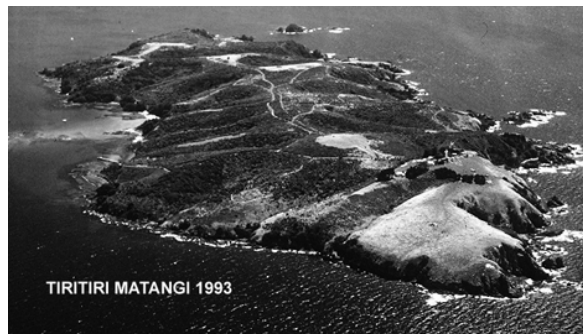


## **Guidelines for funding applications to Supporters of Tiritiri Matangi Inc.**



**Thank you** for considering a research project on Tiritiri Matangi Island. These guidelines are intended to assist you in completing an application form for funding. By following the guidelines you will help us to fairly and effectively assess your application.

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### **What is SoTM?**

The Supporters of Tiritiri Matangi Incorporated is a non-profit volunteer conservation society consisting of members of the general public who share an interest in Tiritiri Matangi Island, a scientific reserve managed by the New Zealand Department of Conservation. The Society was formed in 1988 to assist with the ecological restoration of the island and to promote the concept of an 'Open Sanctuary' where the public may visit and appreciate rare or threatened native wildlife in natural settings. The Society currently has over 1,500 members who provide voluntary labour and help raise funds for the restoration programme.

The Society's long-term vision is to support the concept of a restored, functioning native ecosystem that offers the public opportunities to view New Zealand wildlife and also promotes education and tourism in a sustainable framework. The promotion of research is seen as a key element to achieving this vision.

Applicants should note the following objectives of the Society and consider their application in this context:

SoTM guiding objects:

- *To promote and enhance the open sanctuary at Tiritiri Matangi and to ensure the continuance of the project;*
- *To provide financial, material and physical support for the work at Tiritiri Matangi;*
- *To heighten public awareness of the existence and role of Tiritiri Matangi as an open sanctuary;*
- *To do all such other lawful things as are incidental or conducive to the forgoing objects or any of them.*

*(from the Supporters of Tiritiri Matangi Inc. constitution)*

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## Who can apply for funding?

Funding is open to all groups and individuals, including students, public, community groups and schools. Preference is given to individuals or groups affiliated to recognised research or management institutions.

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## What are the Criteria for Consideration of Applications?

The key criterion for choosing which research projects are supported by SoTM is their benefit to Tiritiri Matangi. Any project submitted must show clearly the benefit to the island, in terms of its ongoing development and management. This carries the greatest weight when the committee decides which projects to fund.

Other Criteria include:

- The research project must be conducted on Tiritiri Matangi or in the waters immediately surrounding Tiritiri Matangi.
  - Projects which also include fieldwork sited away from Tiritiri Matangi may be considered if they produce outcomes directly related to the restoration or management of the island.
  - Applicants must be able to demonstrate that they are able to successfully undertake and complete the project. It needs to be well planned and carried out efficiently.
  - Research projects should be original.
  - All applications will be subject to assessment by independent scientific advisors.
  - Funding is not retrospective – fieldwork associated with your application must start after the application processing date; for the March funding round applications we will endeavour to process these by the end of April, for the September funding by the end of October.
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## What types of projects are eligible for funding?

The following are guidelines. All funding is at the discretion of the committee and is reliant on the availability of funds.

- Projects that address aspects of the island's management or restoration of flora, fauna or natural history, historical or cultural heritage, or terrestrial or surrounding marine environments.
  - Projects that generate direct management outcomes for the island.
  - Projects that give long-term outcomes and benefits are given preference over short-term projects with limited application to restoration and management.
  - Funding is not available for 'maintenance' projects (ongoing management), but may be for research directed at the assessment of the effectiveness of aspects of management undertaken on the island.
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## What funding is available?

The SoTM committee welcomes applications for original research projects on Tiritiri Matangi. The amount of funding approved for distribution to projects may vary from year to year. All costs listed in a funding application are assumed to be GST inclusive. We disperse funding in the following categories:

- |  |                         |
|--|-------------------------|
| 1. Tertiary research student projects  | up to \$1,000/ project  |
| 2. Established researcher (e.g. tertiary institution staff, government scientists) | up to \$10,000/ project |

In addition to the above funding, SoTM also operates a 'Special Project' fund, whereby the committee identifies priority research projects and provides the opportunity for applicants to prepare projects that contest this funding pool. The 'Special Project' fund may not be offered in every year and is at the discretion of the SoTM committee. For further information about project(s) offered, please email [research@tiritirimatangi.org.nz](mailto:research@tiritirimatangi.org.nz). 'Special Project' funding is up to \$10,000 per project.

In all cases, applicants must provide a full funding application (as outlined below) to be considered eligible.

- *For tertiary or established researcher categories, only costs associated with equipment (which becomes the property of SoTM) and materials are considered.*
- *Living expenses, stipend and transport costs may be considered for the 'Special Project' category only.*
- *Funding applications for the established researcher category need to include a profile of the researcher and their experience.*
- *All projects should indicate how the project will be staffed.*
- *Special project applications should also include a profile of staff involved in the project.*
- *All funding applications should show clearly the benefit of the project to Tiritiri Matangi Island.*
- *Decisions on funding are at the discretion of the committee and the committee's decision is final with no rights of appeal or review.*

## What should you cover in your funding application?

The funding committee needs specific information to allow them to effectively consider and assess your funding application. Your funding application needs to include the following information (the approximate length of each section is shown in brackets):

- *Complete the attached cover sheet which include the title of proposed research together with Institutional affiliation and contact details, supervisor details (if applicable) etc.* Page 1
- *Background to project.* (1-2 Pages)
- *Goal and objectives – with particular reference to benefit for Tiritiri Matangi* (1 Page).
- *Project design and methods.* (1-2 Pages)
- *Anticipated outcomes – with emphasis on benefits to Tiritiri Matangi* (1 Page)
- *Personnel involved in project – names, profiles and indication of time involvement* (1 Page)
- *Progress to date with appropriate permits and ethics approval (if needed)* (½ Page)
- *Itemised budget, including total cost, funds requested from SoTM and from other sources:*  
*SoTM are required to justify research costs to members. **Please include quotes** for items greater than \$50 (electronic or scanned from hard copies) from two separate sources for each item requested. .*

*SoTM disburses funds for approved research projects by advancing funds to researchers to cover total cost of items individually less than \$50 and by reimbursing or paying by invoice costs of items greater than \$50 each.*

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## **Closing dates**

There are two closing dates for funding applications; March 15<sup>th</sup> and September 15<sup>th</sup> of each year. Applications must have reached the SoTM by these dates to be eligible for that funding round. Applications are considered by the Supporters of Tiritiri Matangi Committee and applicants contacted with the committee's decision within 6 weeks of the closing date.

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## **Send an electronic version of your application to:**

Chairperson, Biodiversity and Research Sub-committee, Supporters of Tiritiri Matangi Inc.

Email : [research@tiritirimatangi.org.nz](mailto:research@tiritirimatangi.org.nz)

*Updated September 2008*

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# RESEARCH APPLICATION COVER SHEET

*For funding of research projects by the Supporters of Tiritiri Matangi Inc.*

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Title of Research Project \_\_\_\_\_  
\_\_\_\_\_

Type of project (Tick one)    Student                       Established Researcher                       Special

If a Student project indicate Degree \_\_\_\_\_

Expected Fieldwork dates \_\_\_\_\_

Expected project completion date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Institution/Affiliation \_\_\_\_\_

Full address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

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## FORM OF ACCEPTANCE

***For funding of research projects by the Supporters of Tiritiri Matangi Inc.***

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Name of researcher/recipient of funding

Organisation

Date

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Acceptance of funding from SoTM implies acceptance of the following conditions.

### Regulations

1. SoTM may request the principal researcher to supply a brief article summarizing the project and outlining progress for the SoTM newsletter 'Dawn Chorus' at the end of six months. Upon completion, the principal researcher is encouraged to supply SoTM with a final report of the project (including outcomes) and a copy of papers published. A short presentation to the SoTM Biodiversity Subcommittee would be appreciated. Graduate students are encouraged to forward a copy of the thesis to SoTM.
2. If the project is a tertiary student project, then the principal supervisor of the student agrees to assume responsibility for completing the project.
3. The research must be completed and final project report submitted within 24 months of the money being allocated. Extensions for additional time and/or funds will be considered by the SoTM.

### Conditions

1. SoTM would appreciate acknowledgement in papers, posters, or presentations using the information supported by SoTM funding.
2. Equipment purchased with money granted by SoTM stays on Tiritiri Matangi island and remains the property of SoTM during and after the completion of the research project. Capital items and unused consumables must be returned to SoTM.
3. By accepting a research grant from SoTM, the principal researcher affirms that they have the resources and experience necessary to undertake and complete this project to a reasonable level of professionalism and quality.
4. While the recipient of this funding is directly involved in work associated with this funded project on Tiritiri Matangi, they shall conduct themselves in a professional manner, have a good standard of work ethic and overall, endeavour not to bring the good name and stature of the Supporters of Tiritiri Matangi Inc. into disrepute.

### Signed

### Endorsed by

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*Principal researcher*

*Date*

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*Chairperson, SoTM committee*

*Date*

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*Supervisor (if applicable)*

*Date*