



The Association of Zoo and Aquarium Docents & Volunteers

Educational Grant Information and Application

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

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

AMOUNT: A grant of up to \$2,000 may be awarded in each of the three (3) zoo/aquarium categories.

FUNDING: A restricted fund will be created within the AZADV 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 AZADV 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 AZADV institutions and with the AZADV membership-at-large during the annual AZADV conference.

WHO IS ELIGIBLE TO RECEIVE GRANT DOLLARS: Any Organizational Member of AZADV that has been a member in good standing for three or more years. Organizational affiliates are ineligible to apply for or receive AZADV educational grants.

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 may submit it either electronically or in hardcopy. Hardcopy submissions require an original and four copies be submitted. The AZADV Educational Grant 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 AZADV Educational Grant Committee (consisting of four (4) members and a chairperson) will be appointed annually by the AZADV Executive Board. 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 four-year period. There must be at least one new member on the committee each year. The Executive Board of AZADV 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 AZADV Executive Board.

GRANT AWARDED: Grant applications will be available on the AZADV website. The applications will be due for consideration by a date designated by the AZADV Board each calendar year. The Grants will be awarded by a date designated by the AZADV Board each calendar year. 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.

AZADV CONFERENCE PRESENTATION: The AZADV 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/Volunteer 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
1/20/14 dmm

04/07/14 dmm
09/01/15 tmt
09/28/15 ekk

10/11/2016 ekk
04/11/2018 mr



AZADV EDUCATIONAL GRANT APPLICATION

AZADV ORGANIZATIONAL MEMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

DOCENT/ VOLUNTEER CONTACT: _____

TITLE: _____ Email: _____

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 your proposal electronically or via hardcopy to the Chair of the AZADV Educational Grant Committee at the address indicated on the AZADV website. Hardcopy submissions require an original and four copies.

Please include the following information in your proposal:

1. Describe (in as much detail as possible) the program/activity.
Explain why the program is a unique educational program/activity.
2. Delineate what is needed to develop the program/activity.
3. Delineate the costs of development and presentation.
4. Describe the educational value to the zoo/aquarium visitor.
5. Describe the value to other AZADV organizational members and volunteers.
6. Specify how the program will be presented at the AZADV conference: paper, workshop, or poster presentation? Note: the presenter is required to register for the conference. The speaker release form is provided on the next page.

Your proposal will be evaluated on how well it meets AZADV's grant objectives. Maximum value will be awarded to innovative and creative concepts and approaches that can help other AZADV organizations and volunteers in developing new approaches to education and conservation.



AZADV's mission is to facilitate education, communication and the exchange of information among volunteers. In keeping with this mission, on March 9, 2007 the AZADV board members voted to implement a new method to encourage and provide financial assistance to AZADV conference speakers.

This applies to AZADV members who are volunteers (not paid staff members), for their authored and presented papers.

For each approved paper presented at an AZADV conference, the cost of one verified paid registration will be reimbursed after the conference. All deadlines and conditions set by the host conference must be fully met in order for reimbursement to occur. In addition, the recipient must be registered for the conference and an AZADV member in good standing.

The check will be made payable to the member volunteer listed on this form. This form must be completed and returned with the paper submission, in order for the reimbursement to be processed. In cases of multiple presenters of one paper, it is left to the discretion of the volunteer of record to disperse as he/she sees fit.

All papers submitted may be published in any form, including but not limited to the AZADV website. Your signature below implies agreement to all of the above.

Paper Title	
Name	
Address	
Phone Number	
Email Address	
Zoo/Aquarium Affiliation	
Presentation Related to AZADV Educational Grant <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No / _____ Year Grant Received or _____ No	
<i>I understand that I must register for the conference, comply with the deadlines and conditions set by the conference hosts, must be a member of AZADV and must be a volunteer in order to receive reimbursement.</i>	
Signature	Date