

Call for Proposals 2019



LORO PARQUE FUNDACIÓN

CONSERVATION AND RESEARCH PROJECT SUPPORT

APPLICATION FORM

Loro Parque Fundación supports projects that mainly focus on parrots and marine species. Our main aim is to improve the conservation status of the endangered species as well as to promote conservation of the land and marine biodiversity.

In order to apply, you must complete all the sections of the registration form on computer or with typewriter (don't use handwriting). We recommend including as many details as possible. Ensure that the content is fully understandable. Please refer to the **applicant user guide**. Applicants will be informed of the decision of Loro Parque Fundación as soon as possible.

The applications for the 2019 projects will be reviewed at the annual scientific advisory board which will take place on September-October 2018. In order to be included at the mentioned review, the applications should be sent to Loro Parque Fundación **before August 15th 2018.**

Please send your full application, preferably by e-mail, to the **Director, Loro Parque Fundación, 38400 Puerto de la Cruz, Tenerife, Islas Canarias, España.**
Fax: +34 922 373110; Tel: +34 922 374081; E-mail: lpf@loroparque-fundacion.org

Project title:
Contact details: Name/Surname: Organization: Address: Tel.: Fax: E-mail:
Project site: Country: Coordinates: Area:
Project Date: Beginning: Duration: Deadline of LPF notification:
Request category <i>Main Project or small scale supports:</i>
Cost Total project cost: Requested quantity to Loro Parque Fundación (see note 2): <i>In local currency and US Dollar (US\$):</i>
Organization – Country of execution <i>If the proposed project won't be executed in your own country, provide name and address of the main organization associated with the project in the country of execution.</i>
Endorsements/ Recognitions <i>Provide a summary of the required written official permits in order to move the project forward. Attach copies of the granted permits and/or applications letters. Provide the names of the organizations that recognize your project.</i>

Project purpose:**Project summary:**

The abstract's length should be a maximum of 500 words and it should include background information for the project, methods, previous results and expected welfare and conservation benefits of the project.

Date _____

Name/App. _____

Signed _____

Application user guide

1. **The application must be drawn up in English.** The Loro Parque Fundación Advisory Committee has an international character which uses English as its common language.
2. Loro Parque Fundación serves normally as the sole or main sponsor of the projects in which the foundation is involved. An application that is not orientated to that purpose need to be reasoned and the benefits should be explained.
3. The terms of collaboration are determined by a contract that regulates the conditions between applicant and Loro Parque Fundación. In case of requiring continued support for a project, please, don't assume that the template contract will be remained unchanged, since Loro Parque Fundación reserves the right to change the terms.
4. In addition to filling in the application form, we advise you to attach more details, preferably in the following format:

Project description

- * Background (previous works, set out information, project links)
- * Objectives
- * Justification (urgency of work and why is it necessary)
- * Public awareness (Advertising plans, educational aspects)
- * Collaboration (describe projects that play or will play a complementary role in the main project)

Project execution

- * Staff (provide name, position in the project and a short CV of every person involved in the project). If the project will be developed in another country, provide information about the staff)
- * Methods
- * Logistics (transport, travel, accommodation, etc.)
- * Results (presentation schedule and report content; indication of possible project successor)
- * Activities schedule

Budget

- * Provide a detailed budget of income and expenses in **dollars (US\$)** and in local currency of the country where the project will be executed. Concerning the income, please *indicate the other sources of funding received or requested*. Use the following categories for the planned expenditures:
 - Cost of permanent staff
Salary, social security, etc. of the project staff. You can include the staff of other organizations who work in the project (e.g. local NGO)
 - Costs of daily workers
Salary, social security and other forms of compensation provided to non-professional workers who are not related full-time and long term to the project
 - Third party expenses
Expenses and other direct costs of professionals who lend their expertise to the project. Including advisers, auditors, architects, etc.

- Funding of other conservation groups
Grants, joint initiatives, collaboration agreements, etc. with other organizations.
- Travel expenses
Travel costs between the project-headquarters to the field sites, national and international flights, visas, and vehicle expenses (hire charges included): fuel, taxes, maintenance, insurance, repairs, etc.
- Meetings and training costs
Travel expenses, accommodation, meeting attendance fees and training courses, including registrations and space rental, catering, simultaneous translation, etc.
- Publication costs and fundraising
Costs of publication printing, audio and video material, duplication, rights, storage, distribution of publicity, etc.
- Administrative expenses
Office expenses, telephone, telecommunications, papers, photocopies, reports, cleaning, etc.
- Fields and/or captive animal facilities costs
Consumable costs like uniforms, allowances, research permits/licenses, maps, satellite images, etc.
- Infrastructure
Reasonable costs of building and land maintenance: taxes, insurance, etc.
- Research equipment
Purchase costs of equipment.
- Insurance
Insurances in order to cover personal incidents and property damages, including the possible damage to project equipment.
- Expenses related to property
Vehicle acquisition or vehicle construction costs, equipments, infrastructure or land costs.
- Unforeseen expenditure
In order to cover unforeseen expenses.

If any other organization or person is going to manage the received funds, it is essential to explain why it is necessary and to include the cost of such service, as well as to provide the administrator details.
