DISNEY WORLDWIDE CONSERVATION FUND
FREQUENTLY ASKED QUESTIONS

2015

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WHO IS MY CONTACT?

CRITERIA

1.   What criteria are used to evaluate each proposal?

- The proposal should be cooperative in nature and may have matching funds.

- The proposal should clearly contribute to the conservation of endangered or threatened species in the wild, their habitats and engage the communities that surround them through community-based education programs or support sustainable community development projects that assist communities in protecting nature.

- The proposal should build on previous work including an established commitment to a conservation program OR is well suited to become or contribute to a long-term conservation program.

- The principle investigator affirms that the welfare of the animals identified in this study is not compromised. Specifically, the principle investigator affirms that:

    o   Capture/restraint techniques minimize stress and the potential for physical injury or psychological harm

    o   Immobilization/anesthesia is done under the direct supervision of a veterinarian or other trained professional

    o   Exposure to noxious stimuli and presumptive negative effects are minimized with administration of anesthetic and/or analgesic agents where appropriate

2.   What are the priority considerations for the Disney Worldwide Conservation Fund?

The Disney Worldwide Conservation Fund gives priority consideration to holistic programs addressing a significant conservation need (or projects that are part of a program) which reflect:

- Education and community engagement, including measuring results (see below for additional information on expectations for education components)

- Sustainable development programs directly connected to protecting species and habitat

- Scientific field studies on species and habitats (the DWCF does not fund ex-situ projects/project components)

- Although DWCF recognizes that basic science is a critical first step in conservation initiatives, preference is given to projects where there is a significant conservation action component

The DWCF funds programs and projects around the world, with programs in 114 different countries receiving support thus far.

The Fund also seeks to support projects which relate to Disney's strategic priorities, including:

- Projects that are in areas where Disney has a significant business presence, including Alaska, California, Florida, Hawaii (and North America in general), the Caribbean, China, Indonesia, Europe, Latin America, etc.

- Projects involving species/habitats featured at Disney's Animal Kingdom or The Seas with Nemo and Friends at Epcot, to better facilitate telling effective conservation stories. These habitats/species include, but are not

limited to:

- o Asian habitat and species (primarily tropical forest species)
- o Central/South African habitat and species (specifically savanna and forest species)
- o Latin American habitat and species
- o Marine species (including coral reefs, dolphins, manatees, sea turtles and sharks)

- Projects that target particular wildlife sustainability issues, including efforts to explore sustainable aquaculture or address sustainable seafood (fisheries management) or to control illegal wildlife trade.

- Projects that focus on invertebrate conservation issues.

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3. What is the timeline for DWCF funding?

Invitations distributed: December 2014
Letter of Inquiry deadline: 11:59pm, February 6th, 2015
Proposals due: 11:59pm, March 6th, 2015
Evaluation completed: August 2015
Processing/Notifications/Check Distribution: August-September, 2015

Please do not contact us any earlier than August 31st, 2015 regarding the status of your proposal. It is our policy to notify all applicants at the same time regarding the status of their application.

Conservation Hero Applications can be submitted year round with annual selections announced shortly after annual conservation grant announcements.

Rapid Response Fund Applications can be submitted year round and are reviewed within two weeks of submission, with funds distributed within four weeks. The criteria for this program can be found here.

4. When is the application due?

The deadline is the date the proposal is to be received: ***11:59 EST March 6th, 2015***. Late or faxed proposals cannot be considered out of fairness to others. Please note DWCF or CyberGrants support will NOT be available after 1800 hours on this date.

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5. How do I receive an invitation to apply?

To receive an invitation for the next annual grant application year, please complete an **application inquiry** and send completed form to Corp.Conservation@Disney.com in November 2014 to give yourself the greatest amount of time to apply.

Inquiries will be reviewed starting on November 1st, and through our **inquiry deadline of 11:59pm on February 6th, 2015**. Inquiries received after 11:59pm on February 6th will not be considered in this funding cycle. Application is by invitation only.

For <u>emergency funding needs</u> you may contact us anytime for our Rapid Response Fund grant application. Grants are generally around $5,000 but may be larger depending on the scale of the emergency/response. Please see the "Conservation Funding" link on www.disney.com/conservation for criteria for Rapid Response Fund requests.

6. Are individuals, universities and government agencies eligible?

We encourage scientists, students and institutions to work with nonprofit organizations to apply. Organizations must have U.S. nonprofit status. NGOs outside the U.S. can apply in partnership with a U.S. organization. The U.S. organization accepts accounting responsibility.

Only charitable organizations may apply; DWCF does not accept applications directly from government agencies. Colleges and universities may have to apply either through or in conjunction with their school's foundation or in partnership with another non-profit organization. We accept applications from Ph.D. level faculty focused on long term conservation programs. Graduate students can be involved in the project but cannot be the primary investigator.

7. What if I am a student and want to apply?

Graduate students can not directly apply but can be included in a Ph.D. level faculty project that is part of an established program or a new initiative that establishes objectives for a long term conservation impact. Tuition is not funded.

8. Are organizations outside the US eligible?

While we encourage global projects, it is our policy to direct funding only to organizations that have U.S. nonprofit status. Nonprofit organizations based outside of the United States may apply for DWCF funding if they identify a US 501(c)(3) nonprofit organization willing to act as an intermediary. In the event the international organization's project is chosen for funding, we respectfully request that the US organization accept an award check on behalf of the international organization and direct the funding to them. A US organization may act as an intermediary for an unlimited number of international organizations- each of these individual organizations is still limited to submitting one proposal per geographic region. The intermediary situation does not count against the one per geographic area proposal stipulation that a US organization may submit to the DWCF.

9. Are zoological institutions and aquariums eligible?

We allow AZA institutions to apply only if the researchers conducting the program are involved in field research and do not hold a curatorial, veterinary or supervisory role related to the captive collection at the accredited institution. If a zoo or aquarium is seeking funding for curatorial, veterinary or supervisory staff working on in-situ or ex-situ programs, the request should go through the AZA Conservation Grants Fund (CGF). The DWCF contributes each year to the CGF, providing more than $3 million since 1995. If the facility has a key external nonprofit or university partner, such organizations may apply directly to the DWCF, and if the partner is a foreign nonprofit the AZA facility can act as a U.S. intermediary for that organization. **Please note the DWCF will not fund a project if the same project activities are also being funded by the AZA CGF.**

10. Can I submit more than one proposal?

Each organization is limited to one project application for each of the following geographic areas: Africa, Asia/Australasia, Central/South America, North America and Marine. For universities, the same statement above applies to each university department. Large organizations are responsible for self-governing to ensure no more than one proposal per geographic region is submitted. If you have questions about which area your project may fall, please contact Corp.Conservation@Disney.com.

11. Do you support multi-year proposals?

Multi-year projects will be considered but only funded on a year-to-year basis, i.e. the amount applied for should reflect only one year of funding. For multi-year proposals, progress reports will be required prior to distribution of funds for subsequent years.

12. What if my project was funded last year (I am submitting a continuing project)?

If you were funded by the DWCF in 2014, you must submit a progress report if your work is still ongoing. **Progress reports for returning projects will be requested as a part of the application you fill out this year**.

You will also need to complete your annual report when prompted via an email from CyberGrants.

13. If I have applied in the past, do I need to create a new login to access the Cybergrants system?

No. Once an organization record is created it will be saved in the CyberGrants system for your use in future years. Although there can be multiple users that can submit on behalf of an organization, each application/proposal that is created is linked to the specific user and login that started the application. This means that if you want to see a proposal that you submitted in previous years you will need to use the same login that you used previously. It is our preference that you keep the same login information for consistency and if you have forgotten your information you can click the need assistance link on the site to request or update the information.

14. How do I combine my applications under one login if I submitted multiple applications under different logins?

We are able to combine the applications associated with various logins into one account. Just contact us at Corp.Conservation@disney.com and provide the accounts (email addresses and passwords) you would like to combine within an organization and the single email and password you would like everything consolidated under.

15. Can multiple people work on the same application on the online system at the same time?

No. CyberGrants has a security feature that only allows one user to log in and complete information at a time. If you log at the same time as someone else using the same login information, one of you will be blocked from the system with the risk that your work will not be saved.

16. What do I do if I submitted my application prematurely?

If you feel you have submitted your DWCF application in error, please contact the DWCF team at Corp.Conservation@Disney.com to change the status of your application.

17. Don't I need to submit my IRS letter this year?

No, the substitute W-9 form you fill out and sign is sufficient and is preferred by our financial team when we process payment.

18. Can I submit my own W-9 form?

No, for tax purposes it is required that organizations complete the W-9 form provided in DWCF's online application system. Once you have submitted the form it will be saved with your organization information for future years. Make sure to replace the form if any of your nonprofit information changes, such as your address or name.

NOTE: In "Part I: Tax Status," please enter organization information in the bottom-most section titled "Other (Non Profit, Schools, Government, etc.)." Please be sure to sign the form before submitting.

19. How will my application photo be used?

DWCF may use the photo submitted with your application in DWCF publications, websites, social media (Facebook, Twitter, YouTube) etc. to promote the conservation projects supported by DWCF. If a project photo is unavailable, one (1) map of the project region may be uploaded instead.

20. How much information can I submit in my application?

Please abide by the character maximums listed under each field. (Character counts include both characters and spaces.) Reviewers prefer your information be as clear and concise as possible.

21. What do you mean by "conservation education?"

We believe that a good conservation program includes three primary components: scientific investigation, education, and empowering communities/partners to become actively involved in protecting wildlife and habitat. We define conservation education as a process of positively influencing people's knowledge, attitudes and behaviors about wildlife and wild places. Examples might include working with local farmers/fisherman, local school groups, or local communities. We often see "support of a graduate student" as an example of conservation education in DWCF proposals. While we recognize the importance of graduate students in projects, their involvement does not constitute "conservation education" as we are defining/describing it here.

More specifically, conservation education experiences should:

- Add to the wildlife knowledge of the target audience (children and/or adults)

- Address people's attitude toward wildlife

- Inspire conservation action (behavior change)

- Evaluate its impact

- Adjust programs where necessary based on evaluation results

- Utilize trained professionals

22. What is the DWCF's stance on invasive and non-native species?

We generally do not provide funding for removal or eradication of invasive/non-native species other than plants. While we allow for such methods to be part of the overall program given the welfare methodology, funding requested from the DWCF should not be directed to these components. If your project involves invasive species removal/eradication, please provide detailed information of the methods used connected with those activities

23. What are you looking for in letters of support?

Please submit two letters of support for any proposals that have not been previously funded by DWCF. Letters should be addressed to the DWCF Review Committee, written in English, and endorse the importance of the project and the qualifications of the applicant.

24. What if I want to submit a confidential letter of support?

Please have all confidential letters emailed to Corp.Conservation@Disney.com. Any letters sent to this email address will remain confidential and will be submitted to review committees with your proposal. **Please include the name of the organization being endorsed in the subject line of the email.**

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25. Where do I find a list of previously funded projects?

Please visit www.disney.com/conservation to access a listing of past programs supported.

26. What size grants do you entertain?

Requests of $25,000 or less are allowed but overall budget may be larger and incorporate several financial partners. The DWCF will not award funds at less than 80 percent of the amount requested. For example, if the requested amount is $25,000, the awarded amount would be no less than $20,000. Most grants are able to be funded at the full amount requested.

27. What about overhead costs?

The DWCF allows a small percentage of overhead costs to be included in the proposed budget. This includes administrative fees, fringe benefits, manuscript fees, etc. A maximum of **10** percent of the $25,000 grant request can be allocated to overhead.

28. What about infrastructure?

The DWCF allows infrastructure budget items with associated detail and justification where large cost items are concerned. This includes the construction of buildings, enclosures, etc. and we ask that you provide detail in the budget for these items to understand the specific cost breakdown within each component.

29. Does the DWCF fund salaries, travel, or benefits?

The DWCF will fund field staff including in-country participants. Although we do fund salaries and travel expenses, we do not like to see the entire budget directed to staffing or travel. We will allow benefits for staff if it falls within the 10 percent allotted overhead allowance mentioned in question #27. We do not fund student university tuition.

30. If I am funded, when are reports due?

Annual Report: An annual report for each project is required one year from receipt of funds and you will receive notification via our online application system. The final report deadline is somewhat flexible with circumstances. Please contact Corp.Conservation@Disney.com for information on submission or an extension if the proposed

timeline is not feasible considering your field timeline or if other circumstances require a delay. **Click here to see a template** of the information that will be required.

Progress Report: If you are applying for additional funds for a project that has been previously funded by the DWCF, a progress report is required to be attached within your new application. A progress report is required prior to consideration of any future requests for funding. New applications from the same organization will not be considered if reports from funded projects in prior years have not been received.

An annual report will <u>still</u> be due as described above, **click here to see a template** of the information that will be required.

31. If I'm not funded, will you reconsider later?

Applications are not re-visited after the review is completed. The committee reviews applications <u>once per year only.</u>

32. Can I obtain feedback on my proposal?

You are welcome to contact us to discuss the overall review of your submission following notification of your proposal's status. **Please contact us within three months of being notified about your submission.**

To receive an <u>invitation for the next annual grant application year</u>, you should contact us at Corp.Conservation@Disney.com in November 2014 to give yourself the greatest amount of time to apply and no later than our inquiry deadline of February 6th.

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Who is my contact?

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