis)*

**Budget for project**

*(Clearly detail types of expenses and the estimated expenditure, exclusive of GST)*

Are funds available from other sources?

*(Please detail the amount and source)*

Total funds requested from Birds New Zealand: NZ$ (exclusive of GST)

How will the funds be used?

Please attach a 1-page *curriculum vitae* giving details of your ornithological experience and the name and contact details of a referee (e.g. your Regional Representative, or supervisor) who knows you and your work.

*Amended November 2023*