



2023 Team Awards Checklist

Continuation Awards

Before writing your proposal:

- Find out for which grant you are eligible – [CLP Website](#)
- If not already, register onto the online portal – [Online portal](#)
- Select the Award type you would like to apply to
- Read the guidelines – found on the online portal or CLP Website
- If you have questions, you can watch the [Q&A video](#) or email clp@birdlife.org or henry.rees@fauna-flora.org
- Select your team members and topic
- Your country is still eligible for the Award?
- You meet the criteria outlined in the Team section of the guidelines?
- You meet the criteria outlined in the Project section of the guidelines?
- You meet the criteria outlined in the Consideration for successful projects of the guidelines?
- You have one or more advisors that agreed to support your project

Writing and submitting your logical framework:

- Download the standard Logical Framework template from the [online portal](#) or the [CLP website](#) – Section Award detail in the online portal
- Read the instructions at the top of the Logical Framework
- If resubmitting your Logical Framework have you incorporated comments from last year's review?
- Your Logical Framework should be submitted by email to henry.rees@fauna-flora.org before completing your application
- Logical Frameworks must be submitted **before or on the 4th of September**

Writing the application:

- For the Award criteria, read the Award Details on the online portal
- For each section, read the guidelines before completing them
- Read the instructions for each section of the application form
- Fill in the sections relating to your previous project and how this new project builds on it
- Fill in each section that relates to your project
- Activities are detailed and link back to the results and the overall goal
- Advisor agrees with the methods of the activities and the budget

- The budget is detailed and justified
- Contact a CLP Alumni reviewer or clp@birdlife.org if something is unclear – latest by 26th September

Submitting the application:

- All team members have read the application and approved it
- The advisor(s) have read the application
- The referees have agreed to give a reference when time come
- A native English or fluent English speaker has reviewed your applications
- All sections are pre-submitted and have a green colour
- The application is submitted **before or on the 10th of October**