



## 2009 PRE-PROPOSAL APPLICATION GUIDELINES

Pre-proposals are limited to four pages as follows: (1) project description and (2) budget (three pages total), and (3) a one page CV. Letters of support/commitment (4) may be included if applicable (see below). The pre-proposal should be typed in English on 8 ½ x11 inch size paper, have 1-inch margins and an easily readable 12pt. font.

A complete application includes:

- **Completed Pre-Proposal/Proposal Application Form**
- **Pre-Proposal (as detailed below)**

**The following information should be included in the pre-proposal:**

### 1) **Project Description including:**

- The goals and objectives of the project,
- The significance of the proposed conservation/research project and the impact that it will have on the species, habitat, area, local people, etc.,
- A succinct description of the experimental design, methodology and data analysis, which will satisfy the project objectives,
- A description of how the project's success will be evaluated, and
- A list of any permits required for the project and whether they have already been obtained or are pending.

### 2) **Budget including:**

- A short budget that lists the total project budget and a detailed, line item budget for the amount requested from Cleveland Metroparks Zoo. Sources of support and amounts should also be noted, if applicable, and whether funding is pending or confirmed, and
- A justification for specific budget items (if necessary).

### 3) **Curriculum Vitae of the Principle Investigator (one page in English)**

4) **Letter(s) of Support/Commitment:** Required from any collaborator(s), governing body, protected area, organization/group or institution whose cooperation is necessary for project completion. Letters must be in English (or translated to English if original is in another language), signed and on official letterhead. They can be scanned, saved as PDF files and sent electronically, faxed or mailed in the post along with the rest of the completed pre-proposal application.

Pre-proposal applications may be sent via email (preferred), standard mail or fax. All application materials must be received by the application deadline to be considered for review. All application materials should be sent in one email or package – DO NOT send pieces (i.e. CV or letters of support) of the application in separate emails or packages. Applicants will be notified that their pre-proposal has been well received within a few days of receipt.

Completed pre-proposal applications and questions regarding the application process, eligibility criteria or proposal format, should be directed to:

Kym Gopp, Associate Conservation Curator  
Cleveland Metroparks Zoo  
3900 Wildlife Way, Cleveland, OH 44109 USA  
Phone: (216) 635-2524; fax: (216) 635-3318  
Email: [grants@clevelandmetroparks.com](mailto:grants@clevelandmetroparks.com)