

**ASSOCIATION OF ZOO AND
AQUARIUM DOCENTS**

EDUCATIONAL GRANT

INFORMATION

AND

APPLICATION

ASSOCIATION OF ZOO AND AQUARIUM DOCENTS

EDUCATIONAL GRANT

The education based mission statement of the Association of Zoo and Aquarium Docents encourages and promotes the development and implementation of creative, interactive educational programs/activities within its membership.

PURPOSE: The AZAD grant fund provides monies for the development of innovative educational programs and/or activities by Organizational Members of AZAD. Any programs/activities funded would be shared with other AZAD members thus facilitating the exchange of ideas within the member organizations.

AMOUNT: A grant of up to \$1,000 **may** be awarded in each of the three (3) zoo/aquarium categories.

FUNDING: A restricted fund will be created within the AZAD budget to fund current and future grants.

GRANT OBJECTIVE: To foster creative educational program design promoting education about, and conservation of, wildlife and wild places; to assist zoos and aquariums with development, implementation and dissemination of creative, interactive educational programs and/or activities at AZAD member institutions; to provide monetary support for the creation of new programs/activities; and to allow grant recipients to share educational programs/activities with other AZAD institutions and with the AZAD membership-at-large during the national AZAD conference.

WHO IS ELIGIBLE TO RECEIVE GRANT DOLLARS: Any Organizational Member of AZAD, or any Docent/Volunteer organization that is an Organizational Member of AZAD.

GRANT RESTRICTIONS: The grant fund monies are restricted to the development and implementation of programs and/or activities. These programs and/or activities are to be docent/volunteer led as opposed to staff led. No purchase of carts/fixtures, unless they are integral to the grant program should be recompensed or paid for from the grant funds. Nor should any salaries be recompensed or paid for from the grant funds.

HOW TO APPLY FOR THE GRANT: The Organizational Member submitting a proposal must submit a complete original proposal and one copy for each selection committee member (original and four copies). The AZAD Educational Grant Review Committee members will review each grant proposal and complete an evaluation sheet for each proposal. All evaluations are to be completed by and returned to the committee chairperson who tabulates/rates the grant evaluations to determine which proposal or proposals will be funded. Grant proposals will be divided into small, medium and large

zoos/aquariums. (The criteria for this division will be determined by annual attendance, institution budget, acreage, and number of educational volunteers.)

A PROPOSAL WILL BE CHOSEN TO RECEIVE THE GRANT: A special committee, to be called the AZAD Educational Grant Review Committee (consisting of four (4) members and a chairperson) will be appointed by the AZAD Executive Board to serve a term of two years. No more than one person from any Zoo/Aquarium shall serve on the committee at any time. No person shall serve on the committee for more than a two-year period. The Executive Board of AZAD will encourage membership on the committee to represent a diversity of Zoos/Aquariums. No Zoo/Aquarium may receive the grant during the time a docent/volunteer at their Zoo/Aquarium is serving as a member of the committee. The committee will be charged with evaluating the proposals and determining to whom the grant will be awarded. The decision of the committee will be final and not appealable to the AZAD Executive Board.

GRANT AWARDED: Grant applications will be distributed with the delegate's packets at each annual conference. The applications will be due for consideration by January 31st. The Grants will be awarded by March 31st. If the committee determines that no application is worthy of a grant, no grant will be awarded for that year and the funds will accrue to the restricted fund to be expended during the next grant period.

AZAD CONFERENCE PRESENTATION: The AZAD Docent/Volunteer representing the Organizational Member awarded the grant will present a paper, workshop or poster session to share the newly developed educational program/activity with the conference attendees at the annual conference following their receipt of the grant. One Docent Conference registration per paper presented will be reimbursed. All conference speaker rules apply to grant papers/presenters.

03/01/04
07/09/06
10/1/07
5/25/08 drc
1/21/11 ldv

ASSOCIATION OF ZOO AND AQUARIUM DOCENTS
EDUCATIONAL GRANT APPLICATION

AZAD ORGANIZATIONAL MEMBER: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____ **DOCENT CONTACT:** _____

ZOO/AQUARIUM STAFF CONTACT: _____

TITLE: _____ **Email:** _____

To whom should the check be made if your project is chosen? _____

Zoo or aquarium category will be determined by the committee based upon the following information:

Annual attendance: _____

Institution's annual budget: _____

Education Department portion of that budget: _____

Acreage: _____

Number of Education volunteer/docents: _____

(Please include only those docents/volunteers who meet their annual requirements.)

Please submit one (1) complete original proposal and four (4) copies to: Donna McGill, Chairman of the AZAD Educational Grant Review Committee, 2225 Faunce Street, Philadelphia, 19152-4019 or dmmsrb@aol.com, no later than January 31, 2013.

Please remember to include the following information in your proposal.

Describe (in as much detail as possible) the program/activity.

Explain why the program is a unique educational program/activity.

Delineate what is needed to develop the program/activity.

Delineate the costs of development and presentation.

Describe the educational value to the zoo/aquarium visitor.

Explain how your organization plans to implement the program/activity and what the ultimate result of this program will be for the zoo visitor.

Describe the ultimate value of the program/activity to your organization's educational

program

How will the program be presented at the next AZAD conference: paper, workshop or poster presentation?

10/04/05

7/9/06 drc

10/01/07 drc

05/25/08 drc

1/21/11 ldv

1.26.13djm