

2021 ZAHP Capacity Building Grant Opportunity and Guidelines

The Zoo and Aquarium All Hazards Partnership (ZAHP) 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 43 small grants to facilities as a way to enhance preparedness and response activities in the Exotic Animal Industry (EAI).

This year’s program will provide opportunities for initiatives with a broader impact and scope by offering grants of up to $15,000 to exotic animal facilities and collaborating organizations seeking support for projects that would build capacity for response and/or recovery for the EAI. Applications for individual facility preparedness projects will still be considered, but preference will be given to projects with the greatest impact.

Applicants are encouraged to think outside of the box. 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 tool, equipment, or training program that would address a gap in knowledge/ability in a broad portion of the EAI.[[1]](#footnote-1)
* 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.

Limit one application per organization. Past applicants and recipients of ZAHP grants are welcome to apply. Additional information and specific requirements are included in the application packet below. Applicants must be eligible to receive federal funds.

**Applications are due no later than 11:59 PM Pacific Time on** **June 21, 2021**. Completed applications, as well as any questions, should be sent via email to hrandall@aza.org. Incomplete applications, or applications received after the deadline **will not be eligible** for consideration.

*Please Note: This program is offered via a cooperative agreement with United States Department of Agriculture, and USDA staff will participate in the review process. As such, please be aware that applications may be subject to the Freedom of Information Act (FOIA).*

2021 ZAHP Capacity Building Grant Guidelines

**Eligibility**

This opportunity is open to exotic animal facilities in the United States including zoos, aquariums, exotic animal sanctuaries, and rehabilitation facilities permanently housing potentially dangerous animals; private owners are not eligible. Organizations collaborating with facilities on projects for the benefit of the industry may apply, provided that they include a *Statement of Support*from at least one EAI facility with their application.

Facilities solely housing farm animals, domestic pets, and small/ non-dangerous domestic wildlife are outside of the targeted scope for this opportunity.

All applicants must be eligible to receive federal funds.

**Application Guidelines**

Successful applications will provide a clear, detailed description of the project and how it will improve preparedness and build capacity within the community of scope (at your facility, facilities in a specified region, in the industry as a whole, etc.). 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 2021 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.

Applicants may be contacted to provide clarification during the review process if needed. Award recipients may be asked to provide additional information after the selection process has concluded to assist with program monitoring.

**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 clearly 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.*

**Deadline**

The 2021 ZAHP Capacity Building Grant Application below must be used for all proposals. Completed applications must be submitted via email to hrandall@aza.org no later than 11:59 PM Pacific Time on June 21, 2021.

*Incomplete applications, or applications received after the deadline will* ***not*** *be eligible for consideration. Applicants may only submit one application per organization.*

**Funding Timeline**

Applicants will be notified of funding decisions in early August 2021 and 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 14, 2021.

The period of performance is 12 months, with projects expected to conclude in September 2022. Any requests for no-cost extensions must be submitted in writing and approved by ZAHP.

**Reporting**

Once projects have been completed, grantees will be expected to submit a final report to ZAHP no later than 45 days after their period of performance has ended.

Specific guidelines for the final report will be provided to grant recipients with their award letter, but generally grantees will be asked to show results and findings of their projects, describe any related next steps, and provide a final budget showing expenditures and matching.

2021 ZAHP Capacity Building Grant Application

Completed applications must be submitted via email to hrandall@aza.org by 11:59 PM Pacific Time on June 21, 2021.

Please submit file(s) in the following format: ***[YourOrganizationName]\_ZAHP2021GrantApp.doc***

Applicants will be notified of funding decisions in early August 2021. See guidelines above for full submission details. Please direct any questions about this opportunity to hrandall@aza.org or azielinski@aza.org.

Cover Sheet

Title of Project: Click here to enter text.

Funding Requested: Click here to enter text.

Applicant Organization: Click here to enter text.

Project Primary Point of Contact (POC): 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.

*The period of performance for these po. 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). If you do not have any collaborators enter “N/A”.

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.

*Note: A response to this question is not required for projects with a scope limited to one facility.*

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.*

**Project Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Item** | **Type (match/grant)** | **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. |
| ***Amount Requested from ZAHP*** | Click here to enter text. |

**Narrative Justification**

Click here to enter text.

Statement of Organizational Support Form

One copy of this statement must be **electronically signed** by the organizational CEO/Director or equivalent for *each* facility or organization listed as an applicant or collaborator for this project.

Please submit file(s) in the following format: ***[SigningOrganizationName]\_SIS\_ZAHP2021GrantApp.doc***

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 relevant Statement of Support forms must be submitted by the applicant via email with their grant application.

**Statement of Organizational Support**

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)