



# 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 national 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 must submit a complete original proposal and one copy for each selection committee member (original and four copies). 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 distributed with the delegate's packets at each annual conference. The applications will be due for consideration by March 31 of each calendar year. The Grants will be awarded by May 30 of 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



**2015-2016  
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 one (1) complete original proposal and four (4) copies to:

Chairman of the AZADV Educational Grant Committee (2016-2017)  
Mr. Van Harris  
7790 Deer Lake Dr  
Millington TN 38053-5134  
shelbyforester1223@rittermail.com, no later than **Mar 31, 2017**.

If you have any questions, please contact Van. His phone number is  
(901) 876-3337

**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 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.



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 <input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> 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