PATA FOUNDATION GRANT APPLICATION GUIDELINES 2016/17

Content of the Application Form

1. Name of organisation(s), person in charge, and contact information including mailing address, telephone number(s), and email address of the organisation(s) that will receive the grant.

2. Provide information about the organisation's background, history, mission, and ability to carry out the project. Include information on the number and positions of staff, volunteers (if any), your activities/programmes and annual budget of the organization(s) that will receive the grant.

3. Name and location of project.

4. Provide the project vision including the desired outcomes of the project.

5. Significance of the project to tourism and the local community, including direct beneficiaries.

6. Identification of how the project aligns to the PATA Foundation Mission and four main focus areas: 1) Education; 2) Cultural Heritage; 3) Sustainable Tourism; and 4) Environmental Conservation.

7. Total funding required to complete the project. Amount requested from the PATA Foundation.

8. Extent of local support and details of other sources of funds available.

9. Description and detailed breakdown of how the PATA Foundation grant will be spent

10. Identify the key staff responsible for the implementation of the project

11. Describe how the project will be sustained past the PATA Foundation funding period.

12. Provide a detailed Work Plan, including timeline and key steps in delivery.

13. Outline the monitoring and reporting schedule to be implemented for the project.

14. Indicate what kind of recognition will be provided to the PATA Foundation, including a shared commitment to develop a basic communications plan with PATA to track and celebrate the project's success and achievements over time.

15. Where appropriate, please provide two reference organisations, including the person's title, organisation name, address, telephone, fax and email address. Letters of support / recommendation from these references will be beneficial. **NOTE: One of the references must be local PATA Chapter.**

16. Any other comments or information that you consider relevant to the application.

Grant Selection Criteria

1. Relevance to the PATA Foundation mission and its four key focus areas: 1) Education; 2) Cultural Heritage; 3) Sustainable Tourism; and 4) Environment.

2. Clear definition of the project and how the grant funds will be spent.

3. Funding required. Each grant is usually for amount up to USD10,000. Smaller or larger grants can be requested if clear outcomes can be explained.

4. Degree and type of local and other support, including a PATA Chapter and **availability of matching funds to commence and complete the project.**

5. Project outcomes: A clear outline of project deliverables.

6. Support from PATA Chapter or PATA Member.

7. Opportunity for the project to be self-sustaining past the PATA Foundation funding period.

8. Commitment to communication and promotion of the grant, with PATA, including digital content.

Scope of Grants

1. The PATA Foundation shall contribute to large projects ONLY when there is a well-defined, stand alone segment of the project that we can fund and which can be clearly identified and recognized in communications as being assisted by the Foundation.
There must also be a clear indication, with evidence provided, that there is/are other funding(s) available for the overall project to proceed.

2. PATA Foundation Charter does not permit us to support projects in the field of marketing, administration or other activities that have primarily a commercial purpose.

3. As a charitable organisation, PATA Foundation provides grants to other nonprofit organisations and not directly to government agencies or commercial enterprises. We are open however to other funding bodies if the outcomes of the project can be clearly explained and aligned with the PATA Foundation mission.

4. Examples of the range of activities/programmes eligible for our supports include the following:

   4.1   Environmental conservation including projects which preserve and protect biodiversity of marine and terrestrial landscapes and native wildlife.

   4.2   Conservation initiatives which might include preservation of local indigenous culture, arts, crafts, dance, and language.

   4.3   Restoration, conservation, or maintenance of a historic building, object, site or landscape, or management of tourism at a heritage site.

   4.4   Development of community based conservation programmes.

   4.5   Support for tourism education of staff, visitors and resident communities and for international tourism education programmes that help develop human resources, increase awareness and knowledge of environmental and cultural traditions.

Note: The PATA Foundation does not make grants for planning, organisation, management, or conduct of conferences, workshops or seminars.

(May 2016)