



APPLICATION GUIDELINES

Program Goals and Objectives

Established in 1976, The James L. Baillie Memorial Fund for Bird Research and Preservation (the Baillie Fund) is a project of Bird Studies Canada (BSC). Founded in 1960, BSC is Canada's national body for bird conservation, and is a non-governmental charitable organization.

The Baillie Fund provides grants to individuals, groups and organizations for projects that further the mission of Bird Studies Canada:

To advance the understanding, appreciation, and conservation of wild birds and their habitats, in Canada and elsewhere, through studies and programs that engage the skills, enthusiasm and support of its members, volunteers, staff and the public.

In particular, the Baillie Fund supports projects that address one or more of the following goals:

- contribute to our **understanding** of Canadian birds in their natural environment;
- increase Canadians' **appreciation** of wild birds and their habitats; or
- advance the **conservation** of Canadian birds.

General objectives of the Baillie Fund are:

- to encourage field studies by amateur naturalists;
- to encourage projects that involve volunteer naturalists in field work and/or make use of information gathered by volunteers as Citizen Scientists;
- to support projects that disseminate knowledge of Canadian birds;
- to support projects that use the public appeal of birds and the enthusiasm of amateur naturalists to engage the public and promote BSC's mission; and
- to provide seed funding to launch long-term projects that are expected to become self-supporting or develop other sources of sustainable funding.

Eligible Project Types

The Baillie Fund supports research, monitoring, education and conservation projects that involve any wild bird species found in Canada, including landbirds, waterfowl, waterbirds, seabirds, and shorebirds.

The Baillie Fund supports a range of projects including:

- inventory and atlas-type projects that provide information on the distribution and abundance of Canadian birds at various scales;
- monitoring projects that provide information on changes in bird populations or other ecological factors, including evaluation of results;
- pilot migration monitoring projects (new locations, or new programs at established stations);
- research projects that involve studies of Canadian birds in their natural environment;
- bird conservation science and education projects;
- projects that improve public awareness of the needs of Canadian birds;
- projects that provide training in field methods to volunteers and interns;
- projects that promote the conservation of bird species identified as a priority for conservation provincially, nationally or internationally; and
- projects that promote the conservation of Important Bird Areas in Canada.

The following projects are generally considered to be a low priority for funding:

- publication costs;
- birding festivals/promotions;
- habitat enhancement or restoration;
- migration monitoring at established stations;
- bird rehabilitation projects; and
- the construction of artificial nest structures, nest boxes and viewing platforms.

Geographic Scope

Projects must be conducted in Canada or on Canadian birds on their wintering grounds or migration routes.

Who can apply?

Individuals or non-profit organizations may submit applications. For atlas-type projects, grant applications must be submitted by the sponsoring organization or project coordinator rather than by individual participants or local coordinators. Support of graduate student research is not a priority for the Baillie Fund, unless the research clearly involves substantial numbers of volunteers in data collection or other aspects of the project.

Eligible Costs

Baillie Fund monies can be used to support various project costs including costs associated with promoting volunteer involvement, compiling and analysing data collected by volunteers, reasonable field expenses and travel costs, and field equipment and supplies. New guidelines have been established regarding eligible salary, travel and living expenses.

a) Guidelines for salary requests include:

- Salaries should not account for more than 25% of the grant request
- Salaries may only be paid when a demonstrated need to acquire expertise is identified [i.e. volunteer coordination, data analysts, or experienced banders]
- Salaries may not be requested for individuals who are otherwise being paid as part of their duties by a sponsoring agency
- Salaries requested must have some matching component that does not include in-kind calculations for volunteer services [i.e. another funding source must be paying for the balance of the salary request– minimum 75%]
- Students working on graduate degrees are not eligible for salary costs if the data collected will or may be used as part of their degree program
- Salaries may be paid only when a strong volunteer component is included in the project

b) Guidelines for travel expenses include:

- Travel expenses should not account for more than 25% of the grant request.
- Compensation for road travel shall be based on a mileage rate not to exceed 20 cents/km.
- The most economical travel means must be chosen – any deviation from this must be justified
- If an applicant is otherwise employed and travel expenses are covered by the employer for any or all of the project expenses, that person is not eligible for travel expenses.

c) Guidelines for living expenses include:

- Expenses for accommodation and food may be claimed only when the volunteer is at least 100 km from their home or workplace [if applicable], whichever is closest. For projects less than 100 km from the home base, compensation may be considered if justified [i.e. the research site is remote].
- Living expenses may not account for more than 25% of the grant request
- Per diem claims for food and lodging shall not exceed \$35.00/day per person.

Granting Programs

The James L. Baillie Fund currently has three granting programs:

- Regular Grants Program;
- Small Grants Program; and
- Student Award for Field Research.

The application and review process is different for each grant program. Read the following material to decide which grant program your project fits and follow the application process for that program. Key differences are summarized in the following table. For more information on the various grant programs contact the Baillie Fund Secretary by e-mail acoughlan@bsc-eoc.org or phone 1-866-518-0212.

Summary of Baillie Fund Granting Programs

	Regular Grants	Small Grants	Student Research Award
Eligibility	Non-profit organizations	Individuals or organizations	Graduate students
Size of Grants	\$1000 to \$5000	\$250 to \$1000	\$1000
Number of Grants Awarded Annually	Up to 8	Up to 10	1
Total Amount Available Annually	Minimum of \$15,000	Up to \$5000	\$1000
Matching Funds Required	At least 1:1 match required	None required	None Required
Call for Proposals	October	October	October
Application Deadline	15 December	15 January	15 February
Grants Announced	April	April	April

a) Regular Grants

The Regular Grant program is intended to provide grants of \$1000 to \$5,000 to non-profit organizations for projects that promote the overall goals and objectives of the Baillie Fund. Baillie Fund Regular Grants may contribute up to 50% of the total value of a project. The value of a Regular Grant must be at least matched 1:1 by cash or in-kind contributions.

A minimum of \$15,000 per year is available annually under the Regular Grants program. The number of Regular Grants per year is expected to range up to 8.

The deadline for receipt of Regular Grant applications is **15 December**. Grant decisions are announced by April. Applications must follow the prescribed format and be a maximum of 10 pages in 12-point type. Only applications submitted electronically (in .PDF, .RTF or .Microsoft Word format) will be accepted.

Eligible Regular Grant proposals are evaluated by the Baillie Fund Trustees, a volunteer committee comprising five to seven professional and amateur ornithologists from across Canada. The Trustees rank the Regular Grant proposals based on the following criteria:

- quality of the project;
- quality of the application;
- is the project volunteer-based? How many volunteers are involved?;
- qualifications of the project proponents to undertake the project; and
- other considerations (including amount of matching funds, realistic budget).

b) Small Grants

The Small Grants program is intended to provide grants of \$250 to \$1000 to individuals or non-profit groups for volunteer-based projects that promote the overall goals and objectives of the Baillie Fund. Matching cash or in-kind contributions are not required.

A maximum of \$5,000 is available annually under the Small Grants program. The number of Small Grants per year is expected to range up to 10.

The deadline for receipt of Small Grant applications is **15 January**. Grant decisions are announced by April. Applications should follow the recommended format and be a maximum of 6 pages. Electronic applications (in .PDF, .RTF or .Microsoft Word format) are encouraged. Faxed applications are not acceptable.

All Small Grant proposals are evaluated by at least three Baillie Fund Trustees, a volunteer committee comprising five to seven professional and amateur ornithologists from across Canada. The Trustees rank the Small Grants proposals based on the following criteria:

- how and to what extent does the project, as described, advance the goals and objectives of the Baillie Fund;
- is the project volunteer-based? How many volunteers are involved?;
- is the work plan and budget for the project realistic?; and
- is all the necessary information included in the application?;

c) James L. Baillie Student Award for Field Research.

Although support of undergraduate, graduate, or post-doctoral studies is not a priority of the Baillie Fund, the Fund does support one award for a graduate student conducting field studies of Canadian birds in their natural environment. The Society of Canadian Ornithologists (SCO) administers the James L. Baillie Student Research Award, worth \$1000. The application deadline for this award is **15 February**.

Information on how to apply for the James L. Baillie Student Award for Field Research is available on the Society of Canadian Ornithologists website at <http://www.sco-soc.ca/awards.html>.

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