

2003 CALL FOR PROPOSALS

DISNEY WILDLIFE CONSERVATION FUND

We are pleased to invite you and your organization to submit conservation proposals for consideration by the Disney Wildlife Conservation Fund (DWCF). This process is by invitation only. **Please do not copy the application for further distribution to others.**

Please note that all applications are due by end of business day, **February 28, 2003**. Funds will be awarded in late June 2003. If you do not intend to apply, please take a moment to let us know at Conservation@DisneyHand.com.

The Disney Wildlife Conservation Fund awards were established to promote and enable wildlife conservation through partnerships with scientists, educators, and organizations committed to preserving earth's biodiversity. Our interest is in furthering the support of established conservation programs that have 1.) a strong *in situ* component, 2.) promote education awareness and training, and 3.) have demonstrated a marked benefit to local communities, regional/national NGO's or governments that directly impact the survival of species and/or habitat preservation. New initiatives that focus on one of the three areas described are considered projects and are also appropriate for funding.

Preference will be given to...

- Programs that address scientific field studies, education programs, and demonstrate a marked benefit to in-country participants, habitats and species, particularly those long-term in nature.
- Projects that relate to the development of a multi-disciplinary conservation program.
- New projects that will lead to the development of a multi-disciplinary conservation program.
- Projects specific to marine conservation efforts (especially those in the Caribbean) as well as species/habitat programs in Africa, Asia, Central/South America and North America. Particular attention is given to taxa representative of that exhibited at Disney's Animal Kingdom and The Living Seas/Epcot. More information on these accredited zoological facilities can be found at <http://disneyworld.disney.go.com/waltdisneyworld/index>

Criteria used to evaluate each proposal:

- The proposal is cooperative in nature and may have matching funds.
- The proposal clearly contributes to the conservation of endangered or threatened species and their habitats.

NOTE:

- Overhead costs are not funded.
- Requests of \$20,000 or less are preferred but overall budget may be larger and incorporate several financial partners.
- A limited number of *two or three-year* projects will be considered and may request more than the \$20,000 suggested amount. For multi-year proposals, reports will be required prior to distribution of funds for subsequent years.
- Organizations must have US non-profit status. NGO's outside the US can apply in partnership with a US organization. The US organization accepts accounting and reporting responsibility.
- Proposals should be submitted in English, with budgets in US dollars.
- A summary is required one year from receipt of funds, or prior to consideration of any future requests for funding. New applications from the same organization will not be considered if reports from funded projects in prior years have not been received.
- If students are involved, provide date of completion for degree/thesis a sponsoring professor must co-submit project. Tuition is not funded.

DWCF APPLICATION PROCESS AND STRUCTURE

Only applications that adhere to the following guidelines will be considered.

1) APPLICATION COVER SHEET

- Complete the cover sheet (type or print in English)
- Attach the cover sheet as page 1 of your proposal
- Provide a brief summary of your project as you would like to see it described in print: a clear, concise statement describing how this project contributes to the conservation of species and/or habitats, goals of the project, and projected outcomes.

2) NARRATIVE (1 page maximum, page two of application) – choose A.) OR B.)

2 A.) Proposals that are part of an established conservation program

1. Describe the overall conservation program (NOT this specific project proposal) and its contribution to each of the 3 primary areas of interest.

2 B.) Projects that are new initiatives or not yet part of an established conservation program

1. Attach two letters of support with each copy of the application that a.) state the importance of this project to species/habitat preservation and b.) endorse the qualifications of the applicant.
2. Indicate whether this project may lead to the development of a conservation program for a species/habitat in the future. If no program appears likely in the future, please indicate how the sustainability of this work will be ensured.

3) PROPOSAL (8 pages maximum or 4 pages double-sided)

3 A.) Define the specific goals and objectives, the basis for development of hypotheses, and specific applications of the results to the conservation program. Include descriptions and justifications of study design, providing:

- sample sizes
- general methodology
- statistical analysis
- feasibility of attaining goals with proposed methodology
- method of evaluation

3 B.) Indicate the schedule including:

- initiation date
- timetable for data collection and analyses
- completion date

3 C.) Address the conservation impact:

- provide dissemination plan of results to decision makers (local, regional, national, international)
- indicate how the information will be used/applied to the conservation of species and habitat

4) BACKGROUND

Attach curriculum vitae (one page double-sided maximum) of PI and co-PI to each application, please cite a minimum of five (5) relevant publications.

5) BUDGET (1 page)

Provide a detailed budget as the last page of the proposal, using the attached template as reference. Budget should be divided into 3 sources of funding 1) request of Disney, 2) funds

6 B.) If this is a new project please note that reports on any previous year's projects by the same organization are required as separate enclosure, not attached to the applications.

7) REVIEW THESE SPECIFIC INSTRUCTIONS FOR EACH SUBMISSION

- Submit one copy of your organization's confirmation of U.S. non-profit status (the IRS letter granting 501(c)(3) status) which should be on top of the proposal package.
- Send 25 copies of each proposal. We prefer pages copied front and back (each page of information counts as one page) with the application cover sheet as the first and top page of each copy. Please do not attach correspondence to each proposal.
- If possible, proposals should be on 8 1/2"x 11" white paper.
- Please staple each proposal in the top left corner and copy individually. If more than one proposal is being submitted, each proposal's copies should be bundled together, not collated as a package.
- Do not bind or use report covers. Please staple at the top left corner of the application. Notebooks, photos, videos and other materials are not accepted.
- Progress reports are the last item in the package.
- Please send proposals to:

*Kim Sams, Manager Conservation Initiatives
P.O. Box 10000*

(or ship to: 1375 Buena Vista Drive, Team Disney South 335)

Lake Buena Vista, FL 32830

Phone: 407-828-3417 or Fax: 407-828-2251

Questions: Conservation@DisneyHand.com

FREQUENTLY ASKED QUESTIONS

Previously funded information: Please visit

<http://www.disney.go.com/disneyhand/environmentality/index.html>

to access a listing of programs supported in 2002.

When is the application due? The deadline is the date the proposal is to be received (not postmarked). Late or faxed proposals cannot be considered out of fairness to others. If a deadline falls on a holiday or weekend, the actual due date is the first business day thereafter. Please do not send partial proposals or faxes and follow with additional backup at a later time.

How long is the process? The review process is completed in June. Please do not call any earlier regarding the status of your proposal. It is our policy to notify all applicants at the same time in writing.

How long should the proposal(s) be? Proposals should be typed. Excluding the cover page and CV copies (and progress report if applicable), packages should be a maximum of 15 printed pages of information. Maximum length does not include letters of support. CV's should not exceed two pages per person. Please do not submit videos or attachments, etc.

If I'm not funded, will you reconsider later? The committee reviews applications once per year only, with the exception of emergency needs of \$5,000 or less. Applications are generally not revisited. To receive an application the next cycle, you must contact us via a letter or e-mail by January 30, 2004.

Can I obtain feedback on my proposal scoring? You are welcome to contact us to discuss the overall review of your submission following notification of your proposal's status. Please contact us before September 30, 2003.

Are organizations outside the US eligible? While we encourage global projects, it is our policy to direct funding only to organizations that have US non-profit status. NGO's outside the US can apply in partnership with a US organization. The US organization accepts accounting and reporting responsibility. Proposals should be submitted in English and US dollars.

Are individuals, universities and government agencies eligible? We encourage scientists, students, and institutions to work with non-profit organizations to apply.

- Government agencies may not apply directly.
- For colleges and universities, this may mean applying through or in conjunction with your school's foundation. Students are required to file applications through a faculty advisor, the advisor co-signs the application and accepts reporting responsibility.
- Zoological institutions accredited through AZA are requested to apply to the AZA Conservation Endowment Fund, which is supported in part by Disney funding.

Did I do it right? Double-check the package before mailing--does it contain one copy of the IRS letter, **25** copies of the proposal with application cover sheet as page one of each copy? Remember, if your organization received any funding the year prior, then a progress report is due at this time.

The Disney Wildlife Conservation Fund is a part of



DISNEY 2003 AWARD APPLICATION COVER SHEET
THIS MUST BE THE COVER PAGE TO EACH OF THE 25 COPIES YOU SUBMIT

Name of Organization Conducting Program:

Brief Project Title (max. 5 words):

Was this organization funded by Disney in 2002?

**Was this project funded by Disney in 2002? Yes___ No___ Disney reference
#:_____**

Total Cost of This Project: AMOUNT OF GRANT REQUESTED \$ _____

\$ _____ PERCENTAGE OF TOTAL PROJECT _____

Name of principal point of contact: Dr. ___ Mr. ___ Ms. ___

Address:

Phone:

Fax:

E-Mail:

**Name of US contact and US address of non-profit organization to receive funding must be a US
501(c)(3):**

Name(s) of Persons Conducting Program:

Common Name of Species Targeted:

Country, Continent:

**Indicate Which Area Best Describes the Category Appropriate for This Project (you must check only
one):**

Marine/Aquatic (includes all marine ecosystem or species projects) _____

Africa ___ Asia ___ Central/South America ___ North America ___ Global ___

Brief Summary of Project (max. 4 sentences):

Time Frame of Project (from/to):

Names of Other Confirmed Funding Sources:

Academic Advisor & Title (if student submitting) _____

DWCF 2003 BUDGET TEMPLATE

ITEM	REQUESTED FROM DISNEY	SECURED FUNDS TO DATE	REQUESTED FROM OTHER SOURCES	TOTAL
PROJECT PERSONNEL • SALARY SUPPORT (NUMBER OF PERSONS, HOURS, RATE, POSITION)				
TRANSPORTATION RELATED EXPENSES – NUMBER OF PERSONS TRAVELING, COST PER TRIP, NUMBER OF TRIPS				
LODGING & MEALS NUMBER OF DAYS @ \$x NUMBER OF PERSONS				
EQUIPMENT - DESCRIBE PLEASE ITEMIZE \$500+ ARTICLES				
SUPPLIES – DESCRIBE PLEASE ITEMIZE \$100+ ITEMS				
MISC. EXPENSES ITEMIZED PRINTING, POSTAGE, ETC.				
ADMINISTRATIVE				

DISNEY REPORT INSTRUCTIONS: 2002 AWARD

TO REMAIN ELIGIBLE FOR FUTURE FUNDING, ORGANIZATIONS MUST SUBMIT FINAL REPORTS WITHIN ONE YEAR OF FUNDING, OR PROGRESS REPORTS ON ANY CURRENT DISNEY-FUNDED PROJECTS WITH ANY NEW APPLICATIONS FOR FUNDING.

Please **Type or Print** cover sheet in English. Use a separate sheet to address these questions and complete the cover sheet provided.

Please address the following questions in a summary of one to two pages.

- **What was the major goal of this project? Did you accomplish what you had planned?** In one page, please provide a clear summary, which addresses the main goals, findings and successes of the project, including specific geographic regions, and/or species involved and other local and international organizations with whom you participated. **Please cite specific findings in summary points, including any “firsts” in the field--species identified or rediscovered, etc.**
- **What will it take to ensure the long-term success of your project?** Additional comments and conservation priorities for the region encompassed by this project.
- **Share** a meaningful experience or learning from your involvement with this program, or an example of how the project affected people or wildlife. (not required for progress reports)
- **Partnerships--**What other organizations were involved in this project or assisted in funding or supporting it?
- **Supporting Documents--**(not required for progress reports) -- Attach a copy of supporting findings or outcomes, along with a broad outline of budget expenses.
- **Images--**Final reports should include three or more horizontal slides (or jpeg files on disk) descriptive of your project, with appropriate captions, which may be used to illustrate the types of projects funded through the Disney conservation awards. Please send photos *that are cleared for publication* (sorry, slides can not be returned). *Photos should be numbered and accompanied by a separate caption sheet.* Each caption should include basic information about the animal or action in the photo and significance of the picture, including the name of the photographer and the names of any persons appearing in the frame.
- **Copies--**Please send three copies of your final report (stapled and three-hole punched) with the report cover page as page one of each. If submitting a progress report for continuation of a project, it should be part of all copies of the new application.

SHIPPING INFORMATION:

Reports should be directed to the attention of
Kim Sams, Manager, Conservation Initiatives, P.O. Box 10000, Lake Buena Vista, FL, USA 32830.

DISNEY REPORT 2002 AWARD COVER SHEET

TYPE OF REPORT (check one) Project Reference Number Assigned by
DWCF: _____

_____ PROGRESS REPORT ON SAME PROJECT (submit 25 copies attached to application)

_____ PROGRESS REPORT ON DIFFERENT PROJECT (submit three copies separate from application)

_____ FINAL REPORT (submit three copies separate from the application)

Organization Name:

Organization Funded (if different):

Project Title:

Amount Awarded: _____ What percentage of total project budget does this represent?

Person Completing This Report:

Project Initiator (if different):

Address:

Phone:

Email Address:

Is video available of the project? No ____ Yes ____ (If yes, please indicate whom to contact to obtain the tape(s):

The attached report and images are sent with my/our approval to publish them at the discretion of The Walt Disney Company Foundation, Disney Wildlife Conservation Fund, Walt Disney Attractions, and its affiliates. I have provided appropriate photo credit and caption information