REQUEST FOR PROPOSAL

The International Iguana Foundation is pleased to announce their annual request for proposals for iguana conservation. To download the application and budget forms, please go to www.iguanafoundation.org and click on Grants. A sample of a model application is also available to serve as a guide for applicants and to ensure consistency in format.

If you wish to submit, please note that all applications are **due by the end of business on, October 7, 2011.**
Completed proposals and questions regarding the application should be directed to:
Rick Hudson
IIF Executive Director
1989 Colonial Pkwy
Fort Worth, TX 76110
rhudson@fortworthzoo.org
CC Tina Bouse, Program Coordinator on all email correspondence and grant submissions.
tina_bouse@iguanafoundation.org
(Note: electronic submissions in Word format are preferred)

Final decisions will be made in early November 2011, at the annual Board of Directors meeting in Houston.

The International Iguana Foundation awards were established to promote and enable iguana conservation through partnerships with scientists, educators, and organizations committed to preserving earth's biodiversity.

Preference will be given to:

- Projects that are components of approved Species Recovery Plans
- Projects that are included in the ISG's Conservation Action Plan for West Indian Iguanas or are ISG endorsed
- Projects that directly contribute to the survival of endangered iguanas and their habitats
- Projects that are part of an established conservation program.

Criteria that the IIF will use to evaluate project proposals:

- The project has range country participation and has matching funds.
- The project builds on previous work contributing to an established commitment to a conservation program OR is well suited to become/contribute to a long-term conservation program.
- The project is grounded in sound scientific methodology, is logistically feasible, and has a high probability of success.
- The project has conservation value and a measurable impact.

Note:

- A project final report is required one year from receipt of funds and is mandatory for consideration of any future requests for funding. In addition, this year the IIF will require a condensed report, with photos, that is ready for posting on our website: www.iguanafoundation.org. This report should be "web palatable" and geared for public consumption, and not highly technical in nature.
- New applications will not be considered if these reports have not been received.

APPLICATION PROCESS AND STRUCTURE

Only applications that adhere to the following guidelines will be considered.

1. **APPLICATION COVER SHEET**
   - Complete the cover sheet (type or print)
   - Attach the cover sheet as page 1 of your proposal

2. **PROPOSAL OUTLINE –** the following information should be included under the sub-headings listed below. This section should not exceed 5 pages (excluding 2 page CVs for each PI) with a minimum font size of 11.

   - **Introduction and Background**
     Include information on species status, conservation needs and current threats. State whether this project was listed as a priority by the IUCN Iguana Specialist Group. If so, state at what level.
     NEW - If this project is part of an ongoing effort, include a bulleted list of milestones, by year, as well as the approximate amount of funding received each year to accomplish that milestone.

   - **Project description and methods**
     Describe the proposed actions and how the project will be conducted. Include overall project goals and objectives. Important: If funds are being requested for more than one project component, i.e., public information campaign AND release and monitoring, describe each component SEPARATELY. Include information for each component on techniques to be used, data analysis, and how information will be utilized and disseminated once the project is completed.

   - **Projected Outcomes and Anticipated Conservation Impact**
     Describe how the results will be used or applied toward the conservation of the species or its habitat. How will the success of the project, or its components, be evaluated?

   - **Project Schedule**
     Provide a timetable (beginning and completion) for the major project components.

   - **Budget and Budget Narrative**
     Itemize individual expenses into the following major categories: Labor, Travel, Equipment and Supplies, Other. Please utilize attached chart. PLEASE BE CERTAIN REVIEWERS CAN EASILY DETERMINE WHICH BUDGET ITEMS ARE NEEDED TO CARRY OUT EACH PROJECT COMPONENT. **Total Budget should not exceed $12,000 US**.
     NEW – Please also submit a budget narrative, itemized by budget category and project component, justifying the cost of each line item in the budget chart. Detailed information on equipment requested should be supplied in the narrative.

   - **Other Sources of Support:** funding, logistical and technical. Are matching funds available and have they been applied for?

   - **Curriculum Vitae:** Please use abbreviated CV, edited to two pages for each PI.

SAMPLE BUDGET

BUDGET ITEM & METHOD OF CALCULATION	PROJECT COMPONENT	AMOUNT REQUESTED FROM IIF	AMOUNT IN KIND	AMOUNT FROM OTHER SOURCE(S)	TOTAL
Equipment & Supplies					
Radio transmitters 25 @ 260.00/ea	Release and tracking	2,600.00 10 @ 260.00		3,900.00	6,500.00
Digital camera	Public Education	250.00		325.00	575.00
Other					
Posters, 12" X 16", 50 @ 4.00 ea Materials and Printing	Public Education	200.00			200.00

SAMPLE BUDGET NARRATIVE

Transportation

Airfare for 3 people, round trip to Miami
Travel in October from Boulder, Colorado -- 3 tickets @ 435.00 ea 1,305.00

Taxi to hotel in Miami
3 people @ 10.00 ea 30.00

Shuttle to Miami boat launch
3 people @ 7.00 ea 21.00

Meals
3 people, 5.00/meal, 2 meals a day for 2 days 60.00

Equipment & Supplies

Radio transmitters
Technical info on transmitters goes here
25 @ 249.00 ea
Shipping 25 @ 11.00 ea
10 transmitters requested from IIF – 10 @ 260.00 ea, delivered 2,600.00
Remaining 15 transmitters purchased with zookeeper donations

APPLICATION COVER SHEET

Name of Applicant and Organization:_____
Project Title:_____

Was this project funded in 2010? Yes _____ No _____. Has your final report been submitted?_____ If not, when can we expect it?
_____

Total cost of this project:_____Amount Requested:_____ Percentage of Total Project:_____

Name of principal contact: Dr.__ Mr.__ Ms.__
Address:_____
_____ Phone: _____
Fax: _____ E-Mail:_____

Name(s) of Persons Conducting Program:_____

Species Targeted:_____Country:_____

Brief Description of Project (goals, outcomes and actions):

Time Frame of Project (from/to):_____

Other Confirmed Funding Sources:_____

Other Organizations/Partnership(s) Involved:_____
I understand that a report of significant outcomes to date is due within one year of receipt of funds, or before I apply for any additional funds. I understand and agree that award recipients, including the name of this organization and project information may be released and publicized.

_____ _____
Signature Printed Name

Title_____ Date_____

BUDGET ITEM & METHOD OF CALCULATION	PROJECT COMPONENT	AMOUNT REQUESTED FROM IIF	AMOUNT IN KIND	AMOUNT FROM OTHER FUNDING SOURCE(S)	TOTAL
Labor					
Travel					
Equipment & Supplies					
Other					
TOTAL PROJECT BUDGET					
TOTAL REQUESTED FROM IIF					
OTHER FUNDING SUPPORT					