## **2019 Future Conservationist Award**

## **Marine & Tree Projects**

## **Application Form**

**Instructions for Eligible Applicants**

1. Applications **must** be submitted by the deadline **11:59 PM GMT – Wednesday, 28th November 2018**.
2. Applications form must be saved and submitted as:

**2019\_CLP\_FCA\_“project country”\_“team leader name”.doc**

1. Thoroughly read the [***Guidelines for Applicants***](http://www.conservationleadershipprogramme.org/FutureConservationistAward.asp) prior to filling out the application form.
2. Applicants must meet each of the criteria outlined in the Guidelines and Eligibility Criteria.
3. The application form must be completed fully by the team leader and must be in **English**.
4. Decisions will be based on the information provided, so answer all questions completely.
5. Submit your application by sending it to [clp@birdlife.org](mailto:clp@birdlife.org) using this template.
6. Applications using a different format than the CLP application form will not be accepted.
7. If you would like feedback from a CLP alumnus, consider contacting an Alumni Ambassador for feedback at least two weeks before the deadline. Information is available on the [CLP website](http://www.conservationleadershipprogramme.org/media/2018/10/2019-Awards_CLP-Alumni-Ambassador-Biographies.pdf).
8. If you would like a CLP staff member to review your proposal prior to submission, you must send the completed application form to [clp@birdlife.org](mailto:clp@birdlife.org) at least two weeks before the deadline. If you have any questions or problems, contact CLP by emailing [clp@birdlife.org](mailto:clp@birdlife.org).

**Eligibility Criteria**

For this call for applications, CLP will ONLY accept proposals for projects to be implemented in one of the following countries in the **Latin America & Caribbean** region:

Antigua and Barbuda, Argentina, Aruba, Bahamas, Barbados, Belize, Bolivia, Brazil, British Virgin Islands, Cayman Islands, Chile, Colombia, Costa Rica, Curaçao, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Sint Maarten, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago, Turks and Caicos Islands, Uruguay, Venezuela, Virgin Islands.

CLP will ONLY accept proposals for projects that target either at globally threatened a) tree species or b) non-avian marine species based in seaward rather than inland coastal habitats.

To be eligible for a CLP Future Conservationist Award, the team and project must meet the following eligibility criteria. **Please read the complete Guidelines for Applicants for more details on eligibility and judging criteria**.

**Team:**

* CLP Awards are for **team-based** conservation projects – each team must have at least **three people.**
* **50%** or more of the team members must be nationals of the country where the project is taking place. Nationals of a country subject to sanctions or trade restrictions imposed by the USA, UK or EU are NOT eligible to participate on a project team.
* The team leader must be a **national** of the country where the project is taking place. Co-leadership with a non-national will be considered with clear justification.
* All team members must be **early-career** conservationists with no more than 5 years of paid work experience in the conservation sector. ‘Paid work experience’ does not include research for a university degree. Individuals who have more than 5 years of paid work experience in the conservation sector are not eligible for CLP support and should not apply.
* **No** team member can be a part- or full-time paid employee or contractor with a CLP partner organization, including BirdLife International, Fauna & Flora International and the Wildlife Conservation Society, at the time of project development through implementation.

Any team member volunteering at a CLP partner organization at the time of application and/or project implementation MUST be declared in the application. They also need to explain how the CLP proposal differs from the partner organization’s work.

* Applicants can participate in only **one** CLP project at a time and in no more than three Future Conservationist Award projects in total, serving as team leader for no more than one Future Conservationist project.

**Project:**

* The project must take place in one of the **eligible countries** listed above.
* The project must focus on eitherglobally threatened a) tree species or b) non-avian marine species based in seaward rather than inland coastal habitats. Target **species must be at risk or Data Deficient**. We consider a species to be ‘at risk’ if it is designated as globally threatened (CR, EN, VU or DD) by the global [IUCN Red List](http://www.redlist.org) OR if there is information suggesting that urgent conservation action is needed for species not yet assessed on the global IUCN Red List.
* The project must be no less than three months and no more than **one year** in length.
* The total funding request from the CLP must not exceed **$12,500** and CLP funding must cover **at least 50%** of the total project budget.
* For those projects focusing on **multiple species** and/ortaxonomic groups, at least one species in each taxonomic group being studied must be at risk.
* Those projects proposed in **priority sites** for conservation will be looked on favourably. We consider ‘priority sites’ to be for example [Alliance for Zero Extinction](http://www.zeroextinction.org) sites, [Important Bird and Biodiversity Areas](http://www.birdlife.org/action/science/sites/), [Important Plant Areas](https://www.plantlife.org.uk/international/important-plant-areas-international), Key Biodiversity Areas, [Ramsar](http://www.ramsar.org/sites-countries/ramsar-sites-around-the-world) sites, [UNESCO World Heritage Sites](http://whc.unesco.org/en/list). Applicants must provide a hyperlink to published factsheets for the sites proposed.
* The project must be for **new work** rather than the continuation of an on-going, established project.
* Applicants must demonstrate that the proposed project goes **beyond academic research** being carried out for any team member’s degree.
* Projects that involve laboratory analyses must justify why this work is **critical and urgent** for conservation.
* The proposal must be **written by the applicants** themselves.

**Considerations for Successful Proposals:**

* Focus **70%** of your effort on the sections marked as “**Important for Proposal**” and only **30%** on those marked “**Background Information**”. This reflects the relative importance of these sections to the reviewer and should enable you to focus on the more important parts of the application form.
* Applicants must clearly communicate their ideas **in English** on the application form. We encourage teams to seek out a native English speaker to review the proposal prior to submission.
* The proposal must make clear how each team member will **develop their capacity** through the project. This includes, for example, how team members’ knowledge, skills and experience as conservation practitioners will improve.
* Projects should consider how **gender** can be integrated into their project as well the diversity of team members.
* The project must have **realistic objectives** with appropriate methods, activities and budget to achieve the stated objectives.

Project should have a good balance of conservation research and action e.g. **engage local stakeholders** and should describe how project outcomes will contribute to local, regional and/or national **conservation priorities**.

* Applicants should demonstrate how the project results will be applied to conservation after the project ends.
* Payment for services of rangers/guides or training costs for project team must be justified.
* Contingency budget lines must not exceed 5% of the overall budget and must be justified.
* If a CLP partner organization or direct affiliate has an office in the applicant’s home country, we strongly encourage the applicant to make contact for **advice and support**.

**CLP Does NOT Fund:**

* Projects that include gene storage or captive breeding.
* Conference attendance, tuition fees for academic programmes or scholarships.
* **Salaries or stipends** to team members or consultancies.
* Projects initiated by a CLP partnering organization.

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| **1. General INFORMATION - Background Information** | | |
| **Project Title:** Use a title that clearly describes the project and include the name of the country where the project will take place. (10 words) | | |
| **Country:** | | **Region:** |
| **Total Project Budget:** US$ | | **Amount Requested From CLP:** US$ |
| **Project Start Date:** (e.g. 01-August-2019) | | **Project End Date:** (e.g. 31-July-2020) |
| Has this project been submitted to CLP before?  Yes  No  If yes, in what year did you last apply? | | |
| Who wrote this proposal? | | |
| **Project Abstract:** Briefly summarize the project, including a background, project purpose, main methods, expected outputs/outcomes/products and how they will be applied to counter the conservation problem. (200 words) | | |
| **Please classify your project:**  **Choose the taxonomic group:**  If the project focuses on multiple taxa (not included in other categories) please specify: | | |
| **Conservation Priority -** **Important for Proposal:**  **Species - What is the target tree species or marine species that your project seeks to conserve and what is its IUCN RedList status:** List the species you’ll be working on, including the common and Latin name, and includethe current **Global** IUCN Red List status (<http://www.iucnredlist.org/>) if applicable. Species must be CR, EN, VU, or DD. If the species is not listed, please provide sufficient justification to demonstrate that urgent conservation action is necessary. (50 words)  **Site:** Where is your site? How large is it KM2? What type of habitat is it for your target species? Why is it important e.g. does it have international recognition and or is it a protected area or being considered for protection? See guidelines for types of sites which reviewers consider favourably. **Provide hyperlink to information on site(s) where work is proposed**. (50 words) | | |
| **Links to other conservation projects/initiatives in the area:** Are there other conservation projects/initiatives at the site working on similar issues? If yes, how does the project purpose contribute to or link with these conservation efforts? (100 words) | | |
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| **Project leader (Full legal name):** | | |
| **Mailing address:** | | |
| **Email 1 (personal email):**  **Email 2 (work email):** | **Tel:** (with international codes)  **Fax:** (with international codes) | |
| **Number of team members:** (Must have at least 3 individuals to be eligible) | | |
| **How did you hear about the Conservation Leadership Programme?** | | |

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| **2. PROJECT DETAILS - IMPORTANT FOR PROPOSAL (Please refer to the application guidelines for help filling out this section)** | | |
| **Conservation challenge to be addressed by the project**: What is the conservation challenge your CLP project seeks to resolve? In other words, what are the threats to your target species and how would you address them? (100 words) | | |
| **Overall Goal i.e. long term objective**:Describe briefly how your project will influence conservation in the long term if successful in achieving all your objectives. (50 words) | | |
| **Project Purpose**:Briefly describe the immediate outcome if all the project objectives are achieved. There should only be one project purpose which contributes to the overall goal. (50 words) | | |
| **Project Objectives**: What 3-4 conservation objectives are you and your team holding yourselves directly accountable to achieve during the life of the project? An objective is a desired outcome or product that will contribute explicitly to achieving your project purpose. (100 words) | | |
| **Project Indicators: How will you measure the success of each objective?** An indicator is a measure you collect information on to assess progress to achieve an objective. See guidelines for examples. (200 words) | | |
| **Project Activities:** For each Objective list the 2-4 priority conservation activities you will need to undertake to achieve your objectives. See guidelines for example activities. Each activity should not be longer than 15 words. Include the month in which each activity will take place and the duration. (Add extra rows where necessary) | | |
| ***Activity*** | ***Month*** | ***# of days*** |
| **Objective 1:** | | |
| Activities: |  |  |
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| **Objective 2:** | | |
| Activities: |  |  |
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| **Objective 3:** | | |
| Activities: |  |  |
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| **Objective 4:** | | |
| Activities: |  |  |
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| **Methods**: For each activity, detail the methods you will use. For example, if the activity is to conduct a survey of fish and coral communities, describe the survey methods you will use and provide appropriate citations that show that this method is a best practice in conservation. An example statement is '*A total of four localities will be surveyed. In each locality, we will conduct monthly non-destructive underwater visual censuses (UVC) for reef fishes and coral using 20x2m transects* (Kulbicki et al., 2007).’ If the activity is about engaging local communities in conserving your target species or changing their behaviour, please provide details of how you will do this and provide a citation to show that others have used similar methods successfully. (500 words) | | |
| **Project stakeholders:** Identify which stakeholder groups will be impacted by the project; describe how you will work with them, what they will contribute (if applicable), and how they will benefit and/or be impacted by the project. (200 words)  Examples of various stakeholder groups include:   1. Regulators and Decision makers = Environment Agencies e.g. forestry/wildlife, Govt. local/state/politicians, local leaders/elders 2. Local Community = Natural resources user groups/farmers 3. Research Institutions = Universities/Research institutions/Colleges 4. Schools/Students = Teachers/Educators, School children/college & university students 5. NGOs = Local/National 6. Other = Land Owners/Industries/Companies, Media/Journalists | | |
| **Outputs -Background information:** What will be the material outputs of the project (e.g. research report, journal articles, education materials)? (200 words) | | |

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| **3. Budget - IMPORTANT FOR PROPOSAL**  **Note: The total project budget must not exceed US $25,000; CLP requests must not exceed US $12,500.** | | | | |
| **From where else are you seeking funding?** List the source, the amount requested, and if the funds are pending or have been granted. For example: 1) MBZ, $8,000, pending; 2) Rufford, $5,000, granted. Also list any in-kind contributions, e.g. office space, vehicles, etc. (100 words) | | | | |
| If your total project budget is greater than the amount you are requesting from the CLP and you do not secure any additional funding, how will this change your project plan? (100 words) | | | | |
| **Itemized Expenses (in US$). Cost for items must be clearly broken down. First calculate the cost in local currency before converting to US dollars.** | **CLP Request USD** | **Other**  **Donors USD** | | **Total Budget USD** | |
| **Project Preparation** (**MUST** clearly provide a breakdown for each item below) |  |  | |  | |
| Communications (telephone/internet/postage) |  |  | |  | |
| Field guide books, maps, journal articles and other printed materials |  |  | |  | |
| Insurance (if awarded this must be verified) and medical supplies  (Please detail:      ) |  |  | |  | |
| Visas and permits (Please detail:      ) |  |  | |  | |
| Team training (Please detail:      ) |  |  | |  | |
| Reconnaissance (Please detail:      ) |  |  | |  | |
| Other (Please detail:      ) |  |  | |  | |
| **Equipment** (**MUST** clearly provide a breakdown for each item below) |  |  | |  | |
| Scientific/field equipment and supplies (Please detail:      ) |  |  | |  | |
| Photographic equipment (Please detail:      ) |  |  | |  | |
| Camping equipment (Please detail main items:      ) |  |  | |  | |
| Boat/engine/truck (including car hire) (Please detail:      ) |  |  | |  | |
| Other (Please detail:      ) |  |  | |  | |
| **Project Implementation** (**MUST** clearly provide a breakdown for each item below) |  |  | |  |
| Accommodation for team members and local guides  (Please detail:      ) |  |  | |  | |
| Food for team members and local guides  (Please detail:      ) |  |  | |  | |
| Travel and local transportation (including fuel) (Please detail:      ) |  |  | |  | |
| Customs and/or port duties (Please detail:      ) |  |  | |  | |
| Workshops (Please detail:      ) |  |  | |  | |
| Outreach/education activities and materials (Please detail:       ) |  |  | |  | |
| Other (Please detail:       ) |  |  | |  | |
| **Post-fieldwork Expenses** (**MUST** clearly provide a breakdown for each item below) |  |  |  | |
| Administration (Please detail:      ) |  |  |  | | |
| Report production and results dissemination (Please detail:      ) |  |  |  | | |
| Other e.g. contingency costs (Please detail:      ) |  |  |  | | |
| **Project Total in US Dollars**:  (CLP request must not exceed $12,500) | **$** | **$** | **$** | | |
| **Budget Justification:** Please provide justification for all single budget items over $1,000 (including laptops and/or expensive equipment). Contingency costs for unexpected but necessary project activities should not exceed 5% of the overall budget. Photographic camera equipment MUST not be over $500. Where camera traps are required, their costs should be treated as separate equipment. (150 words) | | | | |

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| **4. PROJECT TEAM - IMPORTANT FOR PROPOSAL (Please refer to the Guidelines for help filling out this section.)** |
| CLP Awards are designed to build the skills of **early-career conservationists**, and as such, we require that all team members have **no more than 5 years of paid work experience** in the conservation sector. In the space below, provide complete information for each team member (if you have more than seven team members, please email clp@birdlife.org so we can alter the form). Please note that, if awarded, you may be asked to verify the information provided. All CLP project team members undergo routine screening prior to funding. It is therefore important that the full legal name is provided for each team member. |
| 1. PROJECT LEADER   Full Legal Name:       Nationality (please list all):       Age as of December 31, 2018:  Personal Email:  Have you participated in another CLP funded project?  Yes  No  If yes above state award year and project title of last project:  Highest level of education achieved  Starting with most recent education level completed, provide a full background:  All work experience starting with current job title, employer and number of years worked:  Team role:  Relevant skills and experience you bring to the project:  Describe the skills and knowledge you will gain through this project:  If student, state degree, thesis/dissertation title and how this differs from proposed project. Does the project go beyond your studies? If yes, how?  How many years of experience do you have working in the conservation sector (paid employment):  less than 3 yrs  3-5 yrs  more than 5 yrs |
| 1. Full Legal Name:       Nationality:       Age as of December 31, 2018:   Email:  Have you participated in another CLP funded project?  Yes  No  If yes above state award year and project title of last project:  Highest level of education achieved  Starting with most recent education level completed, provide a full background:  All work experience starting with current job title, employer and number of years worked:  Team role:  Relevant skills and experience you bring to the project:  Describe the skills and knowledge you will gain through this project:  If student, state degree, thesis/dissertation title and how this differs from proposed project. Does the project go beyond your studies? If yes, how?  How many years of experience do you have working in the conservation sector (paid employment):  less than 3 yrs  3-5 yrs  more than 5 yrs |
| 1. Full Legal Name:       Nationality:       Age as of December 31, 2018:   Email:  Have you participated in another CLP funded project?  Yes  No  If yes above state award year and project title of last project:  Highest level of education achieved  Starting with most recent education level completed, provide a full background:  All work experience starting with current job title, employer and number of years worked:  Team role:  Relevant skills and experience you bring to the project:  Describe the skills and knowledge you will gain through this project:  If student, state degree, thesis/dissertation title and how this differs from proposed project. Does the project go beyond your studies? If yes, how?  How many years of experience do you have working in the conservation sector (paid employment):  less than 3 yrs  3-5 yrs  more than 5 yrs |
| 1. Full Legal Name:       Nationality:       Age as of December 31, 2018:   Email:  Have you participated in another CLP funded project?  Yes  No  If yes above state award year and project title of last project:  Highest level of education achieved  Starting with most recent education level completed, provide a full background:  All work experience starting with current job title, employer and number of years worked:  Team role:  Relevant skills and experience you bring to the project:  Describe the skills and knowledge you will gain through this project:  If student, state degree, thesis/dissertation title and how this differs from proposed project. Does the project go beyond your studies? If yes, how?  How many years of experience do you have working in the conservation sector (paid employment):  less than 3 yrs  3-5 yrs  more than 5 yrs |
| 1. Full Legal Name:       Nationality:       Age as of December 31, 2018:   Email:  Have you participated in another CLP funded project?  Yes  No  If yes above state award year and project title of last project:  Highest level of education achieved  Starting with most recent education level completed, provide a full background:  All work experience starting with current job title, employer and number of years worked:  Team role:  Relevant skills and experience you bring to the project:  Describe the skills and knowledge you will gain through this project:  If student, state degree, thesis/dissertation title and how this differs from proposed project. Does the project go beyond your studies? If yes, how?  How many years of experience do you have working in the conservation sector (paid employment):  less than 3 yrs  3-5 yrs  more than 5 yrs |
| 1. Full Legal Name:       Nationality:       Age as of December 31, 2018:   Email:  Have you participated in another CLP funded project?  Yes  No  If yes above state award year and project title of last project:  Highest level of education achieved  Starting with most recent education level completed, provide a full background:  All work experience starting with current job title, employer and number of years worked:  Team role:  Relevant skills and experience you bring to the project:  Describe the skills and knowledge you will gain through this project:  If student, state degree, thesis/dissertation title and how this differs from proposed project. Does the project go beyond your studies? If yes, how?  How many years of experience do you have working in the conservation sector (paid employment):  less than 3 yrs  3-5 yrs  more than 5 yrs |
| 1. Full Legal Name:       Nationality:       Age as of December 31, 2018:   Email:  Have you participated in another CLP funded project?  Yes  No  If yes above state award year and project title of last project:  Highest level of education achieved  Starting with most recent education level completed, provide a full background:  All work experience starting with current job title, employer and number of years worked:  Team role:  Relevant skills and experience you bring to the project:  Describe the skills and knowledge you will gain through this project:  If student, state degree, thesis/dissertation title and how this differs from proposed project. Does the project go beyond your studies? If yes, how?  How many years of experience do you have working in the conservation sector (paid employment):  less than 3 yrs  3-5 yrs  more than 5 yrs |
| **External Advisors and Collaborators:** List all local and international project advisors and collaborators; provide name, organization and a brief description of the support they will be providing. Declare any relationships existing with applicant. (100 words) |
| **Partner Links:** We encourage teams to make contact with the CLP partner organisations (BirdLife International, Fauna & Flora International, or the Wildlife Conservation Society) if an office exists in your country. Explain whether or not the team has been in contact with a local partner office and if you have received assistance or plan to collaborate. (100 words) |

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| **5. TEAM SWOT ANALYSIS -** **BACKGROUND INFORMATION:** In consultation with the team, identify the 5 most important *Strengths & Weaknesses* of the team, the *Opportunities* open to you and the *Threats* to the team and the project. Consult the [Conservation Project Manual](http://www.conservationleadershipprogramme.org/ProjectManuals.asp) (pg. 16) on the CLP website for information on conducting a SWOT analysis. **Please complete five answers for each section, do not enter N/A as a response.** | |
| **Strengths:**  1.  2.  3.  4.  5. | **Weaknesses:**  1.  2.  3.  4.  5. |
| **Opportunities:**  1.  2.  3.  4.  5. | **Threats:**  1.  2.  3.  4.  5. |
| How are you going to use your strengths?  How are you going to address your weaknesses or turn them into strengths?  How are you going to take advantage of the opportunities open to you?  How are you going to address the threats? | |

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| **6. References - Background Information** | |
| Please provide contact details for two people who know the team and are **NOT** relatives to any team member who will be willing to provide a professional reference for your project. These individuals should be from a national university, a local or international NGO or local government. Referees should be different people from the External Advisors and Collaborators listed above. If your project is shortlisted, we will be contacting your references. Please let them know that we may be in contact. | |
| **Name:**  **Title:**  **Organization:**  **Email:**  **Applicant's relationship with the referee**: | **Name:**  **Title:**  **Organization:**  **Email:**  **Applicant's relationship with the referee**: |
| **Bibliography:** Please clearly cite ALL scientific references used in the proposal. Do NOT enter references not cited here. | |

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| **7. INTERNATIONAL TRAINING COURSE - Background Information** |
| We are planning to invite a representative from each award winning team to attend an international training course, which will be held for two weeks in June or July 2019. Please identify one individual who could represent the team at this training course and provide his/her contact details below. The training will be conducted in **English**. It is **strongly** recommended that you choose someone who has a high level of English. Interpreter support **may** be an option depending on need and resources available. The topics that will likely be covered in this course are: leadership development, project planning, media, behaviour change through education and outreach, fundraising, gender and conservation and best practices of training. **Be sure that the chosen representative will benefit from these topics.** The person selected to come to the training will be representing your entire team. As a condition of attending the training, the participant is expected to return to their team and hold a training of their own for the entire team and to complete several post-course homework assignments together. The selected participant must be from a CLP eligible country and must have a passport that is valid beyond February 2020. If he/she does not yet have a passport, then he/she must apply for one **immediately** after notification of being awarded. Please be sure all information below is 100% correct. It will be used to prepare letters of invitation that can be used for visa applications. **Incorrect information will lead to delays and possibly failure of participant to attend the training**. If there is a change in the participant after you submit your application, please notify the CLP immediately at [clp@birdlife.org](mailto:clp@birdlife.org) with all of the information below for the new participant.  Title:  First name (Given name, as it appears on your passport):  Middle Name (if applicable, as it appears on your passport):  Last name (Surname, as it appears on your passport):  Male  Female  Nationality (list all):       Date of Birth (day-month-year):  Name the airport(s) in your country that you could depart from for this training, in order of preference:  Email:       Telephone:       Skype name:  Do you have a passport?: Yes  No  Is your passport valid beyond February 2020?: Yes  No  Do you speak enough English to participate in this course independently?:  Yes  No  If not, what language(s) do you speak (list all): |