



Wellington Zoo Local Conservation Grants: Saving Wellington and the Chatham Islands' Wildlife and Wild Places

Frequently Asked Questions

The FAQs are to help you determine whether a Wellington Zoo Local Conservation Grant is an appropriate source of potential funding for your project and to help in the application process.

1. What type of project is eligible for funding?

Eligible projects must have a clear conservation value (i.e. a measurable outcome to improve knowledge or status of a priority species or habitat), and be based in the Greater Wellington region or the Chatham Islands.



Figure 1: Map of the Greater Wellington Region

2. What is not eligible for funding?

In general, Wellington Zoo Local Conservation Grants are not for pure/non-applied research. We will, however, be happy to consider applications for projects with a research component, especially where the outputs could have an influence on future conservation management.

This is not a travel grants fund, and we will not consider applications where the main focus is on supporting conference attendance or meeting organisation.

Other costs we would generally consider ineligible for support include the following:

- Thesis production costs
- Retrospective costs
- Prize money
- Entertainment costs
- Social or networking functions
- Fundraising or general income-growth purposes
- Debt servicing or financial costs
- Office equipment (unless an essential element in completing field work)
- Internships and volunteer programmes (unless benefiting an identified conservation need.)

If you consider it necessary for your application to include these types of costs, please contact the Wellington Zoo Conservation Manager to discuss before applying.

3. Are certain types of projects given preference?

Project applications will score more highly during the assessment process if they:

- will have a positive impact on ecosystems or with species where climate change is considered to be a particular threat;
- are logistically feasible, fiscally sound, and involve a team with adequate skills and experience to deliver a measurable outcome;
- take a collaborative approach and involve the local community;
- are innovative in approach or resource use;
- are linked to the Zoo or the Zoo community.

4. How and when can I apply?

Application forms and relevant related documents can be located on the Wellington Zoo website www.wellingtonzoo.com. The deadline for applying is **8 October 2021**.

5. How much can I apply for?

We will consider applications for up to \$NZD5,000, but we anticipate that most successful applications will be for \$NZD1,500 – \$NZD3,000.

6. How should I submit my application?

The application must be completed on the standard Wellington Zoo form and saved in a Microsoft Word or .pdf format. The application must be submitted electronically. All application materials must be attached to a single email sent to conservation@wellingtonzoo.com, with the subject line: Conservation fund application: <your project name>.

7. How will my application be reviewed?

All applications received by the submission deadline will be reviewed and scored against standard review criteria to determine eligibility. A grants committee will review all eligible applications. You will be notified of the outcome of your application within 4 weeks of the closing date.

8. What happens if my application for a grant is successful?

After you are notified of your successful application, Wellington Zoo will require a pre-printed deposit slip or bank statement or a letter from your bank, on bank letterhead, stating the name, address and bank account details to where the grant should be sent.

You will be sent a grant funding contract and acceptance form which you will need to complete and sign before the grant can be sent to you. We will send you 80% of the grant total when the funding contract is signed, and the remainder once we receive the project's final report and evidence of expenditure. You must keep **tax invoices** (not just receipts) for all expenditure and submit them at the end of the grant period to receive the final payment.

The contract and acceptance form will specify the terms of the grant and what reporting will be required from you. Reporting obligations are generally dependent on the project, the applicant and the level of support provided, but the minimum expectations are one interim written and one final written report. We will also encourage grantees to present their work to the Wellington Zoo community, through a blog for our website and a talk for staff and/or visitors (subject to logistics).

9. What supporting documents are needed?

Please see the application form for details of the documents you will need to submit with your application.

10. What proportion of project costs can the grant cover?

We are happy to consider covering 100% of direct project costs, or a proportion of costs if other funds are available. Please give the details of any other funds that have been received/applied for in your application.

Didn't see your question?

Please email the Wellington Zoo Conservation Manager: conservation@wellingtonzoo.com