

To: Potential Grantee
From: Kaytee Avian Foundation
RE: Proposal Guidelines

We appreciate your interest in the Kaytee Avian Foundation. The purpose of this letter is to provide you with information about the required procedures to follow when requesting funding, and the steps we take to consider proposals. A brief history and the mission statement of the Foundation will help you understand the types of projects we support.

Please review the following proposal guidelines. Carefully review the outline and make sure that all of the information is included in your proposal. All proposals must be post-marked by March 15, 2012. We will not accept proposals after that date.

Mission Statement

To enhance people's knowledge and enjoyment of birds through education, conservation and research. Birds are an integral part of our world, through financial support of avian projects we strive to enhance the awareness, understanding and appreciation of birds and their habitats. The more we know about birds, the better we will be able to care for them whether they live in our homes as companions, in our backyards or in the many habitats of the world.

History

The Kaytee Avian Foundation was incorporated in January, 1995. It is a non-profit corporation having IRS 501(c)3 exemption status. Kaytee Products Inc., of Chilton, Wisconsin, individual donors and businesses support the Foundation. Kaytee Products donates all administrative and supply costs to the Foundation as well as considerable financial support. Fully 100% of contributions coming into the Foundation go directly out to fund projects! Final funding decisions are contingent on a majority board vote and available funds.

Education

The Kaytee Avian Foundation supports educational programs that will teach people of all ages the importance of caring for birds and their environment. The programs are varied, but include curriculum development, audio-visual materials, manipulative materials, and other related support materials.

Conservation

The Kaytee Avian Foundation supports programs that will encourage positive avian conservation efforts. The programs encourage people to be environmentally conscious and aware of what is going on around them. Projects in this area encourage the conservation of avian habitat and key parcels of land. They must involve people in a positive and culturally appropriate manner.

Research

The Kaytee Avian Foundation supports programs that will conduct sound, scientific research on specific topics with a measure of predicted success or knowledge gained. Avian medical research projects are considered as well as avian research projects that are aimed at the protection of endangered species. Other programs supported must improve our understanding of pet birds and their counterparts in the wild. These programs will help ensure that people will be able to enjoy birds for future generations.

Procedure

1. Complete the enclosed information thoroughly.
2. Return to: Kaytee Avian Foundation
521 Clay St.
P.O. Box 230
Chilton, WI 53014
3. An acknowledgment of receipt of the proposal will be sent to you within 2 weeks of receipt.
4. Upon receipt of the proposal, the project committee will review the proposal to ensure it meets the criteria that the Foundation Board has established.
5. The project committee will then make recommendations to the Board of Directors for consideration of funding.
6. The Kaytee Avian Foundation Board of Directors will make the funding decisions by majority vote.
7. Recipients of funds will be notified via phone and/or letter by June 30, 2012.

Enclosed you will find the Foundation's guidelines for funding, a recommended outline and the project proposal title page. Thank you for your interest in our Foundation. If you have any questions please call 1-800-669-9580 or 1-920-849-2321 ext. 297.

Guidelines for Funding

The following criteria are guidelines for project funding through the Kaytee Avian Foundation. Although not all are requirements, preferential consideration will be given to projects that meet them.

- ↵ All projects must fit one or more of the following criteria:
 - ✓ Wisconsin based companion or wild bird education, conservation or research project.
 - ✓ U.S. based companion or wild bird education, conservation or research project.
 - ✓ International based companion or wild bird education, conservation or research project.
- ↵ Funding will only be considered for 501(c)3 non-profit entities or individuals associated with these entities.
- ↵ The project should have a measurable impact on the environment, the target specie(s), the state of existing knowledge and/or people and their perception/appreciation of birds and the ecosystem.
- ↵ All proposals must involve humane and respectful treatment of animals.
- ↵ Proposals considered shall be "culturally appropriate" for the targeted area (country, state, region).
- ↵ Any group requesting funds will agree to submit a six-month report and then a final report, written in lay terms, at the conclusion of the funded year.
- ↵ Matching funds are strongly recommended. If matching funds are not available, specific reasons should be given.
- ↵ Projects will be evaluated for their efficient use of funds, i.e. a high percentage of the monies being used for project vs. administrative costs.
- ↵ Building projects are currently not considered for funding through the Foundation.
- ↵ Submitting organizations must have a demonstrated need for Foundation funding.
- ↵ Final funding decisions are contingent on a majority board vote and available funds.
- ↵ The Kaytee Avian Foundation Board reserves the right to make exceptions to any of the above guidelines.
- ↵ International proposals may be asked to submit a letter of endorsement from the government of that country.
- ↵ Requests from state agencies, scholarships, individuals, bird clubs, private clubs or organizations, religious projects, or political organizations will be declined.

Deadline for submission: March 15, 2012

Recommended Outline

To apply, submit **2 copies** of a complete proposal. Please use the enclosed project proposal title page as the first page. Include the following sections in your complete proposal.

1. Background Information on Organization

2. Introduction of Proposed Project

- a. How does this project fit in with KAF mission statement?
- b. What is the primary area of your study/project?

3. Project Description

- a. What are your overall goals?
- b. Specific objectives
- c. Methods
 - ii. Project design and implementation
 - iii. *Animal handling and methodology (if applicable)
 - iv. Local community involvement/professional development
 - v. Education/public information
 - vi. What is the impact of this project beyond the immediate geographical area?

4. Post-project Follow-up

- a. How do you propose to measure and quantify your success?
- b. How do you plan to disseminate project results?
- c. Describe post project continuity or additional action.

5. Project Timetable (Limit 1 page)

6. Budget (Limit 2 pages)

- a. Outline the budget for one year
- b. List matching funds and sources

7. Vitae of Principal Personnel (No more than 3 pages each)

8. Names and Addresses of Three People Qualified to Review Your Proposal

Please be as concise as possible and note if a section is not applicable to your project. We understand that the nature of your project will determine the length of your proposal. Items 1-4 should not exceed 5 pages.

*This item should include detailed information on all animal handling and captive maintenance planned, including but not limited to: animal immobilization, capture techniques, collection of crop or cloacal contents, blood or tissue collection, banding or tagging, and radio-telemetry devices.

Project Proposal Title Page

Name of Organization _____

State and Country Organization is Registered _____

Project Title _____

501(c)3 tax exemption status identification number _____

Principal Investigator(s) _____

Contact Person _____

Address _____

Telephone _____ *Fax* _____ *e-mail* _____

Proposed Project Duration _____

Amount Requested from KAF _____

Matching funds _____

Total Budget _____

Date submitted _____

ABSTRACT (limit to 500 words)