

GUIDANCE NOTES: HOS GRANT APPLICATION FORM

These Guidance Notes accompany the HOS Grant Application Form. Please read these notes carefully before completing the form. Forms should be returned to Keith Betton, Interim Chair of the HOS Scientific Sub-Committee at keithbetton@hotmail.com

Background

HOS has resolved to use some of its financial reserves to support conservation projects. It is anticipated that approximately £8,000 will be made available each year for this purpose (subject to ongoing review). HOS would therefore like to invite individuals or organisations to apply for full or partial funding for projects that will research or conserve birds and/or their habitats in Hampshire.

Application Process

Applications for grants of £250 or less can be made at any time of year and will be considered at the next Scientific Sub-Committee Meeting. There are currently no restrictions on applying more than once per year, or for more than one project.

Applications for amounts over £250 can also be submitted at any time of year and will be considered at the next meeting of the Scientific Sub-Committee. Applicants may be invited to attend the meeting in person or virtually, to provide additional information to support their application. Applicants are required to provide the Scientific Sub-Committee with a final report of their project and summary details/articles for the Hampshire Bird Report, or Kingfisher publication, as required.

What types of applications would HOS consider?

It is likely that HOS will not be able to fund all of the applications it receives and will therefore target high priority projects.

Support will be prioritised for those species/habitats that are either important in Hampshire or nationally challenged (e.g. Red or Amber-Listed Birds of Conservation Concern, Section 41 Habitats of Principal Importance). Other factors that the Committee will take into consideration include:

- To what extent does the project relate to a species of conservation concern or site/area/habitat of particular conservation concern?
- What knowledge will be gained?
- To what extent will the project actually make a difference?
- Does this project deliver value for money?
- Does HOS need to fund all, or part of the project?
- Is there any potential for general HOS membership involvement?
- To what extent would the project be valued by average HOS members?
- To what extent might the project create awareness of HOS among non-members?
- What is the applicant's track record of providing data/reporting to HOS?

Both field-based and desk-based projects will be considered, and reasonable travel costs may be included as part of the overall amount requested.

The Application Form

Project Summary: Use this section to provide a brief overview of the project. There will be opportunities to elaborate in later sections.

Methods: Provide details of the methods that you propose to use, and justify why you have chosen them. Are you proposing a tried-and-tested method, or something new? Describe the various steps that will be taken.

Personnel: List the key people who will be carrying out (or consulted on) the work, and their relevant experience.

Project Outputs: Projects that have clearly measurable outcomes will be prioritised. Please indicate the expected output of the project (e.g. records, a report, a presentation, etc). HOS will also expect to receive a copy of the results in the form of raw data/and or a report, as applicable. Please give details of when you expect to be able to provide these to HOS, and to any other parties that may be involved.

Publicity: Depending on the sensitivities of the project, HOS would like to be able to publicise the results, for example in Kingfisher or the Hampshire Bird Report. Please indicate whether you are happy for HOS to do this.

Project Justification: Please use this section to make the case for why HOS should fund your project. Focus on the benefits for conservation, either in Hampshire or on a wider scale. Describe how your project will contribute to furthering our knowledge of the species/habitat/site in question, and highlight any opportunities it will create to raise awareness or educate others. Is there any scope for the wider HOS membership to get involved? Will the project generate publicity for HOS?

Funding: In these sections, clearly set out a breakdown of the total funding required for the project and the amount that is requested from HOS (which may be the full amount, or a partial amount). Indicate whether you have applied to any other funding sources.

HOS policy for purchase of equipment within grant requests

- HOS will consider funding the purchase of equipment needed by applicants for their research projects.
- Equipment may have a short, medium or long-life span and be used once or multiple times.
- For purchase of equipment with a lifespan of several years, such as cameras, data loggers, thermal imagers and other recording equipment, ownership will remain with HOS during their working lifetime. For these items, HOS will agree with the applicant the duration of use and the details for their return to HOS (usually at the end of the agreed project). After this they will be made available for use by other HOS applicants or HOS members generally.
- The grant applicant that requested the equipment will be given priority to use the equipment for the duration of the survey period, as agreed with HOS.

- HOS requires grant applicants and other equipment users to sign for receipt and return of specified equipment. They will be expected to use, maintain and store equipment in their possession as recommended by the manufacturer. HOS will consider but cannot guarantee to fund repair or replacement costs.
- Specific items of equipment may be itemised for HOS's insurance cover.
- The Secretary of the HOS Scientific Committee will be the point of contact for queries relating to damage or repair of equipment purchased by HOS and used by grant applicants and/or HOS members.