### Chapter Event Grant Overview

The Society for Conservation Biology (SCB) Chapters Committee is pleased to announce the first round of the 2020 SCB Chapter Event Grant. **The purpose of these grants is to support SCB Chapters in their activities while also increasing membership to the SCB Global society.**

SCB Chapter Event Grants are exclusively awarded to SCB Chapters that can **demonstrate that the potential event will recruit SCB Global membership** (i.e. joining the SCB Global society). SCB Chapters are invited to apply for a reimbursable grant of up to $750.00 USD to support an event that will advance conservation and expand SCB Global membership. These grants are supported by funding from SCB Global, and the SCB Chapters Committee.

**Applications are due 30 March 2020 at 5:00 pm (PT).** Awardees will be announced in April 2020.

### Eligibility

1. **Proposals must clearly demonstrate how the event will increase SCB Global membership** with the goal of returning or surpassing the investment of the awarded grant to the SCB Global society in membership fees.
2. **Each SCB Chapter may submit one proposal.**
3. **Proposals are restricted to one event.** The SCB Chapters Committee solicits Chapter Event Grants twice a year (Spring and Fall), and applicants are encouraged to apply for each solicitation.
4. **The proposed event occurs between within the 12 months following the close of this request for proposals (31 March 2020 – 29 March 2021).** Reimbursement for events completed prior to the grant deadline (30 March 2020) are ineligible for funding.
5. **The SCB Chapter Event Grant award can only be administered through reimbursement** due to SCB Global policy.
6. **Officers or board members of the awarded SCB Chapter must all be members of the SCB Global society.** Priority is given to SCB Chapters with a larger percentage of SCB Global members in their general membership.
7. **The SCB Chapter must have completed an annual registration within the last year and must be an active SCB Chapter** (i.e., currently registered with SCB Global, holding regular meetings and activities).
8. **The awarded SCB Chapter agrees to send an event poster to a SCB conference of their choice within a year following the completion of the event** (printing costs covered by SCB Chapters Committee). While we hope a member of the awarded SCB Chapter can attend the conference, this is not required. A template for this poster will be provided. The failure to provide a poster will result in disqualification for future SCB Chapter Event Grants.
9. SCB Chapters in every section are encouraged to apply. Past applicants are encouraged to re-apply, though preference will be given to first time recipients.

Please contact the Event Grants Coordinator, Clare Kyasiimire ([casiimire@gmail.com](mailto:casiimire@gmail.com)) with any questions.

### Chapter Event Grant Agreement

**Read this agreement in total before beginning the application process.** Signature of this agreement demonstrates that you understand the responsibilities associated with being awarded a SCB Chapter Event Grant.

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of SCB Chapter) agree to use the awarded funds **only** for the specified tasks explicitly stated in this application and to meet the following requirements:

1. Awardee agrees to provide copies of receipts for all purchases made with awarded funds to the SCB Chapters Committee. *Due to SCB Global policy, funds can only be reimbursed and receipts are necessary for reimbursement*.
2. Awardee agrees to complete the proposed Chapter Event at the date and time designated in this agreement.
3. Awardee agrees to notify the SCB Chapter Events Grant Coordinator if unforeseen circumstances necessitate rescheduling the Chapter Event. *Rescheduling the Chapter Event must be approved in advance. Rescheduled Chapter Events must be completed within one month of the original date agreed to in this agreement.*
4. Awardee agrees to email a post-award report, all receipts, and a completed reimbursement form to the SCB Chapter Event Grant Coordinator within **one month** of completion of the Chapter Event.
5. Awardee agrees to provide a poster summarizing the awarded Chapter Event at an SCB conference **within one yea**r after the completion of the Chapter Event, whether or not they attend the conference.

## Eligible Expenses

**The misuse of funds or failure to meet these requirements will result in disqualification for future SCB Chapter Event Grants.** The misuse of awarded funds for purposes not designated and approved in this application will also result in inactivation of the SCB Chapter until misused funds are returned to the SCB Global society. Inappropriate expenses or expenses not proposed in the original application may not be reimbursed (regardless of receipts).

Funds may NOT be used for the following:

* Travel for SCB Chapter members
* Stipends for SCB Chapter members
* Alcohol

## Reimbursement Procedure

Awarded funds will be distributed to the SCB Chapter by **reimbursement only.** While we recognize that this puts strain on many SCB Chapters that have limited funds, this is the only way that the SCB Chapters Committee can distribute awards due to regulations in the U.S. We apologize for any inconvenience. Reimbursements can only occur by check, PayPal, or money order (include the cost to send a money order in your budget).

### Chapter Event Grant Agreement *(continued)*

## Agreement to the terms of this solicitation

Below is a table to capture the completion dates associated with the SCB Chapter Event proposed in your application. Replace the italicized text to specify the name and date of the event, as well as the completion dates for post-event reporting.

|  |  |
| --- | --- |
| Completion Dates for the Event and Reporting | |
| **Chapter Event Name** | [Name of Chapter Event here] |
| **Date of Chapter Event** | [Date of Chapter Event here] |
| **Report, receipts, and reimbursement form due** | [Date report and receipts due here = Date of Event + 1 month] |
| **Poster due** | [Date poster due here = Date of Event + 1 year] |

Your signatures below demonstrate that you have read and agree to the requirements and completion dates designated in this agreement. The signatures of the SCB Chapter President and two officers or board members are required for submission.

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| --- | --- | --- | --- | --- |
| Acceptance of the Solicitation Requirements | | | | |
| Title | Name | SCB Global Member ID | Signature | Date |
| President |  |  |  |  |
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### Application Instructions

Email your completed SCB Chapter Event Grant application to Event Grants Coordinator, Clare Kyasiimire ([casiimire@gmail.com](mailto:casiimire@gmail.com)), by **30 March 2020 at 5:00 pm (PT)**. **All application materials must be typed, with the exception of signatures. Hand-written applications will not be accepted.**

## Application Checklist

Below is a summary of the required components for the SCB Chapter Event Grant application package. Completeness in submitting all the information required will be factored into the scoring of each application.

**Agreement**

* Completion dates for the event and post-event reporting
* Acceptance of solicitation requirements (signed by the SCB Chapter President and two representatives)

Budget

* Budget table with costs in US$
* Pricing validation for each expense in the budget

Application Form

* SCB Chapter information
* SCB Chapter Event Grant contact information
* SCB Chapter Officer information
* Event overview
* Description
* Timeline
* Outcomes
* Advertising

## Evaluation Rubric

Each application will be reviewed by a panel of reviewers who will evaluate how well an application meets the criteria specified in this solicitation (1-15, see table below). The average of all review scores will be calculated and used to inform the final funding decision.



### Application Form

|  |  |
| --- | --- |
| SCB Chapter Information | |
| SCB Chapter name |  |
| SCB Chapter address |  |
| SCB Chapter email |  |
| Date of SCB Chapter creation |  |
| Date of last SCB Chapter registration |  |
| Date of last SCB Chapter meeting |  |
| Number of members in SCB Chapter |  |
| Percentage of registered SCB Global members in your SCB Chapter |  |
| List 3 events or activities held by this SCB Chapter in the past 12 months | 1. |
| 2. |
| 3. |

|  |  |
| --- | --- |
| SCB Chapter Event Grant Contact Person | |
| Name (First Last) |  |
| SCB Chapter affiliation |  |
| Email |  |
| Phone number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SCB Chapter Officer Information | | | |
| Name | Position | Email | SCB Global ID # |
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| --- | --- |
| Event Overview | |
| Event title |  |
| Type of event (e.g., conservation project, conference) |  |
| Date(s) and time of event |  |
| Location(s) of event |  |
| Anticipated attendance (*number*) |  |

### Application Form *(continued)*

|  |
| --- |
| Description of the Event |
| Describe the proposed SCB Chapter Event here (250 words). |

|  |
| --- |
| Timeline for the Event |
| Provide a proposed timeline of how and when your SCB Chapter will prepare for the event here. Specifically, provide approximate dates for the following activities:   * Advertising * Purchase items in the proposed budget for the SCB Chapter Event * Set up for SCB Chapter Event * Date of SCB Chapter Event * Submit post-event poster to SCB Chapters Committee * Proposed conference at which SCB Chapter Event poster will be presented * Conference date |

### Application Form *(continued)*

|  |  |  |
| --- | --- | --- |
| Outcomes of the Event | | |
| SCB Global member recruitment | Type of members you intend to recruit (e.g., student, professional) |  |
| Number of members |  |
| Membership fees | |  |

|  |
| --- |
| Advertising for the Event |
| Describe how you will advertise for the proposed SCB Chapter Event here (250 words). |

### Budget Requirements

**SCB Chapter Event Grant applications will not be considered without pricing validation**. You must attach supplemental information to this application that validates the pricing information provided in the budget. Examples of pricing validation include, but are not limited to, the following: a price quote, a screenshot or link to an item, or a picture of pricing. Please contact the SCB Event Grants Coordinator with any questions about pricing validation prior to submitting your application.

Complete the Event Budget table below, listing all expenses associated with the proposed SCB Chapter Event. The purpose of the “Funding Source” column is to demonstrate that multiple sources (e.g., grants, SCB Chapter funds, donations) are being used to fund the proposed event. Demonstrating that multiple funding sources are being utilized will maximize chance for award. For items that will be purchased from this grant, type ‘Chapter Event Grant’ in the “Funding Source” column.

### Budget Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event budget ($750.00 USD maximum) | | | | | |
| Item | Vendor | Funding Source | Price (US$) | Quantity | Cost (US$)  = Price x Quantity |
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| Grand Total | | | | |  |

## Ideas for Promoting SCB Global Membership & Increasing Recruitment at the Chapter Event

* If your SCB Chapter Event has an admission fee, make the cost cheaper for SCB Global members (e.g., they can present their SCB Global ID number or log in on a smart phone).
* Provide a registration table at the SCB Chapter Event where attendees can register on a laptop to become a SCB Global member.
* At your SCB Chapter Event, present a summary of the benefits of being a member of the SCB Global society.
* Provide the paper copies of SCB Global membership forms at the SCB Chapter Event. These forms can be downloaded from the SCB website.
* Have SCB Global members from your SCB Chapter talk about how the society has benefited them.
* Advertise your SCB Chapter Event to non-Chapter members through the use of flyers and social media.