|  |  |
| --- | --- |
|  | **SMALL GRANT APPLICATION FORM**  - This form must be completed digitally in English  *- notes in green are provided to assist completion of this application and should be deleted as the form is completed* Before filling in this form, please visit our website and read the application conditions thoroughly. |
|  |  |
| 1. **CONTACT DETAILS** |  |
| **Name** | Click here to enter text. |
| **Address** | Click here to enter text. |
| **Tel number** | Click here to enter text. |
| **E-mail address** | Click here to enter text. |
| **Name and contact details of supporting organisation/ Institution**  **Website** | *Please note that the grant will be paid to the applicant, not to the organisation* |

1. **GENERAL PROJECT DETAILS**

|  |  |
| --- | --- |
| **Project Title** | Click here to enter text. |
| **Project location and country** | Click here to enter text. |
| **Focal species and/or habitat** | Click here to enter text. |
| **Project start and completion date** | *Please note that we do not fund retrospectively, so ensure you have allowed for processing time of this application and your start dates* |
| **Project summary** *(200 words or less)* | |
|  | |

1. **GRANT DETAILS**

|  |  |
| --- | --- |
| **Requested amount** (in euros) | *Please note we can’t control exchange rates which can fluctuate, however we will pay the bank and currency transfer fees of our bank* |
| **Total project budget** (in euros) | Click here to enter text. |
| **Other confirmed financial sources of project support** (name and amount awarded, also in-kind support) | |
| Click here to enter text.  *Please include one line per grant awarded (In-kind support should be listed but can be excluded from actual budget calculations and therefore not impact size of project.)* | |
| **Other potential sources of financial project support** (name and amount awarded, also in-kind support) | |
| Click here to enter text.  *Please include one line per grant requested (In-kind support should be listed but can be excluded from actual budget calculations and therefore not impact size of project.)* | |
| **Previous award from the Jana Robeyst Trust Fund** | |
| Click here to enter text.  *Please include the amount, the year and project title (one line per grant received)* | |

1. **PROJECT PROPOSAL**

|  |
| --- |
| **Describe the conservation issue** (max 300 words) |
|  |
| **Describe the project aims and objectives** (max 300 words) |
|  |
| **Describe the activities and the anticipated achievements** (max 300 words) |
|  |
| **Describe the Project leader’s (or organization’s) experience and expertise to lead this project** (max 300 words) |
|  |
| **Describe how the success of the project will be evaluated** (max 300 words) |
|  |

1. **OTHER INFORMATION**

|  |
| --- |
| **Detailed about Research permits/permission required to carry out the project** |
| Click here to enter text.  *You may be asked to provide copies of permits or licenses. If you already have been issued these, please add as attachments.* |
| **Ethical considerations. (eg. describe details of any animal capture, handling required)** |
| Click here to enter text. |
| **Details of any potential health or safety risks or issues and how they will be addressed** |
| Click here to enter text. |

1. **PROJECT BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of budget items in priority order**  *Notes:*  *- Please be as detailed as possible and if applicable indicate unit costs of multiple items.*  *- If your application is successful you may be asked to provide written quotes and or receipts.* | Proposed JRTF contribution (in euros) | Proposed contribution from other source (in euros) | Total Cost of Item(s) (in euros) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL PROJECT BUDGET | *This is the amount you are requesting from JRTF* |  |  |

1. **THE LAST WORD**

|  |
| --- |
| **Describe, why this proposed project is particularly special and why it should be specifically funded by the Jana Robeyst Trust Fund** (max 200 words). |
|  |

|  |
| --- |
| **To check if you know the reason why the JRTF was founded, please answer the following question: In what year was Jana Robeyst in Mongolia. You can find the answer on our website.** |
|  |

***Submission:***

Do not forget to include a CV, with the contact details of at least two references (or one letter of reference submitted with this application). You can add other attachments if you think they support your application.

This completed form and the CV should be submitted through a professional email address (not yahoo, gmail, hotmail etc.). If you do not have a professional email address, we also request a letter of affiliation with a university/research institution or a non-profit organisation.

**Signature and date**

|  |
| --- |
|  |