



EMA Small Grant Program Application for Funding

The Elephant Managers Association solicits proposals that further the mission of our organization: “The EMA is dedicated to the welfare and survival of the world’s elephants through improving communication, husbandry, research, education, and conservation.”

Proposal Requirements

Please include the following information in your proposal. The EMA Board of Directors may ask for additional information upon review of the proposal.

1. Project title
2. Project location (country and area within the country)
3. Name of the organization with which you are associated, along with a brief description (if applicable)
4. Project Leader (i.e., project manager or principal investigator [PI])
5. Project Leader’s contact information, including physical address, email address, telephone number, and facsimile number (if applicable)
6. Are you an EMA member or do you have EMA member endorsement?
7. Total cost of project
8. Amount and budget items requested from EMA
9. Project summary (1-page maximum)
10. Statement of need: describe why this project is needed and how it will help elephants.
11. Project objectives and activities: describe what you will achieve during this project and how you will achieve it.
 - Objectives should be achieved within the project timeline. Objectives should be measurable and realistic. You should be able to monitor and evaluate objectives.
 - Activities are what you need to do to achieve your objectives. Activities are generally listed in your budget.
12. Describe how the project will be monitored and evaluated, including benchmarks that will be used to ensure the project is completed per the proposed schedule and any deviations can be tracked.
 - How will the success of the project be evaluated?
 - Describe how the objectives will be measured.
13. How this project significantly benefits from the funding.
 - “Significant benefit” for a project means, for example, the overall budget is small so EMA funding provides a large portion of the budget, this is seed money for a new part of a project, this is a new project, the project might not happen without EMA support, and/or there are few other sources of funding available.
 - Please describe “significance” within the context of a single project or program for your organization, and if applicable, how large/small this program or project is in the total operations.

14. Briefly explain what portion of the project (if any) could be completed if only partial funding is awarded.
15. For projects implemented outside of the US, include a copy of a recent letter of support (no older than two years) from the appropriate local, regional, or national government, wildlife or conservation authority, university, or other authorized agency.
16. Estimated timeline for the project, with a list of activities and designated months when each activity is to be completed.

Sample Timeline Format:

ACTIVITY	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Activity A	X											
Activity B	X					X						
Activity C		X	X	X	X	X	X	X	X	X		
Activity D						X	X	X	X	X	X	X
Activity E					X	X					X	X

17. Budget for the project. List all budget items. Include the following for each budget item: cost calculation, total cost, amount requested from EMA, and amount secured from other sources.

Sample Budget Format:

	Budget item	Cost calculation	Total cost (USD)	Requested from EMA (USD)	Secured or requested funds from other sources (USD)
1	Item 1	#### ea. x 1	####	####	####
2	Item 2	#### ea. x 2	####	####	####
3	Item 3	#### ea. x 1	####	####	####
4	Item 4	#### ea. x 2	####	####	####
Total			#####	#####	#####

18. Budget justification. Provide details on why the budget item(s) requested from the EMA is/are needed.
19. Statement of qualification (or CV) of the Project Leader.

EMA Reporting Requirements

Reporting expectations will include a final report with pictures and/or video, and a mid-term update for EMA media and communications.

Submitting a Funding Request to EMA

Please submit your proposal in MS Word format (.docx or .doc) by email to grants@elephantmanagers.com. **THE DEADLINE TO SUBMIT IS 11:59PM PST, APRIL 16, 2021.** Late proposals will not be considered.

For questions regarding your application, please email grants@elephantmanagers.com