2018 IMATA Conservation Fund
Nomination Application Instructions

The IMATA Conservation Fund, established in 2011, provides one-time funding contributions to third-party non-profit organizations that are nominated by IMATA members, recommended by the IMATA Research and Conservation Committee, and approved by the IMATA Board annually. Some of IMATA's previously funded conservation organizations include the Marine Mammal Care Center, Manatee Rehabilitation Partnership, Pacific Marine Life Foundation, UNCW-Marine Mammal Stranding Program, Manatee Research, Zoo to You, the Wuhan Baiji Conservation Foundation and The Himalaya.

Nomination Requirements:

- Nomination Applications for non-profit organizations must demonstrate that their Mission and projects focus on conservation-oriented issues which promotes communication, professionalism, and cooperation among those who serve marine animal science through training, public display, research, husbandry, conservation, and/or education. Nomination Applications may include, but are not limited to, support for: habitat, species or individual animal conservation issues, conservation research projects or programs, educational promotions of conservation issues, inter-disciplinary cooperation for conservation issues, publication of peer-reviewed journals, etc.

- Nomination Applications may only be submitted by current Active or Professional IMATA members.

- The Organization Nominee (non-profit organization) must have a designated Organizational Contact.

- Projects may not include requests for salary, university tuition or fees, fringe or overhead costs, or travel that is unrelated to the completion of the project in the budget.

- Nomination Application packets must include the completed Application, two letters of support which state the conservation importance of this Nomination and endorse the qualifications of the Organization, proof of the Organization's non-profit status, Statement of Organizational Support, and copies of required permits (if applicable).

- Nomination Application packets must be fully complete, digitized, and emailed to ResearchConservation@imata.org.

- The Organizational Contact will be the designated Award recipient, and will assume responsibility for management of all aspects of the project.

- The Organizational Contact must agree to IMATA's Terms of Acceptance prior to the distribution of any funds. Failure to agree to these terms will result in IMATA's withdrawal of the funding.

Application Packet Instructions:

1. Log onto the IMATA website and download the Nomination Application.
2. If you have difficulty downloading the Nomination Application template or have related questions, please email ResearchConservation@imata.org.

3. The Nomination Application template includes instructions for completing each section in italics. Be sure to delete these instructions from each section before submitting the Nomination Application.

4. Use Arial 10 point font, single space, bold all headings and set margins at 1".

5. Be sure that your itemized project budget does not exceed $3,000.00 and does not include allocations for salary, university tuition or fees, fringe or overhead costs, or unrelated travel.

6. Ensure that the completed Nomination Application, two letters of support which state the conservation importance of this Nomination and endorse the qualifications of the Organization, proof of the Organization's non-profit status, Statement of Organizational Support, and copies of required permits (if applicable) are digitized and are all included in one PDF document.

7. Save your document in the following format (be sure to insert the non-profit organization name): 2018IMATAConservationFundAppOrganizationName

8. Email your document to ResearchConservation@imata.org.

9. Changes may not be made to your Nomination Application once it has been received by IMATA.

10. An email will be sent to the Nominating IMATA Member and the Organizational Contact to confirm receipt of the Nomination Application.

11. Funding will be denied if applications are not of significant merit, do not promote communication, professionalism, and cooperation among those who serve marine mammal science through training, public display, research, husbandry, conservation, and/or education or if the Nominee fails to agree to IMATA's Terms of Acceptance, provide proof of the Organization's non-profit status, provide the Statement of Organizational Support, or provide copies of required permits (if applicable).

12. Funding award amounts may be reduced from the requested amount in order to accommodate other awards or if the IMATA Board determines that dispersal of these funds interfere with IMATA's fiscal solvency.

13. The Nominating IMATA Member and the Organizational Contact will be notified of the Board's funding decision within three months of receiving application.

14. Award funds will be made available to the Organizational Contact within three months of being awarded the grant.

Terms of Acceptance:

1. Recipients will promote the award by placing the verbiage: "Supported by the IMATA Conservation Fund" with the IMATA logo on the nominee's websites, publications, presentations, and or tangible products produced by the Award.

2. Funds must be used as defined in the line items of the budget.

3. Any tangible products produced by the IMATA Conservation Fund will be provided to IMATA who retains the rights to include it on the IMATA website and in any or all of IMATA's publications.

4. Any tangible products produced by the IMATA Conservation Fund may not be used to generate profits in any way.

Step by Step Directions to Complete Application Questions:

The 2018 Conservation Fund Nomination Application contains numerous questions, each of which requires that their answer fields to be completed in a specific manner. Below you will find a copy of the Conservation Application with specific directions on how to answer each question presented in italics.

2018 IMATA Conservation Fund
Nomination Application

IMATA Member Applicant:

Applicant's Name: *(Enter the name of the IMATA member who is nominating the non-profit organization)*

Applicant's Address: *(Enter the applicant's address.)*

Applicant's Phone Numbers: *(Enter the applicant's phone numbers.)*

Applicant's Email Address: *(Enter the applicant's email address.)*

Applicant's IMATA Membership Level: *(Must be a current IMATA PR or AC Member)*

Expiration Date: *(Date the applicant's membership expires.)*

How is the Non-profit Conservation Organization Known to You? *(Limit 200 words. Include a summary of the Non-profit Conservation Organization and the specific Project that will be supported if this project is awarded.)*

Non-profit Conservation Organization Nominee:

Organization's Name: *(Enter the name of the non-profit organization. Be sure to include proof of the organization's non-profit status)*

Organization's Address: *(Enter the organization's address.)*

Organization's Website Address: *(Enter the organization's website address.)*

Organization's IMATA Membership Level: *(Must be a Friends of IMATA or Organizational Member)*

Expiration Date: *(Date the Organization's membership expires.)*

Organization's Mission: *Enter the mission statement for the organization(s) listed above.*

Organization's Overview: *(Limit 300 words. Provide a historical summary of the Organization's establishment, goals & priorities, and prior conservation project initiatives, including their funding sources and reporting methods [conferences, publications etc.])*

Organizational Contact Name: *(Enter the name of the person who will assume responsibility for all aspects of the project at the Organization and will guarantee that the IMATA Conservation Fund Terms of Agreement are satisfied. Be sure to include the Contact's resume at the end of the Application.)*

Contact's Background: *(Limit 300 words. Provide a historical summary of the Contact's educational and professional accomplishments and prior conservation and research project initiatives including their funding sources.)*

Contact's Phone Numbers: (*Enter the Contact's work and cell phone numbers.)*

Contact's Email Address: (*Enter the Contact's email address.)*

Conservation-Oriented Project(s):

Project Title: *(Create a title that clearly identifies the specific project(s) the funding requested will be applied to or focused upon. Limit to twenty words or less)*

Overview: (*Limit 500 words. Provide a detailed overview of the conservation specific project(s) that will be supported if this project is awarded. This overview should summarize the conservation issue, background history surrounding the issue, project proposed to address the issue, overarching goals for the project, projected project outcomes, and how the project promotes communication, professionalism, and cooperation among those who serve marine mammal science through training, public display, research, husbandry, conservation, and/or education.)*

Potential Impacts: *(The IMATA Conservation Fund program evaluates projects which promote communication, professionalism, and cooperation among those who serve marine mammal science through training, public display, research, husbandry, conservation, and/or education. Projects which address more than one of these components are typically ranked higher than those that only focus on a single component. Please elaborate how this project will positively impact the following components)*

a) **Communication**
b) **Professionalism**
c) **Cooperative**
d) **Animal Welfare**
e) **Animal Training**
f) **Public Display**
g) **Research**
h) **Husbandry**
i) **Conservation**
j) **Education**

Funding Request:

Total Amount Requested: *(Please indicate the total amount requested from IMATA up to $3,000.00 [USD]).*

Specific Expenditures: *(Please use the table below to identify specific project expenditures IMATA-provided funding would support. All expenditures added together should equal the total amount requested).*

Expenditures may **not include allocations for salary, university tuition or fees, fringe or overhead costs, or unrelated travel.*

Line Item Expenditures	Amount Requested (USD)
Total $ (*limited to $3,000.00*)	

Other Information:

Literature Cited: *(Include a list of relevant Nominee literature citations in alphabetical order.)*
Attachment Checklist:

Letters of Support: *(Insert 2 letters of support that 1) state the conservation importance of this project and 2) endorse the qualifications of the Organization in this section.)*

Proof of the Organization's Non-profit Status: *(A copy of the Organization's non-profit status, e.g.301-C form must be included in this section.)*

Statement of Organizational Support: *(A signed Statement of Organizational Support for this project is required from the CEO/Director of the Organization and must be included in this section.)*

Permits: *(A copy of any permits required for your project must be included in this section. If permits are not required, please document such in this section.)*

Conservation Fund Nomination Application Submission

- Ensure that the completed Nomination Application, two letters of support, proof of the Organization's non-profit status, Statement(s) of Organizational Support, and copies of required permits (if applicable) are digitized and all included in one PDF document.

- Save your document in the following format (be sure to insert the last and first name of the applicant): 2018IMATAConservationFundAppOrganizationName

- Email your document to ResearchConservation@imata.org.

- Changes may not be made to your Application once it has been received by IMATA.