



## LORO PARQUE FUNDACION

### SUPPORT OF PARROT IN-SITU CONSERVATION AND RESEARCH PROJECTS

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#### “PRINCIPAL PROJECTS” AND “SMALL-SCALE GRANTS”

#### APPLICATION FORM

The Loro Parque Fundación supports projects which have parrot species as their focus of attention. Its main interest is to utilise these projects to improve the conservation prospects of threatened parrots and to promote biodiversity conservation.

The Loro Parque Fundación supports projects in two categories:

- A “Principal Projects”: these tend to be long-term and have a significant proactive input by the Loro Parque Fundación personnel with regard to design, implementation and administration; The budget for a single project is usually above €EUR 20,000 per annum.
- B “Small-scale grants”: created to address short-term parrot conservation research priorities, with only a small input by the Loro Parque Fundación personnel with regard to design, implementation and administration. The total maximum amount available every year for these types of projects at present is €EUR 25,000, and the average budget for a single project in this category is about €EUR 4,000.

Applicants must complete all sections of the following application form in type. Applicants are advised to submit further details with the form, but also should ensure that all entries onto the application form are self-explanatory. Please refer to the **Guidelines for Applicants**.

Applications can be made at any time, however applicants should note the timing of the Annual Meeting of the Board of Trustees and Advisors of the Loro Parque Fundación, **the first week of October 2008**, where decisions with respect to the applications received over the previous term are usually taken. **For projects starting in 2009**, applications will only be considered if they have arrived by **Monday 7<sup>th</sup> of September 2008**. Applicants will be informed as soon as possible of the decision made by the Loro Parque Fundación applications review panel.

Please send applications to the **Director, Loro Parque Fundación, 38400 Puerto de la Cruz, Tenerife, Canary Islands, Spain. Fax: +34 922 375021; Tel: +34 922 374081; E-mail: [environment@loroparque-fundacion.org](mailto:environment@loroparque-fundacion.org)**

<b>Project title:</b>
<b>Contact Details</b> Name: Contact organisation: Contact address: Tel.: Fax: E-mail:
<b>Project Location</b> Country: Coordinates: Region:
<b>Project Dates</b> Start: Duration: Latest date by when you require a decision by LPF on your application:
<b>Project application category</b> <i>Please indicate the category under which your application falls — “Principal project” or “Small-scale grant”</i>
<b>Project Cost</b> Total cost of project: Amount requested from Loro Parque Fundación (See Note 2): <i>You can present project costs in local currency, but please also present the equivalent in Euros (€/EUR).</i>
<b>Organisation - Host Country</b> <i>If your proposed project is not in your own country, give the name and address of the principal organisation which is associated with the project in the host country.</i>
<b>Endorsements/Recognition</b> <i>Provide a summary of any official written permissions required to enable the project to go ahead. Attach photocopies of permissions granted and/or your letters of application for permission. Provide the names of any organisations which give recognition to your project.</i>

**Project Objectives**

**Project Summary**

*Of a maximum of 500 words, this should include background information to the project, methods, intended outputs and the conservation and welfare benefits that you expect the project to generate.*

Date \_\_\_\_\_

Name \_\_\_\_\_

Signed \_\_\_\_\_

## Guidelines For Applicants

1. **The application must be made in English.** The Advisory Board of the Loro Parque Fundación is international, and English is the working language for this process.
2. The Loro Parque Fundación functions as sole or principal supporter for some existing projects. Applicants with an interest in a similar arrangement for their projects are requested to send with the application a note which gives the reasons and benefits.
3. Based on the attached STANDARD CONTRACT WITH THIRD PARTIES FOR IN-SITU CONSERVATION AND RESEARCH PROJECTS, to be signed between the Loro Parque Fundación and the successful applicant, the **Conditions of Support** will be specified. Please read the contract carefully before submitting your application for project support. Note that the Loro Parque Fundación may change these Conditions of Support without prior notification and may apply special conditions to any award. If you are applying for continuation of support, please assume that the standard contract with third parties for in-situ conservation and research projects remains unaltered. If any alterations are to be made, these will be discussed between the parties later.
4. In addition to completing this **Application Form**, applicants are strongly advised to append further details, in the following suggested format:

### Project description

- \* Background information (previous work, known information, connections to previous projects)
- \* Objectives
- \* Justification (urgency of the work and why it is necessary)
- \* Public awareness (plans for publicity, educational aspects)
- \* Collaboration (briefly describe projects which will or can be complementary to yours)

### Project implementation

- \* Personnel (give name, individual responsibility in the project and a short curriculum vitae of each person involved. If the project will take place in another country, give details of counterpart project workers)
- \* Methods
- \* Logistics (transportation, accommodation, etc)
- \* Outputs (schedule of presentation and content of reports; indication of possible successor projects to this one)
- \* Timetable of activities

### Budget

- \* An itemised budget detailing income and expenditure in Euros (€EUR) is required (local currency may be used additionally). In regard to income, please *list the funding sources to which you have applied and the funds already received*. For planned expenditures, use the headings specified as follows:
  - Costs of permanent and regular personnel  
Salaries, social charges, allowances, etc., of project staff. This may include staff of other organizations working on the project (e.g. local NGOs).
  - Costs of daily paid workers  
Wages, social benefits, and other forms of compensation provided to non-professional workers who are not attached to the project on a full-time, long-term basis.

- Third party fees  
Fees, expenses and other direct costs of professionals providing specific expertise to the project. This includes consultants, legal advisors, auditors, architects, etc.
- Conservation funding to other groups  
Grants, joint ventures, cooperative agreements, etc. with other organizations.
- Travel costs  
Transportation between field sites and project headquarters, national and international flights, visas, as well as the cost of running or hiring vehicles and other equipment, including fuel, taxes, maintenance, insurance, spares, etc.
- Meetings and training expenses  
The costs of travel, accommodation, and subsistence to attend meetings and training courses, including course fees, plus the costs of meeting facilities such as hall rental, catering, simultaneous translation, etc.
- Publications and fundraising expenses  
The costs of producing printed publications, audio and video materials including raw materials, printing, duplicating, rights and royalties, acquiring finished stock, storing, warehousing and distributing. Also the cost of acquiring print media space or electronic time for uses such as advertising and public awareness.
- Office running expenses  
The costs of office accommodation, telephone, telecommunications, stationery, photocopying, cleaning of premises, production of reports, etc.
- Field and/or captive running expenses  
The costs of non-capital equipment such as uniforms, rations and allowances, research permits, maps/satellite imagery.
- Infrastructure  
The costs of minor upkeep of constructions and the costs of maintaining undeveloped land such as taxes, insurances, etc.
- Research equipment  
The costs of equipment purchased under this contract.
- Insurance  
Insurances to cover first-party or third-party personal injury and property damage, including damage of capital project equipment.
- Capital asset expenses  
The costs of acquisition or construction of vehicles, equipment, infrastructure or land. The cost of acquisition of vehicles and equipment includes shipping, warehousing, customs duties and clearances. ("Vehicles" includes bicycles, cars, light trucks, boats, and aircraft, and "equipment" includes office equipment, computers, two-way radios, refrigerators, microscopes). The cost of acquisition and construction of infrastructure (bridges, roads, etc.) includes heavy equipment and the fees and costs of construction contractors.
- Discretionary/contingency  
(A budgeting line only - may not be accounted against)  
Funds not allocated in advance against a particular budget line which may be used to cover unforeseen expenditures.

If any organisation or individual will administer the funds for you, it is essential that you explain why this is necessary, and include the cost of this service and details of the administrator.

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