

2020 ZAHP Grant Opportunities

The Zoo and Aquarium All Hazards Preparedness, Response and Recovery (ZAHP) Fusion Center is pleased to announce a fourth year of funding opportunities to increase preparedness and response activities across the Exotic Animal Industry (EAI). Since 2017, ZAHP has funded 35 projects enhancing preparedness at the facility, local, or regional level.

This year, through continued financial support from the United States Department of Agriculture (USDA), we are pleased to offer two levels of funding:

* **ZAHP Preparedness Grants:** These grants of $2,000 each are available for projects that seek to improve preparedness at the individual facility or local level. *Any exotic animal facility in the United States is eligible to apply for this opportunity.* Sample projects may include, but are not limited to:
  + A meeting or workshop that would enhance preparedness at a specific facility or at multiple facilities within a limited geographic area.
  + Supplies, equipment, and/or training needed to improve safety or preparedness at a specific facility.
  + Professional safety/preparedness assessment of a facility.
* **ZAHP Capacity Building Grants:** These grants of $5,000 - $10,000 each are available for projects that seek to build capacity for preparedness, response, and/or recovery in the Exotic Animal Industry (EAI) beyond the individual facility or local level. *Any exotic animal facility in the United States is eligible to apply for this opportunity; organizations collaborating with EAI facilities are also eligible to apply (a Statement of Support from the collaborating facility must be provided).* Sample projects may include, but are not limited to:
  + A training or workshop to increase capacity for response at the regional or national level.
  + Purchase of equipment for response or recovery that would be used by or for multiple facilities
  + Development of a training, tool, or equipment that would address a gap in knowledge/ability in a broad portion of the EAI.

Limit one application per organization. Past applicants and recipients of ZAHP Micro-grants are welcome to apply. Additional information and specific requirements are included in the application packet for each grant opportunity (linked above). Applicants must be eligible to receive federal funds.

Applications for both opportunities are due no later than 11:59 PM Eastern Time on February 17th, 2020. Completed applications, as well as any questions, should be sent via email to [azielinski@aza.org](mailto:azielinski@aza.org) .

2020 ZAHP Capacity Building Grant Opportunity and Guidelines

The Zoo and Aquarium All Hazards Preparedness, Response and Recovery (ZAHP) Fusion Center is a cooperative agreement between the United States Department of Agriculture (USDA) and the Association of Zoos and Aquariums (AZA). Since 2017 ZAHP, through funding provided by USDA, has been able to provide a total of 35 small grants to facilities as a way to enhance preparedness and response activities in the Exotic Animal Industry (EAI).

This year, ZAHP is providing additional support to initiatives with a broader impact by offering grants of $5,000 - $10,000 to exotic animal facilities and collaborating organizations seeking to build capacity for response and/or recovery for the Exotic Animal Industry in their region or beyond.

Sample projects for this opportunity may include, but are not limited to:

* A training or workshop to increase capacity for response at the regional or national level.
* Purchase of equipment for response or recovery that would be used by or for multiple facilities
* Development of a training, tool, or equipment that would address a gap in knowledge/ability in a broad portion of the EAI.[[1]](#footnote-1)

Any exotic animal facility in the United States is eligible to apply for this opportunity as are organizations collaborating with facilities. *Non-facility applicants must include a Statement of Support from at least one EAI facility with their application.* Applicants must be eligible to receive federal funds.

**Deadline**

The 2020 ZAHP Capacity Building Grant Application below must be used for all proposals. Completed applications must be submitted via email to [azielinski@aza.org](mailto:azielinski@aza.org) no later than 11:59 PM Easter Time on February 17th, 2020.

*Incomplete applications, or applications received after the deadline will* ***not*** *be eligible for consideration.*

**Funding Timeline**

All ZAHP Capacity Building Grant projects must be completed within 12 months of being awarded.

Applicants will be notified of funding decisions in early April 2020 and successful applicants may request disbursement of funds as soon as the notice of award is received (required forms will be attached to the award notice). Disbursement must be requested by September 1, 2020

**Budget**

A detailed budget justifying specific costs must be included. Funding may be used for materials, equipment, transportation, training for staff and/or community partners**,** and professional services. A minimum 50% match (e.g. $3,000 for a $6,000 request) is required for this opportunity and must be demonstrated in the budget. This could include “in kind” contributions, staff time, other grants, or facility funds.

Applicants should provide the **total** project budget, including the amount requested from ZAHP along with any additional financial support received to complete the project. *Please note that any expenses incurred prior to award notification cannot be covered by ZAHP grant funds.*

**Application Guidelines**

Successful applications will provide a clear, detailed description of the project and how it will improve preparedness at your facility or facilities in your vicinity. Applications should present a clear, well-justified case for funding outlining what needs would be met through the project’s completion.

To apply, fill out the 2020 ZAHP Capacity Building Grant Application included below. This application contains fields that must be completed within the document. *All application materials must be submitted in electronic format. No hard copies of the application materials will be accepted.*

Please make sure to complete the entire application, including:

* **Cover Sheet**: Fill in the text fields to provide general project information.
* **Project Narrative:** Text fields are provided for responses to these questions.
* **Budget Justification:** A detailed budget justifying specific costs and detailing how the 50% match will be met must be included. Use the provided table to outline your budget
* **Statement of Organizational Support**: An electronically signed *Statement of Organizational Support* letter from the CEO/Institutional Director or equivalent must be submitted for the applying organization as well as for **each** facility and/or organization listed as a collaborator or partner.

**Reporting**

A final report is due to ZAHP within 45-days of the project end date. Guidelines for the final report will be provided to grant recipients with the award letter and a final template will be provided in September 2020.

Due to federal reporting requirements, a project status update must be provided to ZAHP by November 30, 2020.

2020 ZAHP Capacity Building Grant Application

Completed applications are due by 11:59 PM Eastern Time on February 17th, 2020. See guidelines above for full submission details. Applicants will be notified of funding decisions in April.

Please send any questions about this opportunity, as well as your completed grant form, to [azielinski@aza.org](mailto:azielinski@aza.org). File(s) should be named in the following format, replacing ‘Organization Name’ with your organization’s name: ‘*OrganizationName\_Capacitybuilding2020App*’e.g. ‘*ExampleZoo\_Capacitybuilding2020App.doc*’.

Cover Sheet

Title of Project: Click here to enter text.

Organization: Click here to enter text.

Project Primary Point of Contact: Click here to enter text.

POC Title: Click here to enter text.

POC Email Address: Click here to enter text.

POC Phone: Click here to enter text.

Project Start Date: Click here to enter text. End Date: Click here to enter text.

*Funding is for one year only. If this proposal is part of a larger project, please include the start and end date for the relevant piece.*

**Collaborators**

Please list collaborating partner(s) or organization(s).

Click here to enter text.

Project Narrative

Please provide a response in each of the categories that follow. *Maximum of 500 words each.*

**Overview**

Provide a brief description of the overall project and need for funding assistance. What critical needs would be addressed with the completion of this project?

Click here to enter text.

**Goals**

Describe the goals of this project and the actions that must be taken to achieve them. Include both short and long-term effects that you hope to achieve with completion of this project.

Click here to enter text.

**Methodology**

Describe how the project will be conducted. If this is a training project, or a ‘train-the-trainer’ project, please describe the target audience and the potential number of people who may be reached.

Click here to enter text.

**Timeline**

Describe the timeline in which components of this project will be completed within the one-year project duration, including the timeline for grantee’s final report to ZAHP. *The proposal must have an end date, even if it is part of an ongoing project.*

Click here to enter text.

**Team**

Identify the primary project team, including roles and responsibilities that support direct participation in the project. Please include titles and note the organizations for any team-members outside of your organization.

Click here to enter text.

**Evaluation**

Describe how the project team will evaluate the success of this project, based on the goals and objectives described above. Proposals without evaluation criteria will not be considered.

Click here to enter text.

**Information Sharing**

Explain and identify the means, and timeline of how key results and lessons of the project will be disseminated and shared. Key internal and external audiences should be identified.

Click here to enter text.

Budget Justification

Please complete your budget justification in the blank table included below. You may also include a narrative justification here if needed.

*Please note: This grant opportunity requires a 50% match which must be represented in the budget justification.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Explanation** | **Method of Calculation (e.g. 1 leader x 8 hours of meeting & planning time; avg. 250.00/day)** | **Total Amount estimated** |
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| **Total Estimated Budget** | | | Click here to enter text. |

**Narrative Justification**

Click here to enter text.

Statement of Organizational Support

One copy of this statement must be **electronically signed** by the organizational CEO/Director or equivalent using the checkbox below, and submitted as an attachment to the ZAHP Grant Application email titled “SIS *Organization Name”* for *each* facility or organization listed as a collaborator.

By signing this form, all participating organizations, whether participating as a facility or through an employee, take responsibility for completing their part of the proposed project.

All Statement of Organizational Support forms must be received as part of the ZAHP Grant Application Email.

The (*Organization Name*) Click here to enter text has reviewed the proposal titled (*Project Title*) Click here to enter text and commits itself to providing the time, resources and/or financial support as stated in the application.

Click here to enter text.

Name

Click here to enter text.

Title

Click here to enter text.

Date

***Checking this box serves as my electronic signature to this letter of support. I affirm that I am the person listed above and understand that this letter WILL NOT be accepted unless this box is checked.***

1. These funds are made available through a cooperative agreement with the USDA’s Animal and Plant Health Inspection Service (APHIS). As such, any initial materials developed with these funds would be subject to APHIS’s terms and conditions regarding copyrights and patents. [↑](#footnote-ref-1)