

## GRANT GUIDELINES FOR APPLICANTS

These guidelines have been prepared to assist you in making an application for financial support to the People's Trust for Endangered Species (PTES).

Applications are welcomed from scientific researchers and those working in the field of practical conservation. Financial support is given to work that is aimed at the conservation of individual endangered species and their habitats.

Priority will be given to those projects that focus on sound research or conservation work that is likely to lead directly to practical conservation outcomes with a lasting benefit to the species and habitat concerned. Projects that require funds to promote, within local communities and or policy makers, the dissemination/public awareness of conservation strategies based on sound research will also be considered.

Preference is given to projects with outcomes that are clear and sustainable within the locality. If a project is likely to last over several years the applicant should make clear how it will be funded in the long term. Although the Trust will consider further funding for a project already supported subject to satisfactory progress with the original work supported, and subject to a sufficient case being made for the continuation, funding only exceptionally exceeds a three-year period for the same project.

The Trust awards the following grants: **PTES Small Worldwide Grants, PTES Continuation Grants, PTES UK Mammal Grants and PTES UK Internship Grants.**

### **PTES Worldwide Grants (Small Worldwide Grants & Continuation Grants)**

- These grants are suitable for research or conservation projects that focus on one or more endangered species, or their habitat.
- Applicants may be from either an NGO or a university research department. Applications from local government will not be accepted.
- Applications from those working in countries classified by the World Bank as high-income will not be accepted. Please go to the **World Bank web page** to check if your country applies.
- Priority will be given to projects working on those species **classified by the IUCN redlist as endangered, critically endangered and extinct in the wild.**
- However applications for work on species that are **vulnerable and near threatened** will also be considered.
- **PTES is no longer considering applications for work on bird species.**
- For applications for work outside the UK, preference will be given to those from regions or countries that have fewer avenues of funding open to them.
- Preference is given to applicants working in their own country rather than UK or other western nationals working abroad.
- The Trust will consider funding a project in its entirety or jointly with other bodies or organisations. We are prepared to award funding subject to other funding bids being successful.

### **What is excluded or highly unlikely to be funded through the worldwide grant programmes**

- Student fees for any level of course or living costs
- Projects that are part of an undergraduate or Masters course of study
- Core salary or administrative costs of an organisation unrelated to the project
- Work on an alien species to a country unless it is likely to result in benefit to a native species
- Applications from developed countries outside the UK are highly unlikely to be funded.

There are two categories of PTES worldwide grants, Small Worldwide Grants & Continuation Grants

### **PTES Small Worldwide Grants**

Our small worldwide grants programme offers a number of small grants for short-term conservation and research projects. The programme offers grants of between £2,000 and £8,000 for projects of up to two years duration. These competitive grants are from a limited central fund and are awarded once a year in April with a deadline for application in February. It is hoped that these grants will enable innovative work and discreet projects to be carried out.

### **PTES Continuation Grants**

Our worldwide continuation grants programme offers a number of larger grants which are available for continuation work on a project begun through a previous PTES small worldwide grant. This programme offers grants between £10,000 and £25,000 for projects of between two and five years duration. These grants are designed to enable some longer term investment in the most promising areas and must include practical conservation work. They are not available for first-time applicants or new projects. A final project report must have been received for the preceding small grant before a continuation grant can be applied for. These are competitive grants, from a limited central fund and are awarded yearly. Continuation grants are awarded annually in October with a deadline for applications each July.

### **To apply for a PTES worldwide grant**

1. Set up an online account via the PTES website [www.ptes.org/grant](http://www.ptes.org/grant)
  2. Fill in an online application
  3. Upload your supporting documents
  4. Request two letters of support from referees to be emailed directly from them to PTES
- 1) If you have applied previously but forgotten your log on details, please email [grants@ptes.org](mailto:grants@ptes.org).
  - 2) The species that you are working on might not be listed on line so please email [grants@ptes.org](mailto:grants@ptes.org) to get it added. Please ensure you do this at least two weeks before any application deadline.
  - 3) Please upload the following supporting documents:
    - a. The CV of the project leader, if not previously funded by the Trust. The CVs of other members of a project team are **not** necessary.
    - b. Map of the study area.
    - c. Image(s) of the species
    - d. Other relevant documents e.g. published papers by project leader
  - 4) Two letters of support from referees, professional or academic, one of whom knows you personally and can comment on your ability to carry out the project. The other referee must be an expert in the species you are hoping to work on (preferably sitting on the IUCN Species Specialist Committee). They do not need to know you personally but must be able to comment on your methodology and the needs of the species in terms of long-term conservation. Both referees must be external and not work within your organisation. Please ask each referee to email a letter of support by the application deadline to [grants@ptes.org](mailto:grants@ptes.org). The project title should be included in the subject heading. Emails should be submitted from an institution email account. References sent via web-based services such as Yahoo, Gmail or Hotmail cannot be accepted. References may be faxed or posted but must be received by the grant deadline.

## PTES UK Mammal Grants

- These grants are suitable for research or conservation projects that focus on one or more BAP listed UK mammal species, or their habitat.
- Applicants may be from either an NGO or a university research department. Applications from local government will not be accepted.
- Local projects that are requesting funds for surveys, habitat management or local reintroductions, that will not have any wider national benefits, will not be considered. If however a study of the above nature is trialling new methodologies or techniques that will have potentially wider applications then it will be eligible.
- Applicants may not apply for funds to cover student fees for any level of course or living costs
- Projects that are part of an undergraduate or Masters course of study will not be eligible for funds
- Grants will not be given to cover core salary or administrative costs of an organisation
- Work on an alien species will not be considered unless it is likely to result in benefit to a native species.
- Priority will be given to work likely to further the aims of UK Biodiversity Action Plans and similar initiatives.
- The Trust will consider funding a project in its entirety or jointly with other bodies or organisations. We are prepared to award funding subject to other funding bids being successful.

### What is excluded or highly unlikely to be funded through the UK mammal grant programme

- Student fees for any level of course or living costs
- Projects that are part of an undergraduate or Masters course of study
- Core salary or administrative costs of an organisation unrelated to the project
- Work on an alien species to a country unless it is likely to result in benefit to a native species

Proposals concerning mammal species in the British Isles and Republic of Ireland are considered separately through the **PTES UK mammal** Grants programme. **UK Mammal** Grants are usually in the region of £5,000 to £25,000, with average grants currently in the region of £13,000. The amount awarded will depend on the scope and breadth of the work to be undertaken. UK Mammal Grants are awarded annually. The deadline for applications is every October. The applications are assessed by the PTES UK Mammal Advisory Group in December, and their recommendations taken to the PTES Trustees' meeting in January. Applicants are notified of the outcome after the January meeting.

### To apply for a PTES UK Mammal Grant

1. Set up an online account via the PTES website [www.ptes.org/grant](http://www.ptes.org/grant)
  2. Fill in an online application
  3. Upload your supporting documents
  4. Request two letters of support from referees to be emailed directly from them to PTES
- 1) If you have applied previously but forgotten your log on details, please email [grants@ptes.org](mailto:grants@ptes.org).
  - 2) The species that you are working on might not be listed on line so please email [grants@ptes.org](mailto:grants@ptes.org) to get it added. Please ensure you do this at least two weeks before any application deadline.
  - 3) Please upload the following supporting documents:
    - a. The CV of the project leader, if not previously funded by the Trust. The CVs of other members of a project team are **not** necessary.
    - b. Map of the study area.
    - c. Image(s) of the species
    - d. Other relevant documents e.g. published papers by project leader

- 4) Two letters of support from referees, professional or academic, one of whom knows you personally and can comment on your ability to carry out the project. The other referee must be an expert in the species you are hoping to work on (preferably sitting on the IUCN Species Specialist Committee). They do not need to know you personally but must be able to comment on your methodology and the needs of the species in terms of long-term conservation. Both referees must be external and not work within your organisation. Please ask each referee to email a letter of support by the application deadline to [grants@ptes.org](mailto:grants@ptes.org). The project title should be included in the subject heading. Emails should be submitted from an institution email account. References sent via web-based services such as Yahoo, Gmail or Hotmail cannot be accepted. References may be faxed or posted but must be received by the grant deadline.

### **PTES UK Internship Grants**

Recognising the difficulties that recent graduates often experience in being able to pursue a career in conservation biology PTES offers several student internship awards annually. PTES is hoping to support our brightest students and future conservationists by providing grants to enable them to work on a specific herpetological, invertebrate or mammal-related project.

- Projects might run for a continual (full time) period of up to six months or intermittently (part-time) for up to 18 months.
- The work must be carried out at either a conservation organisation or within a research group at a university.
- Strong preference will be given to those students seeking to carry out their internship at institutes other than the one the student graduated from, following the successful completion of their degree course.
- The student and the organisation concerned must make a joint application, with the impetus coming from the student, who should approach an organisation to seek support for his/her own research project. It is envisaged that the intern will work as part of a team, which includes more experienced members who will be able to help the intern acquire new skills. The internships are about providing an opportunity to gain work experience and a foothold in the working environment.
- Work experience in a new organisation, not the one that the student has recently graduated from, is strongly encouraged.
- Applications should be jointly prepared by the students and supervisors, but submitted by the student themselves. We wish to see that the student has a clear understanding of the aims of the project and the methods to be used, and how their part of the work fits into the overall project.
- The internship should be a discrete project, focussing on either a UK mammal, invertebrate or herpetological species.
- Students from all disciplines relevant to conservation will be considered, provided that they can demonstrate that their work has relevance to the aims of PTES. NB. The project must not be one on which they are already worked or are still working.
- Those already registered for a PhD or Masters may not use internships to 'top-up' their PhD or Masters funding.
- Each student will receive funding not exceeding £4,000 to cover any or part of the living and project costs.
- Health and safety issues must be covered by the institution at which the students will be based.

### **To apply for a PTES UK Internship Grant**

1. Set up an online account via the PTES website [www.ptes.org/grant](http://www.ptes.org/grant)

2. Fill in an online application
  3. Upload your supporting documents
  4. Request two letters of support from referees to be emailed directly from them to PTES
- 1) If you have applied previously but forgotten your log on details, please email [grants@ptes.org](mailto:grants@ptes.org) to obtain your user name and password.
  - 2) The species that you are working on might not be listed on line so please email [grants@ptes.org](mailto:grants@ptes.org) to get it added. Please ensure you do this at least two weeks before any application deadline.
  - 3) Please upload the following supporting documents:
    - a. The CV of the project leader, if not previously funded by the Trust. The CVs of other members of a project team are **not** necessary.
    - b. Map of the study area.
    - c. Image(s) of the species
    - d. Other relevant documents e.g. published papers by project leader
  - 4) Two letters of support from referees, professional or academic, who know you personally and can comment on your ability to carry out the project. Both referees must be external and not be working on the project you are applying for funds for. Please ask each referee to email a letter of support by the application deadline to [grants@ptes.org](mailto:grants@ptes.org). The project title should be included in the subject heading. Emails should be submitted from an institution email account. References sent via web-based services such as Yahoo, Gmail or Hotmail cannot be accepted. References may be faxed or posted but must be received by the grant deadline.

## **Closing dates**

**Deadlines for submissions for all the grants programmes are listed on the PTES website:**

[www.ptes.org/grants](http://www.ptes.org/grants)

Applications should be uploaded via the PTES website [www.ptes.org/grants](http://www.ptes.org/grants). All related questions may be e-mailed to [grants@ptes.org](mailto:grants@ptes.org).

All applications will be acknowledged on receipt and the outcome notified to the applicant.

To view some of the projects that have received funding to date, please refer to [www.ptes.org/grants](http://www.ptes.org/grants)

**All successful applicants will be required to comply with the following Terms and Conditions.**

1. The financial support given by the People's Trust for Endangered Species must be acknowledged in all reports and papers written as a result of the work.
2. A summary of the planned work will be requested by the Trust at the outset of the funding period suitable for including on the Trust's website. Applicants will be asked to provide appropriate images for use on the Trust's website and other publications.
3. A summary of the work may be written by the Trust for distribution to supporters of the charity with a view to fundraising or reporting outcomes and the Trust may seek the co-operation of the applicant in its preparation.
4. The project coordinator, or appropriate colleague, will make all reasonable effort to respond to the Trust in the event of media interest or in generating media interest in the work funded by the Trust. The Trust must be acknowledged by name, and where possible, logo in any press releases sent out relating to the work funded by the Trust, and a draft sent to the Trust for comment before release.
5. People's Trust for Endangered Species runs wildlife events for its supporters within the UK. Successful applicants within the UK may be requested to help organise and lead an event for the Trust's supporters to field sites where possible and to give a short talk about the work prior to the event.
6. For any project longer than six months, the applicant will provide a short (one side A4) report of progress at six monthly intervals.
7. On completion of the work, a full report with an executive summary (one side A4) must be submitted as soon as possible but in any event within six months. With the consent of the project leader, the Trust reserves the right to put either the full report and/ or the summary (both provided by the project coordinator) on the Trust website for general information. Either within the final report, or as an Annex to it, a budget summary must be provided detailing full expenditure of the grant awarded.
8. If for any reason the project programme is delayed, agreement to the revised schedule should be sought from the Trust.
9. If, for any reason, the project is cancelled or curtailed, all remaining monies must be returned to the Trust. The Trust reserves the right to require the return of any monies awarded if these Terms and Conditions are not met.
10. Any data gathered as a result of the work shall, after an agreed period of time, be made available to other bona fide researchers and to recognised national and international monitoring database schemes.
11. Applicants are responsible for any necessary risk assessments regarding their project. The award of a grant does not imply any consideration of risk or acceptance of responsibility by the Trust for any risk which may be involved in carrying out the project.