



## **Conservation Leadership Programme FAQs**

This Frequently Asked Questions (FAQ) document is intended to help prospective applicants decide whether or not they are eligible to submit an application to CLP and to help answer questions relating to the application process. Applicants should read this in conjunction with the application guidelines: <http://www.conservationleadershipprogramme.org/Apply.asp>

If you have any questions which are not covered here, please email us on [clp@birdlife.org](mailto:clp@birdlife.org). Unfortunately we are not able to respond to queries by phone.

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## **General FAQs**

### **Which award should I apply for?**

There are three kinds of CLP project awards: Future Conservationist, Follow-up and Leadership. Future Conservationist awards are for new projects that have not received support from the CLP in the past. Follow-up awards are for previous Future Conservationist award recipients who want to continue and expand the work carried out by the previous project. Leadership awards are for Follow-up award recipients who wish to further develop their project, usually with a greater focus on conservation as opposed to research. **Make sure that you are applying for the correct award when you are logging into the online application site.**

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### **How much funding can a project receive?**

The CLP can offer support up to the value of \$12,500 for Future Conservationist awards, \$20,000 for Follow-up awards and \$40,000 for Conservation Leadership awards. Funds from other donors can be included in the project budget, however the total amount of funds requested from CLP must cover at least 50% of the project budget. For example: a Future Conservationist award budget can include \$12,500 requested from CLP and up to \$12,500 maximum from other donors. In another scenario, a Future Conservationist budget could consist of \$12,500 requested from CLP with no other donors.

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### **When should my CLP project start?**

CLP awards are announced in April of each year and funds become available in early May. This is something you should bear in mind when determining the start date of your project. Your CLP project can only begin before May if you have funding from other sources to get the team started. One member from each award winning team in a given year is invited to attend a CLP-sponsored international training course that takes place in June/July. It is preferred that your project's main activities begin after this training course so that your team can incorporate tools and concepts learned. This is not required, however, given that field seasons vary.

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## **FAQs relating to award criteria**

### **How long can CLP projects run for?**

The length of a CLP project varies, depending on the type of award you receive. For Future Conservationist awards, projects must be between three and twelve months in length. Follow-up awards can last up to two years and Leadership awards up to three years. The team is expected to carry out all field work, analysis, and final reporting during these time frames.

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### **How many people can be on a CLP team?**

All CLP projects must have a team of at least three people. There is no limit to the number of people that can participate in a team, however clearly defined and meaningful roles must be established for each team member. Most teams range in size from 3-5 people.

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### **Which countries are eligible for CLP funding?**

Currently CLP will ONLY accept proposals for projects to be implemented in one of the following 22 countries: **Algeria, Angola, Azerbaijan, Brazil, China, Egypt, Georgia, India, Indonesia, Iraq, Kuwait, Libya, Malaysia, Mexico, Mozambique, Oman, South Africa, Thailand, Trinidad and Tobago, Turkey, UAE and Vietnam.**

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### **Can team members come from a CLP-eligible country?**

Team members that are not from CLP eligible countries, with exception to those subject to sanction by UK/EU/US/UN, are permitted to take part in CLP funded projects provided that at least half of the project team are from the target country and the project is either led or co-led by a national of the target country. Please note that selectors will not look favourably on large portions of a project budget being used to cover international flights for team members.

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### **Can CLP awards be used to fund a Masters/PhD?**

It is possible for a team member to use the data gathered as part of a CLP project for a University level thesis. **However, this cannot be the main focus of the project and any proposal that includes data collection for a thesis must show how the project goes beyond this research.** A team can achieve this, for example, by asking a supplemental research question to a thesis that will be explored during the project, by adding a community engagement or policy component, or other conservation-oriented activity. The project should demonstrate how it aims to build conservation capacity. **CLP funding cannot be used to cover costs relating to tuition fees, conferences or scholarships.**

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### **What do we mean by capacity building?**

For CLP, to build capacity is to enhance technical conservation skills as well as leadership competency. CLP applicants must demonstrate how the project will build capacity for all team members.

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### **My target species is classed by the IUCN as NT/LC/Not assessed. Is my project eligible?**

To qualify for CLP funding any target species must usually be listed as globally threatened. For CLP, this means having an IUCN categorization of Vulnerable (VU), Endangered (EN), or Critically Endangered (CR). Projects focused on Data Deficient species (DD) are also accepted provided the

applicant can demonstrate an urgent need for conservation action. For projects that focus on multiple species, at least one species per taxonomic group being studied should be classed as threatened. **If a project has target species that are not in any of the above categories, an applicant must provide sufficient evidence – usually in the form of peer reviewed literature - that suggests that urgent conservation action is required.** The most up to date IUCN listings are available from:

<http://www.iucnredlist.org/search>

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### **Can CLP funding be used to cover laboratory work?**

CLP awards do not usually cover significant costs relating to laboratory analysis. The exception to this is when the lab work in question is urgent and necessary for conservation, for example Chytridomycosis testing.

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### **Can CLP funding be used to help support existing projects?**

**NO.** Projects must be undertaking new work as opposed to supporting the continuation of an already established project. The exceptions to this are the Follow-up and Leadership awards which are offered to projects that have already been the recipient of a CLP award.

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### **Can CLP funding be used to cover salaries?**

CLP awards cannot be used to cover salaries for team-members or external advisors. However, CLP guidelines do allow for reasonable stipends to cover basic living expenses. It is important that your proposal includes clear justification and itemization of costs for any stipends you wish to cover using CLP funding.

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### **Can applicants participate in more than one CLP project?**

Applicants can participate in only one CLP project at a time. Applicants can participate in up to three CLP Future Conservationist Award projects in total provided they are serving as team leader no more than once.

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### **Who can be a member of a CLP project team?**

A project team can consist of people from a variety of fields, backgrounds, and locations of employment. Not all team members need to be biologists. For example, a team could consist of a University student who has experience working with the media, two staff members who are carrying out field work at a local NGO, and a person who recently graduated with a Masters in education and wants to work in conservation education. We encourage diversity of expertise in teams to align with the activities the team is going to carry out. Alternatively, a team could consist of three people who all work for the same local NGO but have different areas of expertise that contribute to the project.

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### **Can applicants be employed by CLP partner organisations?**

No, a team member cannot be a part- or full-time employee or contractor with any of the CLP partner organisations, i.e. BirdLife International, Fauna & Flora International and the Wildlife Conservation Society. Please note that this criterion only applies to those directly employed by the above organisations and does not apply to those employed by a separate organisation affiliated to any of the above, for example BirdLife International or Fauna & Flora International partner organisations.

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### **Can a CLP project team change (i.e. if a member can no longer participate)?**

CLP strongly encourages building a team that is committed to the project from the beginning to the end, however we understand that unforeseen circumstances can make this challenging at times. Yes, a project team can change, however teams must notify CLP of any change to a team and new members must be approved by CLP before officially joining. New team members must meet CLP eligibility criteria. Teams should contact [clp@birdlife.org](mailto:clp@birdlife.org) to request any changes to the project team.

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### **What do we mean by “early career conservationist”?**

All applicants to Future Conservationist awards and new members to Follow-up and Leadership awards must be early career conservationists. By this we mean that applicants must have no more than 5 years paid conservation experience each. Each applicant must provide evidence to prove that they meet this criterion, for example in the form of a detailed employment history on the application form. Academic pursuits such as a PhD do not count as paid experience.

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### **What are the qualities of the ideal applicants?**

For us the ideal applicants for a CLP award are: early in their careers, show excellent potential for capacity and leadership development, already have some practical or academic experience of conservation and display a passion for conservation issues.

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## **FAQs relating to the application process**

### **What kind of support can the CLP provide during the application process?**

We encourage Future Conservationist award applicants to contact one of our Alumni Ambassadors for application review at least two weeks before the deadline. CLP Alumni Ambassadors have volunteered their time to support applicants. Ambassador contact information is provided on the CLP website. The CLP management team can also review proposals and provide feedback on draft proposals submitted to [clp@birdlife.org](mailto:clp@birdlife.org) up to two weeks before the application deadline. In addition the CLP website contains detailed information relating to project planning and

implementation. The CLP team can also help to put applicants in touch with CLP country partners and/or previous award winners who can provide support to applicants during the application process. For full details please visit the application pages.

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### **Can applications be submitted in a language other than English?**

**No.** This is because the reviewers who we rely on to provide feedback on applications are overwhelmingly English speaking all applications must be submitted in English. If English is not your first language we strongly encourage you to have your final proposal read by a native English speaker. We do provide copies of certain application materials in Arabic, French, Spanish, Russian, Chinese and Portuguese however these are designed to act as a reference point to help applicants familiarise themselves with our guidelines and application format. All final applications must be submitted in English via our online application platform.

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### **I am having problems entering all my information into the online application form**

Some fields on the online application form have pre-determined word limits which must be adhered to. Where applicable these word limits are given next to the description for each field.

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### **I am having problems entering information into the site area/budget fields on the online application form.**

Some fields on the online application form are numerical only, for example only enter 750 as opposed to 750km<sup>2</sup>, or 300 as opposed to \$300.

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### **How much detail should I give in the budget?**

Your budget should provide a detailed breakdown of your expected expenditure and should allow the review panel to assess whether your costs are reasonable. Justification must be given for any individual item over \$1,000 and full details must be given for any section of the budget that takes up a significant portion of the CLP award. For example it is not enough to only put transport costs = \$5,000; a detailed breakdown of this figure must be given detailing how much of this will be spent on fuel, vehicle hire, bus tickets etc.

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### **When is the application deadline?**

The application deadline will come around two months after the call for proposals and usually in November. Please check on the CLP website. Applicants are strongly encouraged to submit a draft of their proposal to a CLP Ambassador or staff member (clp@birdlife.org) **at least** two weeks before the deadline so we can provide feedback prior to final submission.

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### **Where do I submit my application?**

Final submission must be made via our online application site:

<http://awards.conservationleadershipprogramme.org/>. Please note we are not able to accept final proposals submitted as word documents or PDFs.

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### **If I am unsuccessful this year can I re-submit my application during the next award cycle?**

Yes, we welcome resubmission of proposals provided that all the issues given for the proposal's initial rejection have been addressed. We always aim to provide the applicants with the feedback received from reviewers.

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### **What other benefits are available to teams which receive a CLP award?**

All team members who participate in a CLP award-winning project become members of our global Alumni Network. As a member of this network, alumni have access to a number of resources and opportunities including: CLP sponsored training courses in high priority subject areas, travel grants to attend trainings and conferences, mentoring from other alumni and CLP partner staff, and access to the exclusive CLP social networking site.

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### **What is the CLP International Training course like?**

One person from each award winning team is invited to attend two week intensive "Conservation Management and Leadership Training Workshop" held in June/July of the award year. The training workshop focuses on the following topics: personal and collective leadership development, project planning and management, behaviour change strategies and communication, fundraising, gender and conservation, and training best practices. Each participant will develop a strong, professional network, facilitating future international collaboration. By the end of the course, award winners have many of the tools necessary to plan and carry out a project and communicate outcomes to a broad range of audiences. All workshops have a strong practical element with group discussions between the facilitators and participants. The team should ensure that the chosen participant will benefit from the topics listed. All course instructors conduct their sessions in English and all worksheets and CLP communication will be in English. It will be difficult for participants who don't speak English to fully benefit from the course. **We strongly encourage you to select a representative who has good command of the English language.** If this is not possible, we may be able to provide an interpreter, pending availability of budget. The training participant will be a representative of their team and will give a presentation on their CLP-funded project. The participant is also expected to bring the skills and knowledge gained at the training back to their team and conduct training of their own. The CLP covers all reasonable costs associated with the training so this should not be part of the project budget.

Click here for a video that will help to give an idea of what the International Training course involves:

<http://www.youtube.com/watch?v=qEToI97L5iU>

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### **Can I receive help from a mentor during the application process?**

Yes. Please review the list of CLP Alumni Ambassadors on our website.

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### **What is the review process like?**

The review process is made up of four separate stages: an initial first cut of applications that do not meet the basic award criteria, a second round of selection based on the comments of our expert reviewers, a third round of selection carried out by the CLP partner organisations and the final award winners are decided by a panel of judges who make up the final selection committee. After each stage the CLP team will provide all unsuccessful applicants with external feedback in order to encourage them to strengthen their application.

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### **Who are the reviewers?**

We draw our reviewers from a wide range of sources including academia, conservation NGOs, research institutions and previous CLP alumni. CLP reviewers are typically experts in their geographic or taxonomic field. Reviewers provide guidance on the feasibility of a particular project.

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