*~~~~*

**Birds New Zealand Research Fund – Application 2024**

*The Birds New Zealand Research Fund is a national fund administered by Birds New Zealand on behalf of T/GEAR, a New Zealand Charitable Trust. Applications will be accepted from individuals, students, researchers within universities, or organisations prepared to make a difference through ornithological research, with outcomes likely to provide for better management of New Zealand birds or their environment. The applicant has to be a current member of Birds New Zealand, living in New Zealand, and the project carried out in New Zealand or its outlying islands (e.g. Kermadecs).*

*Funding ranging from $1,500 to $10,000 may be awarded. This fund provides financial assistance mainly for logistics and purchase of equipment and consumables. Wages/time will not be supported. Payments will be funded retrospective (either after submission of the interim or final project report) and are for a 12 month period only. In the event of financial hardship exemptions may be made after prior consultation.*

*Preference will be given to applications that will:*

* *clearly be of benefit to the conservation of NZ native birds*
* *involve research with a well-defined and measurable outcome*
* *provide opportunities for Birds New Zealand members to assist or participate in research activities*
* *demonstrate intent to publish at least part of the funded work in the Society's journal* [*Notornis*](https://www.birdsnz.org.nz/society-publications/notornis/).

*A list of suggested topics that cover a range of themes for project ideas that will enhance our knowledge of New Zealand’s endemic and native species is available*[*here*](https://www.birdsnz.org.nz/wp-content/uploads/2023/04/2023-Preferred-themes-for-BNZRF-projects.pdf)

***Applications must be received by 15 June****, on the official application form provided, and submitted as a single PDF File to our Executive Officer:* *eo@birdsnz.org.nz*

Individual/Organisational Details

1. Name of individual or organisation:

2. Postal address:
Phone number:
Email address:
Name of contact person:

If you are an individual, student or university researcher, please progress to question 8. If you are applying on behalf of an organisation, please answer questions 3-8.

3. Please provide details on the status of your organisation.

4. Please describe the goals and objectives of your organisation.

5. Are any of your income or assets distributed or applied to the benefit of a private person or for-profit organisation, other than the beneficiaries of your charitable purposes? If YES, please attach a statement.

6. What will happen to your organisation/charity in the event of dissolution?

7. Please supply a copy of the minutes and financial statement from your last annual meeting.

8. Are funds available from other sources? Please detail amounts and sources.

**Project Application**anduniversity

**1. Purpose of organisation**

 Unless you are an individual or university researcher, please describe the purpose of your organisation, the work it accomplishes, and programs and activities relevant to this request. (max. 250 words)

**2. Purpose of request / Project proposal**

 Please provide a title, description, clear objectives and details on methods/data analysis of the project for which the request is being made. How many people will participate and to what extent will Birds NZ members be involved? How would the funding money be used? (max. 1 page, 12pt, single spaced)

**3. Ornithological value**

 Briefly outline the ornithological value of your research. (max. 250 words)

**4. Anticipated project results**

 What outcomes will you achieve if you received this grant? How are results measured? What are the timelines and milestones for performing this work? (max. 1 page 12pt font, single spaced)

**5. Publishing**

 We recognise that many projects will produce several publishable outputs suited to different journals. Please identify one aspect of your proposed project that would be suitable for publication in *Notornis*. For details on the aims and scope of *Notornis* see [birdsnz.org.nz/society-publications/notornis/](https://www.birdsnz.org.nz/society-publications/notornis/).

**6. Budget**

 Please provide a detailed spreadsheet of the expected costs of your project (GST exclusive) and how/when the requested grant would be spent. In the event of funding being awarded, you will be expected to provide tax invoices or GST receipts (if claiming GST) before expenses will be reimbursed.

**7. Equipment ownership**

 If you intend to purchase field equipment over $500, what are your intentions for its future use? Please provide a list that specifies where this equipment will be held and subsequently used.

**8. Data management**

 Please provide a data management statement that answers the following: What type(s) of data do you intend to generate (e.g. count data, acoustic data, genetic sequence data, existing data sets)? Who is responsible for the management of this data? How will data be managed during the project, and archived and accessed beyond the lifespan of the project (e.g. available in an appropriate open access repository, held under embargo for a set period)? Are there any specific data management considerations required by other funding bodies or collaborators, including associated mana whenua?

**9. Previous experience**

 Provide a CV that outlines your experience relevant to your application. (max. 1 page)

**Reporting / Publication Requirements**

All publications arising from this project should acknowledge the support by the Birds NZ Research Fund.

Fund payments are made retrospective, upon meeting all of the following reporting requirements:

**1. Articles for the magazine *Birds New Zealand* and the Birds NZ website**

* **Overview Article** (1-2 paragraphs and photo) / due by **1 September 2024**
* **Summary Article** (1 page and photo) upon project completion / due by **1 September 2025**

**2. Reports**

* **Interim Report** / due by **1 March 2025**
* **Final Project Report** / due by **1 September 2025**

 Each report should consist of aone page summary, describing how the money was spent, progress made, and any problems encountered. If stated outcomes were not achieved, explain why.

Your reports should also address:

* the extent to which this work contributed to ornithological research
* the intentions to publish results (preferably in *Notornis*)
* the extent to which your work allowed others to be involved in ornithology

A **list of actual expenditures** against budgetfor the year to date must be submitted with both reports, along with tax invoices/GST receipts for which you claim payment for, clearly showing any GST content.

# **Agreement**

The following agreement is part of the application process. If your application is granted, in total or in part, a signed copy of this agreement will be returned to you. The agreement is not legally effective unless it is signed on behalf of Birds New Zealand.

I, *(your name)*/On behalf of *(your organisation's name)* agree that any funds received from the Birds New Zealand Research Fund will be used as follows:

* The grant will be used only for the purposes and activities described in the application.
* All re-usable equipment funded by the Birds NZ Research Fund will, after the research work is completed, remain within *(your organisation's name / or the Birds NZ region)*. This is to ensure maximum use of equipment, rather than becoming individual's assets.
* I/ *(your organisation's name)* will provide Birds NZ with reports (as described in the application) on the use of the funds.
* I/ *(your organisation's name)* will not use the grant (directly or indirectly) to
* induce or encourage violations of law or public policy or improper private benefit;
* make any grant to an individual, other than as a part of *(your organisation's name)* charitable activities as supplied in this application.
* If applying on behalf of an organisation: If *(your organisation's name)* is dissolved, or if it is otherwise unable to use the grant for the purpose and activities described in the application, the grant will be reassessed and some or all funds may be withdrawn.
* The laws of New Zealand govern this grant. I/ *(your organisation's name)* understands that a grant from the Birds New Zealand Research Fund does not confer upon me/ *(your organisation's name)* any special recognition, endorsement, of affiliation with Birds NZ.

 **Agreed and accepted by:***(Signature of applicant):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Position, organisation):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Date):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agreed and accepted by:***(Signature of BNZRF):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*(Position, organisation):* Executive Officer, Birds New Zealand

*(Date):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Form amended: 1 April 2021*