

## Wilma Barden Memorial Grant Principles

### Purpose of the fund

The purpose of the Wilma Barden Memorial Grant is to provide support for research projects that promote the study and conservation of birds in Australia and that are of relevance to the Hunter region.

### Source of funds

The Wilma Barden Memorial Grant will be funded by money held by the HBOC in accounts and other income.

### Funding amounts for individual projects

Grants of up to \$3,000 Australian dollars are available for individual projects. However, if there are unspent funds from the previous year, then funding of more than \$3,000 may be considered.

The total amount of funds available each year for the Grants will be based on the allocated funds for that year plus the amount of any allocated Grant money unspent from the previous financial (calendar) year (1 January - 31 December).

At its discretion, the HBOC Management Committee may decide to vary the amount (financial) and number of individual projects funded. Funding for multi-year projects will also be considered.

Funds must be used fully on the described activities and cannot be used to pay organisational on-costs.

### Eligibility

**Who:** Any Australian citizen or overseas individual undertaking research on Australian birds can apply for monetary assistance from the Wilma Barden Memorial Grant.

**Objectives and Activities funded:** The Wilma Barden Memorial Grant is open to applications for any proposal that:

- Improves or promotes the research and conservation of birds and their habitat.
- Raises positive public awareness of birds.
- Undertakes scientific research that contributes to bird knowledge and conservation.
- Supports the role that wildlife carers, rehabilitation organisations and other non-government organisations play in bird conservation.

The project need not involve any direct activities within the Hunter Region but the outcomes from it must be relevant for Hunter Region birdlife and the Grant application should clearly outline the relevance.

Projects may include (but not be limited to);

- Scientific research, student projects, on ground bird conservation actions, education programs or materials, equipment or materials purchased to support bird conservation programs or projects.

**Activities not funded:** HBOC is interested in supporting a broad range of projects. However, funding is unlikely to be available for the following purposes:

- conference travel, attendance at meetings, or other short-term activities mainly involving travel where these are the principal elements of the grant proposal,
- activities which are properly the responsibility of other funding bodies or other government agencies,
- recurrent funding of existing projects,
- a project in which the conservation of Australian birds component is incidental to its main aims,
- payment of salaries, wages etc.

**How:** Applicants must submit an application form, outlining the project's objectives, methodology, timeline, budget details and contribution to bird research and/or conservation.

Applications should be prepared in electronic format using the provided Microsoft Word template. Please ensure your application is concise and to the point, proposals should not be more than four pages long.

Please submit your application via email titled "*Wilma Barden Memorial Grant application*" to: [info2@hboc.org.au](mailto:info2@hboc.org.au)

The application will be initially assessed by the HBOC Wilma Barden Memorial Grant sub-committee, and a recommendation made to the HBOC Management Committee. A merit-based decision on whether the application is suitable for funding under the grant will be made on how well the project matches our objectives, its viability and expected research and conservation improvements, the project's potential to receive funding from other sources, and how the project compares with other funding proposals.

The decision of the HBOC Management Committee is final and no further correspondence will be entered into.

**Applications Timing:** Applications can be submitted at any time of the year. Applicants will be notified if the fund is <sup>100%</sup><sub>SEP</sub> fully committed for the year.

**Assessment of applications:** Applications will be initially assessed by the HBOC Wilma Barden Memorial Grant sub-committee, and a recommendation made to the wider HBOC Committee.

The agreement of a majority of sub-committee members is required, prior to the submission of a recommendation to the HBOC Management Committee to either support or reject a proposal.

If deemed necessary, HBOC may call on additional experts to assist in determining a project application or place additional conditions of assistance on an application considered for funding. Applications will be assessed against the following criteria:

#### Criteria

- does it meet eligibility criteria?
- quality of the application - does it include all the information required for us to make an assessment?
- how well the project meets the stated objectives
- the project's potential contribution to bird research and conservation

- likelihood to achieve the research and/or conservation goal(s)
- competency of the applicant to complete the proposal
- is it value for money?
- have all necessary licences and permits to undertake the research?
- referees' comments and reports
- relative importance of HBOC contribution
- potential problems with the project
- other considerations

**Notification:** Applicants will be notified of the success or otherwise within 6-8 weeks of receipt of the application. Sometimes HBOC may need to contact applicants to gather more information to assist in assessing the application. Applicants will be notified if during the year the funding for that year is exhausted.

### **Payment of funding**

Successful applicants will be required to sign an assistance agreement that describes the HBOC's commitment to the project. In turn, the applicant must agree to meet the conditions of assistance (set out below). The assistance agreement must be signed and returned to HBOC Management Committee in order to receive funding.

On receipt of the assistance the successful applicant will receive 80% of the total amount granted. The final 20% will be paid upon satisfactory fulfillment of the conditions of assistance outlined below.

### **Conditions of assistance**

To receive assistance successful applicants must agree to:

- Submit an article about the project and its achievements to the Hunter Bird Observers Club Inc. journal 'The Whistler' and/or the HBOC newsletter.
- Give a presentation at the HBOC Club night (held on the second Wednesday of the month, February to December). The presentation may be given during any period of the project, although preference should be given to presenting at completion of the project.
- Supply the HBOC with a written final report, photographs or other evidence documenting your achievements, and samples of any materials produced as a result of your project.
- Acknowledge the support of the HBOC in publications or public presentations about the project.
- The results of HBOC funded work being made publicly available to the Hunter Bird Observers Club Inc, including its website.
- Provide evidence that the applicant has obtained (or will obtain) the necessary licences and permits (e.g. scientific licence under Biodiversity Conservation Act 2016, Animal Ethics Committee Approval) to carry out the project.