**Application-form for EMERGENCY ACTION PROJECTS**

**(EAP-Form, time-limited)**

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| **1-Project Title:** | |
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| **2-Location of project** (*region, country...*): | |
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| **3-Project start and end date:** | |
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| **4-Applicant name, address, contact details** *(e-mail & phone)* **and institutional affiliation (***please attach your* ***CV*** *and a copy of your* ***ID*** *separately to process application!)*: | |
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| **5-Project Coordinator, address and institutional affiliation** *(if different from applicant)*: | |
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| **6-Focal species** (common + scientific name**), include IUCN Red List status** *(or other endangerment listing)* **of focal species:** | |
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| 7-Does the project collaborate with other NGOs/partners? *(please identify if applicable)*: | |
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| **8-Project proposal** *(purpose, aims, objectives, methodology, monitoring, time schedule, budget details with separately listed material and staff costs. You can fill in here, or instead attach a separate project proposal of any format plus, if available, any additional information, references, literature, pictures etc..* | |
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| 9-Will local people/communities participate in the project? *(If yes, please describe how they will benefit)*: | |
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| 10-Has the project been approved by government bodies of the host country *(If yes, please identify agencies/ministries. If no, please explain why not applicable)*: | |
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| **11-Project type** *(please indicate the project type, several indications possible)*: | |
|  | Education: *Enhancing public education and awareness: changing behavior* |
|  | Capacity Building: *Enhancing the capacity of conservation practitioners who implement conservation* |
|  | Communities: *Enhancing the capacity of communities in order to benefit biodiversity conservation* |
|  | Research: *Undertaking research and monitoring related to species and habitat* |
|  | Species: *Undertaking direct action to enhance species viability and persistence* |
|  | Habitat: *Undertaking direct action to enhance habitat quality, viability and persistence* |
| **12-Project summary** *(please provide a short summary of no more than 50-80 words)*: | |
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| **13-Total project budget** *(please convert amount to EURO)*: | |
| EURO | |
| **14-Funding already available** *(please list any sources of financial support already secured for this project identifying the organization(s) and amount of commitment)*: | |
| EURO | |
| **15-Total fund requested from ZGAP** *(please convert to EURO and attach budget overview in table style)***:** | |
| EURO | |
| **16-Bank details** *(please fill in all requested detail to process application!)*: | |
| Bank account holder name:    Bank account holder address:  Street:  City:  Postcode:  Phone no.:  Bank details:  IBAN-No./Account-No.:  BIC/SWIFT-code:  PAYPAL-address:  Bank address:  Bank name:  Street:  City:  Postcode:  Country: | |
| **17-If private bank details used or address different to the project country, please provide explanation**: | |
|  | |
| **18-Tax identification number** *(or similar registration number / identification number)*: | |
|  | |
| **19-Legal status of the NGO** *(please provide a registration number or attach a copy of a respective document)*: | |
|  | |
| **20-Previous ZGAP funding** *(if applicable please mention project-code, name of project, amount, MoA-details)*: | |
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**! Please consider that for the support of ZGAP only direct emails (no cc) to project@zgap.de, can be processed especially for applications, memorandum of agreements, fund transfers and status reports!**

**! ZGAP VetAdvice !**

If you should experience medical issues or diseases in your animals during the course of your project, you have the opportunity to approach ZGAP VetAdvice Team to get free advice that is based on the assessment of veterinarians experienced in exotic animal medicine. Please feel free to get in touch with us using the corresponding application form on our website: www.zgap.de/index.php/en/vetadvice

ZGAP funding conditions

DATA PROTECTION POLICY:

The applicant agrees to:

• ZGAP's electronic processing and storage of data provided in conjunction with this proposal. This information may  
 be passed on to reviewers as part of the ZGAP’s review- and decision-making process.

• having all address and communication data published relating to the grants holders and institutions (e.g.   
 telephone, fax, e-mail, internet website), as well as information on the content of this project (e.g. title, summary,   
 keywords, international cooperation), if approved,

• I/We understand that the publication of this information may be opposed by contacting the ZGAP no later than   
 four weeks from receiving the award letter.

DUTIES, RESPONSIBILITIES and DOCUMENTATION:

ZGAP as funding partner undertakes the responsibility to provide funding according to its abilities for the above-mentioned project.

Funds are only being transferred to the applicant’s account.

The applicant is fully responsible for implementation of the project. This includes:

1. obtaining appropriate documentation and permissions with regards to international and national legislations,
2. providing documentation of project activities,
3. evaluation reports and financial reports to ZGAP on request.

The applicant is fully responsible for carrying out his own risk assessments and for ensuring that all relevant health and safety insurances and legislation is adhered to in respect to any personnel involved.

The applicant confirms receipt of the funds in writing, and further confirms that remaining funds will be returned, in case the applicant’s activities do not continue as planned.

The applicant will cover all taxes that may arise out of the transfer of funding money.

PUBLICITY AND PUBLIC RELATIONS

Publicity in any form about the project must acknowledge ZGAP’s support by text and logo. The ZGAP (and FbP/SPS if involved) logo has to be presented also on the respective webpage of the NGO/institution.

ZGAP reserve the right to publicize photographs as well as information about the project in all media and on its website.

**Signature Applicant: Date:**

**Hereby I accept the above mention ZGAP funding conditions.**