Hawk Watch Fund Application Guidelines

Program Goals and Objectives

Founded in 1974, HMANA's mission is "To advance scientific knowledge and promote conservation of raptor populations through study and appreciation of raptor migration." HMANA provides services to the hawk watching community via HawkCount, its online hawk watch information system and data archive www.hawkcount.org, and the Raptor Population Index program www.rpi-project.org. Initiated in 2011, Hawk Watch Fund seeks to support HMANA's mission by providing grants to help support independent hawk watches in the Americas.

Eligible Project Types

Hawk Watch Fund will support projects involving research, monitoring, education or conservation, such as:

- Educational materials and displays
- Construction and maintenance of viewing platforms
- Hiring of hawk watchers and other staff
- Staff and volunteer expenses related to specific projects
- Purchase of equipment
- Any other activity consistent with HMANA's mission

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

- Graduate student research
- Web site design and maintenance
- Publication costs
- Birding festivals/promotions
- Raptor rehabilitation projects
- Construction of artificial nest structures and nest boxes

Geographic Scope: The Americas.

Who can apply? Hawk Watch Groups or non-profit organizations may submit applications. The group must demonstrate that it is responsible for the hawk watch, has a long-term (> 10 years) commitment to operating it, and maintains good coverage, including adherence to an acceptable written count protocol. The group must have a formal structure (committee or Board, and treasurer). Applications from independent individuals will not be considered.

Repeat applications from previously successful grantees for support of the same or a similar project will not be considered within 5 years following the initial grant.

Project Period. Expenditures from a Hawk Watch Fund grant should be completed within two years of the grant date.

Report. Grantees are required to submit a report on expenditures and provide a brief report (2 pages maximum) on the work supported by the grant within 2 years of the grant date.   The report should be suitable for publication in Hawk Migration Studies.

Eligible Costs

Hawk Watch Fund monies can be used to support various project costs including costs associated with promoting volunteer involvement, compiling and analysing data, reasonable field expenses and travel costs of volunteers and paid staff, and field equipment and supplies. 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, unless it is for seed money for initial hiring of a hawk counter, in which case it may represent up to 100% of the grant request and it must be matched at least 1:1 from other sources.
- Salaries may only be paid when a demonstrated need to acquire expertise is identified [e.g. experienced hawk counter, 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 part of the budgeted salary, minimum 50%]
- 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 40 cents/mile (25 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 or employee is at least 50 miles (80 km) from their home or workplace [if applicable], whichever is closest. For projects less than 50 miles from the home base, compensation may be considered if justified [i.e. the watch 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.