



American Association of Zoo Keepers  
**Trees for You and Me**  
**Submission Guidelines**  
AAZK Grant applications can be found at [aazk.org](http://aazk.org)



General Grant Guidelines
The AAZK Trees for You and Me Grant is a forest-based carbon offset grant with funds generated by AAZK chapters hosting Trees for You and Me fundraising events. This grant furthers AAZK's quest to fight climate change. This grant is awarded annually to a project focused on reforestation and habitat revitalization. The granting period, the time in which the project is carried out, runs from 1 January to 31 December the year following application.
Application Deadline
November 15 the year prior to the project date
Qualifications
Applicants need not to be AAZK members nor affiliated with AAZK in order to apply. However, preference may be given to AAZK members and AAZK Conservation Partners. This grant is only open to Federal Non-profits in the US or International Registered Charities. The applicant shall be under the direct employ of the applying entity. The applicant must have a U.S. mailing address for distribution of funds.
Notification
The TFYM Program, Grants Committee and AAZK designees will review all Grant applications. Grant winners will be notified within forty five (45) days of the grant deadline. TFYM and the Grants Committee reserve the right to extend this deadline if necessary.
Grant Sum
The grant total is the amount raised from TFYM fundraisers, events and donations during the year of application. The TFYM Program & Grants Committee reserve the right to divide funds among recipients.
Submission Guidelines
<p>Applications are accepted beginning January 1 of each calendar year.</p> <p>The Grant Application is a <b>fillable PDF document</b> that should be completed and signed <b>electronically</b>. In order for full functionality, please open and complete the application in Adobe Reader® or Adobe Acrobat®.</p> <p><b>A complete application shall include:</b></p> <ul style="list-style-type: none"><li>• Completed Grant Application Form</li><li>• Submission Guidelines signed by Facility Director</li><li>• 2 letters of support</li><li>• A complete <i>curriculum vitae</i> (CV)</li></ul> <p>The application packet should be compiled into one (1) PDF document (preferred) and emailed to <a href="mailto:Grants@aazk.org">Grants@aazk.org</a> ATTN: TFYM Grant with a copy to <a href="mailto:scott.soldat-valenzuela@aazk.org">scott.soldat-valenzuela@aazk.org</a> or mailed to:</p> <p>Scott Soldat-Valenzuela ATTN: TFYM Grant 2280 S. Alma School Road, Suite 18 PMB 2057 Chandler, AZ 85286</p> <p><i>Please note that late or incomplete applications will not be considered for review.</i></p>



American Association of Zoo Keepers  
**Trees for You and Me**  
**Submission Guidelines**  
AAZK Grant applications can be found at [aazk.org](http://aazk.org)



**Grant Stipulations**

**Upon Grant Award**

- Your name is the account identifier for transactions with the AAZK Administrative offices.
- All funding shall be utilized for the purposes stated in the Grant Application. AAZK shall be notified immediately if the proposal changes or is cancelled.
- A progress report is **due six (6) months** following notification of the grant award.
- A project summary is due **twelve (12) months** following the notification of the grant award. This report should include a final accounting of the AAZK funds spent along with the receipts.
- Project results shall be presented in one (1) of the following methods:
  - Orally at the National AAZK Conference, with abstract sent to Grants Committee Chair
  - Published in the *Animal Keepers' Forum*
  - Published in a scientific journal
- Recipients are encouraged to similarly report to their institutions.
- If funds other than the AAZK Grant were used to complete the conservation project, the participant may request that a paper presented at an AAZK Conference *not* be published in the conference proceedings.
- Acknowledgement of AAZK support shall be required in all publications resulting from this conservation effort.
- Members who have been awarded this grant CANNOT reapply for the TFYM Grant for one (1) grant cycle, twelve (12) months.
- Applicants awarded any or all of the Grant fund will be permitted to apply for any of the grants available upon the next date of submission with the exception of the Grant they were awarded.
- Failure to comply with any of the above mentioned regulations may result in the revocation of the grant at any time.
- Grantor (American Association of Zoo Keepers) shall have free access to and use of properly credited photographs, films, and other audio-visual material resulting from the project for use by Grantor on their websites and other media for promotion.

**Upon Grant Rejection**

- If an applicant is not awarded the AAZK TFYM Grant, the applicant will be permitted to apply for any of the grants available upon the next date of submission.
- Applicants who are not awarded the AAZK TFYM will be notified within forty five (45) days of the grant deadline. TFYM and the Grants Committee reserve the right to extend this deadline as necessary.

**Contact Information**

**AAZK Trees for You and Me Program**  
AAZK Grants Committee  
[grants@AAZK.org](mailto:grants@AAZK.org)  
ATTN: TFYM Grant

**AAZK National Office**  
Scott Soldat-Valenzuela  
ATTN: TFYM Grant  
2280 S. Alma School Road, Suite 18 PMB 2057  
Chandler, AZ 85286  
[scott.soldat-valenzuela@aazk.org](mailto:scott.soldat-valenzuela@aazk.org)

**SIGNATURES REQUIRED:**

**Applicant** - Please sign below to indicate that you have read the above guidelines and understand that failure to comply with the guidelines may result in revocation of grant funding:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Facility Director** - Please sign below to indicate that you endorse the applicant and project as described in the grant application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_