GUIDELINES

FUTURE
CONSERVATIONIST
AWARD

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Conservation Leadership Programme
2024 Future Conservationist Award Guidelines

The Conservation Leadership Programme (CLP) is a training and capacity building programme that targets individuals from developing countries who are early in their conservation career and demonstrate leadership potential. As a partnership initiative between BirdLife International, Fauna & Flora International and the Wildlife Conservation Society, CLP builds the leadership capabilities of early-career conservation professionals working in places with limited capacity to address high-priority conservation issues. The partner organisations believe that the programme's success can be attributed to the fact that it goes beyond grant giving, providing on-going support and access to networks that help awardees gain skills and move up the conservation career ladder.

Since 1985, CLP has supported and encouraged thousands of individuals who are early in their conservation career and are aiming to address global conservation priorities at a local level. CLP has been an important stepping stone for many individuals and has helped to facilitate the discovery of species new to science, the designation of new protected areas, knowledge sharing and collaboration, and the creation of mechanisms for long-term conservation, such as the establishment of local non-governmental organisations and creation of conservation policy and action plans.

Future Conservationist Award

CLP offers Future Conservationist Awards of up to US $15,000 each to develop leadership capacity of early-career conservationists who want to make a positive difference on the ground. CLP supports teams of individuals with less than five years of professional conservation experience, who display a strong commitment to conservation and demonstrate leadership potential. All team members should have a desire to be impact multipliers across the conservation sector with the ultimate goal of mitigating threats to biological diversity. CLP develops conservation leaders by helping our grantees gain practical experience in managing their own priority projects. Winners of these awards will develop key skills through small-scale practical conservation projects and become eligible for continued support through CLP's Continuation Awards and Alumni Network. CLP award winners also have long-term backing and advisory support from CLP staff and partner organisations as they develop in their careers.

CLP offers support to early-career conservationists living and working in **low- and middle-income countries in Africa, Asia, the Pacific, Latin America and the Caribbean, Eastern and South-eastern Europe and the Middle East**. The project must take place in one of the eligible countries. See below for ineligible countries: High income countries and countries with whom trade or other dealings are prohibited under any sanctions or restricted party regime imposed by the UN, EU, UK and USA. High-income Caribbean and Pacific Island economies that *are* eligible.

HOW CLP CAN HELP

Video: Applicants are encouraged to watch the video – "Is your project eligible?" that can be found on the CLP Youtube channel. This video can help establish if teams and projects fall within the eligibility criteria to apply for CLP awards and can help eligible teams write a successful CLP proposal. You can also watch this Q&A video on our Facebook page answering some questions you might have.

Proposal Preparation: Applicants are strongly encouraged to contact programme staff (Alumni reviewer or CLP staff) up to two weeks before the deadline for advice or input on your proposal – this year, applicants should seek advice before the 26th of September 2023. Requests for support should be sent to: clp@birdlife.org. Staff members can help teams determine if their project fits within the specified criteria, offer advice on project activities and feasibility and, where possible, put teams in touch with local partner offices or other experts who can offer advice.

CLP Alumni Reviewers: CLP's Alumni Reviewers can support interested applicants for a Future Conservationist Award. Members of the CLP Alumni Network have volunteered their time to be Reviewers and provide feedback to applicants prior to submitting to CLP. Reviewers will provide feedback in the following areas: project concept, English grammar, cohesion of proposal and research design, if this falls within their area of expertise. This support will be offered until two weeks before the deadline - this year, applicants should seek advice before the 26th of September 2023. To find an Alumni Reviewer, visit the CLP website, read alumni biographies, and contact an alumnus directly.

Website Resources: On the CLP website under the Grants section, you can find useful information about project planning and additional funding sources. The Conservation Project Manual, which can be downloaded in full, takes you through the process of planning small to medium-scale conservation projects. It is available in English, Chinese, Russian and Spanish. You can also use the Institutional Fundraising for Conservation Projects manual which is available in English, Spanish, Portuguese, French and Arabic.

Award winner Support: Winning teams can benefit from additional support once awards have been granted. CLP can provide guidance during the planning and implementation stages and help each team access expertise from within each of the partner organisations and from past winners. We will invite a representative from each team to attend an international training event organised by CLP to share ideas, develop skills and knowledge and network with other conservationists.

Post-project Support: CLP is committed to the development of the individuals we have supported and we maintain close contact with award winners. The programme has an established alumni

network that positions award winners to multiply their impact across the conservation sector. As resources are available, other professional development opportunities come in the form of CLP Continuation Awards (i.e. Conservation Follow-up and Conservation Leadership Awards), training courses, travel grants, mentoring, and participation in an expanding community where conservation leaders connect to learn, share experience and help each other achieve their professional goals.

CLP AWARD CRITERIA

Applications will be accepted from teams initiating projects that meet the eligibility criteria outlined below. These criteria are designed to ensure that the project builds the capacity of all team members involved, contributes to long-term sustainable conservation achievements, has clearly focused research objectives and builds vital links between local communities, conservationists, NGOs, academic institutions and local governments. Applications are evaluated by CLP staff and partners, and by experts from other relevant organisations

Instructions for Eligible Applicants:

1. Applications **must** be submitted via the CLP online application portal by the deadline **Tuesday, 10 October 2023**. Applications emailed to CLP will **not** be accepted.

2. Incomplete applications will **not** be considered.

3. Thoroughly read the **Guidelines for Applicants** below prior to filling out the application form. And use the checklist to help you build your proposal.

4. Applicants must meet each of the criteria outlined in the Guidelines and below.

5. The application form must be completed fully by the team and must be in **English**. It is recommended to have an advisor, or an English speaking person to review the proposal before submission.

6. Decisions will be based on the information provided, so answer all questions completely.

7. If you would like feedback from a CLP alumnus or CLP staff (clp@birdlife.org) on your application, you must reach out by the 26th of September 2023 at the latest - two weeks before the deadline. Instructions on how to contact CLP Alumni Reviewers are available on the CLP website.

If you have any questions or problems, contact CLP by emailing clp@birdlife.org

Eligibility Criteria

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.
- 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, subject to clear justification.
- All team members must be **early-career** conservationists with no more than five years of work experience in the conservation sector. 'Work experience' does not include research for a university degree. Individuals who have more than five years of 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 organisation, including BirdLife International, Fauna & Flora and the Wildlife Conservation Society, at any time from project development through to implementation.
- Any team member volunteering at a CLP partner organisation 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 organisation'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:

- CLP offers support to early-career conservationists living and working in **low and middle income countries in Africa, Asia, the Pacific, Latin America and the Caribbean, Eastern and South-eastern Europe and the Middle East**. The project must take place in one of the eligible countries. See below for ineligible countries (High income countries and countries with whom trade or other dealings are prohibited under any sanctions or restricted party regime imposed by the UN, EU, UK and USA) and high-income Caribbean and Pacific Island economies that *are* eligible.
- The project duration must be no less than three months and no more than **one year** in length.
- The total funding request from CLP must not exceed **US$15,000** and CLP funding must cover **at least 50%** of the total project budget.
- The project must focus on **globally important species** for biodiversity conservation that are at risk. We consider a species to be 'at risk' if it is designated as globally threatened (CR, EN, VU) or data deficient (DD) by the IUCN Red List OR if there is information suggesting that urgent conservation action is needed.
- For those projects focusing on **multiple species** and/or taxonomic groups, at least one species in each taxonomic group being studied must be at risk.
- The project must be for **new work** rather than the continuation of an ongoing, 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** considerations 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.
- Projects 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**.
- 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 sites, Important Bird and Biodiversity Areas, Important Plant Areas, Key Biodiversity Areas, Ramsar sites, UNESCO World Heritage Sites, Marine Protected Areas and potential Marine Protected Areas. Project **work at 'priority sites' should be linked to the target species at risk i.e. CR, EN, VU or DD**.
- 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 the project team must be justified.
- Contingency budget lines must not exceed 5% of the overall budget and must be justified.
- If a CLP partner organisation 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:

- Gene storage or captive breeding of animals are not normally funded
- Conference attendance, tuition fees for academic programmes or scholarships.
- **Salaries or stipends** to team members or consultancies.
- Projects initiated by a CLP partner organisation.
- Plagiarism or fraud – this will result in a rejection of the proposal

CLP offers support to early-career conservationists living and working in **low and middle income countries in Africa, Asia, the Pacific, Latin America and the Caribbean, Eastern and South-eastern Europe and the Middle East** with the exception of High-income countries and countries with whom

trade or other dealings are prohibited under any sanctions or restricted party regime imposed by the UN, EU, UK and USA. In addition, CLP cannot support any individual who is the target of any US, EU, UK or UN sanctions programme or regime. Please see the below lists and get in touch with the team if you have any questions or need further clarification. CLP complies with embargoes and sanctions established by the U.S. Department of Treasury Office of Foreign Asset Controls (OFAC) which impose significant restrictions on transactions with nationals of the following countries/ self-declared republics. We review this annually in advance of our call for applications.

*Countries <u>NOT</u> eligible for CLP support:

High-Income Economies	Isle of Man	Slovenia
Andorra	Israel	Spain
Australia	Italy	Sweden
Austria	Japan	Switzerland
Bahrain	Korea, Rep.	Taiwan
Belgium	Kuwait	United Kingdom
Canada	Latvia	United States
Channel Islands	Liechtenstein	United Arab Emirates
Croatia	Lithuania	**UK/EU/US Sanctions**
Cyprus	Luxembourg	Afghanistan
Czech Republic	Macao SAR, China	Crimea
Denmark	Malta	Cuba
Estonia	Monaco	Donetsk People's Republic
Faeroe Islands	Netherlands	Iran
Finland	New Zealand	Luhansk People's Republic
France	Norway	North Korea
Germany	Oman	Russia
Gibraltar	Poland	Syria
Greece	Portugal	Venezuela
Greenland	Qatar	
Hong Kong SAR, China	San Marino	
Hungary	Saudi Arabia	
Iceland	Singapore	
Ireland	Slovak Republic	

High-Income Countries that ARE Eligible:

Africa/Asia/Americas/Europe /Middle East	Caribbean Islands	Pacific Islands
Argentina	Antigua and Barbuda	French Polynesia (France)
Chile	Aruba (Netherlands)	Guam (USA)
Panama	Bahamas	New Caledonia (France)
Seychelles	Barbados	Northern Mariana Islands (USA)
Uruguay	Bermuda (UK)	Palau
	British Virgin Islands	
	Cayman Islands (UK)	
	Curacao (Netherlands)	
	Puerto Rico (USA)	
	Sint Maarten (Netherlands)	
	St. Kitts and Nevis	
	St. Martin (France)	
	Trinidad and Tobago	
	Turks and Caicos Islands (UK)	
	Virgin Islands (USA)	

Judging Criteria:

Your project will be evaluated in three areas: 1.) Team capacity development; 2.) Contribution to conservation; and 3.) Project feasibility.

Team Capacity Development:
- The application clearly demonstrates how the project will build the knowledge, skills and experience of each team member.
- The team members show a commitment to conservation and potential for leadership as good ambassadors for the work they are doing.
- The team has the support of experienced advisers.

Contribution to Conservation:
- The project relates to established conservation priorities and plans (e.g., National Biodiversity Action Plans).
- The project demonstrates long-term benefits with outcomes that contribute to ongoing local conservation priorities.
- The project offers measurable benefits to local stakeholders.
- The project will positively influence stakeholders' environmental knowledge, attitudes and behaviours.

Project Feasibility:
- The project is realistic in its aims, with the ability and experience of participants suited to the methods, objectives, budget and time frame.
- The project is cost-effective and shows good value for the money.
- The project will clearly deliver appropriate outputs – a research report, journal articles, educational materials, contribution to a critical conservation need, etc.
- The project demonstrates wide collaborative support from local communities, local or national institutions, such as NGOs or academic institutions, and relevant governmental organisations.

HOW TO APPLY

All project teams are required to submit a completed application using the online application portal by **Tuesday 10ᵗʰ October 2023**. **No late applications will be accepted and applications must be completed in English**. The following guidelines will assist you in writing your application. Applications emailed to CLP will not be accepted. We expect to announce awards in April 2024.

To gain insight into the kinds of projects we support, it may be helpful to view the summaries of past winning projects, which are available in the 'Supported Projects' section of the CLP website. The CLP team and Alumni Reviewers are also available to provide advice up to two weeks prior to the deadline. See more information on the CLP website or email a request to clp@birdlife.org.

> To increase the chances of proposal success, 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.

1.   General Information – BACKGROUND INFORMATION

Project Start and End Date: Where possible, plan for a project start date in August 2024, after the Conservation Management and Leadership training that CLP plans to offer in mid-June to early-July. Most project teams refine their project plan after the CLP training to improve project delivery. An earlier start date is acceptable when other circumstances, such as seasonal sampling period, require this. Also, note CLP cannot send funds to successful projects until June 2024 as certain documents are required from the project teams in April and May once the award is confirmed.

Abstract: The abstract is one of the most important parts of your application. While this is at the beginning of the application form, we suggest you **write your abstract last**. The abstract should be a condensed version of your proposal (no more than 200 words) highlighting the major points in a concise way to give the reader a short summary of your project. This should include a sentence on each of the following key areas: background, project purpose, main methods, expected outputs/outcomes/products and how they will be applied to counter the conservation problem.

Conservation Priority – Important for proposal:

Species: The project must focus on globally important species for biodiversity conservation that are under threat. 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 OR if there is information suggesting that urgent conservation action is needed. If this is the case, provide justification with citation to justify why urgent conservation action is needed. For those projects focusing on **multiple species** and/or taxonomic groups, at least one species in each taxonomic group being studied must be at risk.

Site: Where is your site? How large is it in km^2? 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? 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 sites, Important Bird-and Biodiversity Areas, Important Plant Areas, Key Biodiversity Areas, Ramsar sites, UNESCO World Heritage Sites, Marine Protected Areas and potential Marine Protected Areas. Projects that **work at 'priority sites' should be linked to the target species at risk i.e. CR, EN, VU or DD**. Provide a hyperlink to published factsheets for the sites proposed if available.

Links to other conservation projects/initiatives in the area: Give a brief summary of other conservation projects/initiatives working on similar issues to your proposed work. Explain how your work will build on what has been done in the past or what is currently being done.

2.   Project Details – IMPORTANT FOR PROPOSAL

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? Give a summary of previous research and known information on the species and/or habitat, as well as a summary of the threats, the need for the project, and the conservation issues that will be addressed by the project. Provide clear justification of the need for this project by referencing relevant priority-setting publications. Ideally, describe the problems to be addressed and the factors contributing to these problems. Summarise previous work and information. Projects should explain how the outcomes and impacts will benefit the broader ecosystem.

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 results. The overall goal will not be entirely achieved by this project. However, the project will contribute towards the achievement of this long-term goal. It is an identification of the wider impact the project will have.

Project Purpose: Describe the desired conservation situation and immediate outcomes or change that will occur if all the project results are achieved. There should only be one project purpose, which contributes to the overall goal. It is the impact you expect the project to have and its contribution towards the achievement of the overall goal.

Project Results: List three to four results you will aim to fulfil in order to achieve the project purpose. These are the direct changes that you expect to see at the end of the project, which will contribute to achieving the project purpose. Projects should focus on no more than four results.   Wherever possible objectives should be SMART – Specific, Measurable, Achievable, Relevant and Time-bound. Please refer to page 27 of the Institutional Fundraising for Conservation Projects on the CLP website for more information on designing results.

SMART criteria

- SPECIFIC - Results should clearly state what you are expected to achieve, using action verbs to describe what has to be done.
- MEASURABLE - Results should include a quality and/or quantity reference so that you can measure whether or not you have achieved them.
- ACHIEVABLE – Results should be realistic. For example, it might be an achievable results to restore five hectares of habitat but it would be unrealistic to plan to restore five hectares in one week. Results should also take account of the skills, knowledge and resources needed to achieve them. You may need to consider whether the team need any training or development in order to achieve each result.
- RELEVANT - Each result should be relevant to addressing the conservation problem and should represent a necessary step to achieving the project's conservation goal

- TIMEBOUND - Results should include a time reference, such as a specific deadline.

Example of a SMART result – "At least 75% of local community members are aware of the threats facing whale sharks within six months of the start of the project."

Results typically fall into six major classes:

1) Improving the status of your target species
2) Creating new knowledge
3) Changing awareness and attitudes
4) Changing resource use practices of local people
5) Changing land and resource use policies
6) Reducing threat

Project Indicators: How will you measure the success of each result? An indicator is a measure whereby you collect information to assess progress towards achieving an explicitly stated desired conservation result. Continuation Award projects are designed to build on the success of the Future Conservationist or Follow-up awards that addressed priority biodiversity conservation problems. These projects are also expected to develop knowledge and leadership capacity of team members.

Your indicators are the quantitative and qualitative measures you will use to assess whether or not you are meeting each of the stated results. As with your results, indicators should be SMART with each including a reference relating to quantity, quality and time. For more information on indicators please refer to page 30 of the CLP institutional fundraising manual.

Example indicator – "Questionnaire surveys confirm that after six months of the project at least 7 out of 10 of local community members are able to identify four of the five main threats facing whale sharks in the project area."

Project Activities: For each result list the two to four (as appropriate) priority activities you will need to undertake to achieve your result. Each activity should not be longer than 15 words. Include the month in which each activity will take place and the duration. Be sure to include specific fieldwork, education, awareness-raising activities and any community involvement, as well as post-fieldwork activities such as report write-up and dissemination, presentations to stakeholders, etc. (add extra rows where necessary).

Activities should be short, simple phrases like:

- conduct a survey of Nassau grouper
- complete analysis of the predicted economic returns to establish a community-based ecotourism enterprise
- develop co-management agreements between communities and the national resource management agency
- count number of pairs of birds nesting at the site
- conduct a targeted social marketing campaign within the community to reduce hunting of endangered seals.

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.

Make clear the sampling effort (e.g. number of days, size of area and number of times surveys will be conducted). If you plan to collect specimens, you must clearly state the reason for collecting and provide the name of the institution where the specimens will be stored. All necessary research permits and licences must be obtained in advance of any fieldwork. Projects must have a significant field component relative to the specific taxonomic group being studied.

When developing project methods, applicants are strongly advised to refer to CLP's list of good practice references on Appendix 1. This contains hyperlinks to a range of resources relating to: Proposal writing, Education & Outreach, Policy & Advocacy, Gender in Conservation, Alternative Livelihoods, Species/Site Management protocols, Field Research methods and Data analysis.

If an activity includes training **for** the team and this training is required to implement the project, provide information on the purpose of the training, who the trainers will be and where the training will take place.

Conservation evidence: Why do you think that your methods will deliver the conservation result(s) that you are expecting?

This refers to methods of species or site conservation; habitat or species management; invasive species control, influencing decision-makers, and education/outreach/communications activities. Please provide evidence from personal communications, anecdotal evidence, published or unpublished papers, reports from similar projects, or projects cited on Conservation Evidence. Conservation Evidence is a free resource where you can search for your species, habitat or issue of interest and check how successful a method for conservation action has been in a specific location.

Project Stakeholders: Describe the work with local stakeholders in this section. Stakeholders are people or groups that are important to a project because they are influenced by or have overlapping interests with the issues involved. They are often important to the success of long-term conservation initiatives. Local stakeholder groups may include local government, schools, local villagers, hunters, fishermen, etc. You must decide how to define your stakeholder groups and then how you will interact with them. Also explain the main benefits they may expect from successfully implementing the project. To help you consider how to address gender dynamics of various stakeholder groups, see "Tips for Integrating Gender"— one of the good practice documents mentioned below.

Outputs: What will be the material outputs (e.g. research report, journal articles, education materials, etc.)? Consider how the team's efforts will contribute to long-term conservation action after the project has ended. Explain if and how project data and recommendations will be linked into national priorities, reporting systems, management and specific action plans. It is encouraged to think of the most immediate and effective way these data can be used to

positively support species/site conservation. See guidance on how to do this on the good practice document.

<table>
<tr><td style="background-color:#8cb83c">**3.   Budget – IMPORTANT FOR PROPOSAL**</td></tr>
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From where else are you seeking funding? Clearly explain if the proposed project has secured funding from other donors. Include the source/donor, the amount requested, and whether the funds are pending or have been granted. If pending, provided the date when you expect to hear whether your pending application is successful or not. Also, include in-kind contributions e.g. office space, vehicles. If the CLP award will not cover 100% of the total budget, explain how the project will be implemented if other funding sources do not come through.

Itemised Expenses & Budget Justification: Fill in the form, ensuring you keep in mind that the judges will look for cost-effectiveness for each budget item and for a significant percentage of the budget to be spent directly on conservation activities. For each expense, you MUST detail the unit cost and number of units/days/people. CLP will not accept proposals if the budget is not detailed. Contingency budget lines to cover unexpected but necessary project cost must not exceed 5% of the overall budget and must be justified. NO Overhead allocation is allowed for Future Conservation Awards.

If judges deem your budget estimates to be too high for certain areas, we may reduce the amount of your award based on their recommendations. Please be realistic and detailed.

First calculate the costs in local currency when developing the budget before converting to US dollars. Budgets that demonstrate clear logical calculation and reasonable costs linked to the project activities will be viewed more favourably than those that make rough estimates in order to coincide with the upper limits of CLP awards. Fill the "Other Donors USD" column only if the amount has been granted.

Equipment: With the exception of camera traps, photographic equipment (cameras and lenses) MUST NOT EXCEED US$500. Provide explanation on how purchased equipment will be used after the project concludes.

Vehicle hire and fuel cost: When planning our field trip, and fuel consumption, please keep in mind a way for carbon saving and/or green transportation.

Outreach Materials: The use of outreach materials for stakeholders, such as t-shirts, posters or brochures, needs to be explained in the project methods. Outline how these materials will help you meet your project objectives. Projects that request these items without clear demonstration of their use and impact will not be looked at favourably by the selection judges.

Item costs over US$1,000: Provide justification for any single item that costs US$1,000 and over under 'Budget Justification section'.

'Budget Justification section': Explain why the item is necessary and how it will be used. This section can also be used to clarify any of the other costs in greater detail. Highly priced items are questioned by the judges and therefore equipment should be reasonably priced.

Salaries and consultancies: CLP awards do not cover salaries for team members or consultancies. Reasonable costs for rangers and local guides working with the team at site are accepted. Funds from the project budget may be used to cover training for the team if this is required to

implement the project. Where this is the case, you must provide information on the purpose of the training, who the trainers will be and where the training will take place.

4.   Project Team - IMPORTANT FOR PROPOSAL

You must fill out this section for each member of the team. Team members should be at an early stage in a conservation career with **no more than five years of work experience in the conservation sector.** Judges will use the information provided to assess how significantly projects will contribute to 'Team Capacity Development' – i.e. the skills, knowledge and experience of team members for a prospective career in the conservation sector. Interdisciplinary teams displaying a variety of skills and experience will be looked upon favourably. Please provide the **full legal name** for each team member and the email address most commonly used. If short-listed for a CLP award, your entire team will be screened as part of a routine process. Should the name of one of your team members raise concern during the screening, CLP will follow up with that team member to request additional personal information.

Participation in previous CLP project(s): If any team member has participated in a CLP-funded project previously, indicate which award year and the project title of the most recent project. Please note that applicants may 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 project.

If you have **previously received a FCA Award** you are eligible to apply again, as long as your project meets the following criteria:

- Your initial CLP project is successfully closed
- Your new project relates to a different species
- Your new project works on the same species but in a different site of your country.

Highest level of education: Select from the drop-down list the highest level of education achieved. There is no minimum education required to participate as a team member.

Starting with most recent education level completed, provide a full background: Starting with the highest level of education attained, show the progression of your education through to secondary school. *For example: 2008: Bachelor in Ecology and conservation 2006: Associates in Natural Resources Management 2004: Diploma in Conservation 2000: School certificate*

All work experience starting with current job/occupation title, employer and number of years worked: List clearly all positions of professional employment held, employers, number of years and/or months worked for each employer, if the position was paid or unpaid, and a short description (optional), starting with your most recent. *For example: Research assistant in conservation – Wildlife Organisation– 2018/4 months – paid*

How do you qualify as "early-career"? (with less than 5 years' experience): Each team member should explain in their own words what makes them "early-career" conservationists. *For example: "I qualify as early-career because I have been paid for less than 5 years conducting ecological surveying work (part-time), whilst I have not been paid to do part-time community conservation work. .."*

If there is any uncertainty about a team member qualifying as "early-career", CLP will use this question to decide whether the members are eligible.

Team role: Explain each team member's responsibility within the context of the overall project. For example, team responsibilities could include: project leader, conservation education expert, first aid officer, species surveyor, etc. It should be clear that each team member has the ability and experience to accomplish the tasks for which they are responsible and contribute to the overall success of the project.

Relevant skills and experience you bring to the project: List the unique skill sets you have that will be beneficial to implementation of the project.

Describe the skills and knowledge you will gain through this project: List the key conservation skills and how the project will build your capacity through the experience of implementing the project.

If a team member is a student, state the degree, thesis/dissertation title and how this differs from the proposed CLP project. Does this project go beyond your studies? If yes, how? CLP projects cannot be identical to a university thesis. If anyone on the project team is a student and data collected from this CLP project will be used in their university thesis or dissertation, you MUST clarify the difference between the CLP-funded project and the thesis. While data collected on a CLP project may be incorporated into a university thesis, the team must demonstrate how the CLP project is different and how it will go beyond the work of any academic studies benefiting from the data collected during the implementation of the project. While the projects may be complementary, failure to clearly distinguish between the focus of a student thesis and CLP project will result in disqualification of the proposal.

External advisers and collaborators: Teams should seek to develop collaborative links with local and international institutions, such as local or national NGOs, universities and/or relevant governmental organisations that can provide further expertise. If you would like advice about linking up with relevant organisations and individuals to build a more international and widely experienced team, please contact CLP. Note: **Project advisors should NOT serve as referees to the project.**

Partner links: Collaboration with one of the CLP partners is strongly encouraged. If there is a CLP partner office (BirdLife International, Fauna & Flora International and Wildlife Conservation Society) or one of their local partners in the country where the project will take place, we suggest you make contact and seek assistance in developing the proposal. If you have questions or have difficulty in making contact, contact the CLP team and we can help. Explain the level of support you have received from any of the partners in your application. If you have not made contact or there is not a CLP partner working in your country, this will not be detrimental to your application. Explain clearly and honestly whether or not the team has been in contact with a local CLP partner office in the project country and if any assistance has been offered in developing the project or if they will be contacted at a later date to advise or collaborate with the team.

5.   Team SWOT Analysis – BACKGROUND INFORMATION

The SWOT Analysis is a tool by which the team can self-assess their Strengths and Weaknesses as they relate to the project, as well as the Opportunities and Threats that the team may face. This is a brainstorming activity that should be carried out with the entire team. An explanation of this process can be found in Section 1.3 of the Institutional Fundraising for Conservation manual. **You must complete five answers** for each section and address each of the strengths, weaknesses, opportunities and threats identified.

6.   References – BACKGROUND INFORMATION

Please provide contact details for two people who know the team and would 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. Declare the applicant's relationship with the referee. Referees should not be relatives to any of the project team and should be different to people listed as External Advisors and Collaborators. Referees will only be contacted if your project is shortlisted (February 2024). Project leaders must notify their referees upon notification of being shortlisted for final selection, as they will have a short time in which to respond. If referees are not available within this window, teams must provide an alternate reference. References not received in the time provided may jeopardise the chances of a team receiving an award.

Bibliography: Please clearly cite ALL scientific references in the following order: Author(s), (Year) Title. Journal. Volume: Issue, Pages. DO NOT include any references not cited in the proposal.

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 2024. If it is not possible to deliver the training in-person, we plan to offer it online. Note that this training course will be offered at no cost to the training participant. Please identify one individual who can 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. Interpretation support **may** be an option depending on need and resources available. The topics that will likely be covered in this course will be: leadership development, project planning, 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 – someone who has already attended the training is NOT eligible to be a participant.** 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 2025. 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**. We will send the invitation letters to the name and address listed below. We strongly encourage and seek participants from all backgrounds, including but not limited to women and gender nonconforming individuals, people of colour, bilingual and multicultural individuals, people with working class backgrounds, people with disabilities, as well as members of the LGBTQ community. If there is a change in the participant after you submit your application, please notify CLP at clp@birdlife.org with all of the information below for the new participant. For more information about the training see the Frequently Asked Questions section on "What is the CLP International Training course like?"

Appendix 1: Reference/Good Practice Materials for CLP Applicants

This resource has been put together in order to assist applicants to the CLP conservation team awards in selecting the most appropriate project development, implementation and evaluation techniques for their project. Due to the competitive nature of the CLP application process applications that can demonstrate use of good practices that have been successfully applied elsewhere in conservation will be looked on favourably by the CLP judges.

It should be noted that some of these resources are specific to certain locations/situations and may need to be adapted for use in a given project. Applicants can contact the CLP team at clp@birdlife.org or further advice and support during the application process.

Proposal Writing/Project design

- **CLP Application Guidelines** – Essential reading for all applicants, includes CLP eligibility criteria and information of how to write an effective CLP proposal.
- **The Conservation** Project Manual - Wealth of Information on project design, implementation and evaluation –
- Available in English, Spanish, Russian, Chinese and Tibetan
- **Institutional Fundraising for Conservation Projects** – Excellent resource with a large section on project design and development. Available in Arabic, English, Spanish, Portuguese and French.
- Tips for integrating gender into CLP Award Proposals – Recommendations on how to maximise the impact of your project by incorporating gender into your project
- Writing an Abstract – Tips on how to develop and write an effective abstract
- Writing Good Questions, Hypotheses and Methods for Conservation Projects: A Quick Reference Guide - Basic tips for students and researchers to propose and plan a conservation initiative that is clear and concise.
- Open Standards for Conservation – Frameworks and free software for project design, planning, management and evaluation
- Better Evaluation - Monitoring and Evaluation toolkit

Species/Site management

- IUCN RedList – Essential reference point for all species based projects, contains information on current status, previous work, spatial data and recommended conservation actions for all the world's threatened species.
- Linking Biodiversity Conservation, Ecosystem Services and Climate Change: Teaching materials and building capacity - Free lessons!
- IUCN Species action plans – Published actions plans from IUCN specialist groups for various species and taxonomic groups. Check to see if your project target is included.
- IUCN Conservation Management tools – Large database of guides, case studies and toolkits for various conservation management strategies, check for those that apply to apply to your project target
- Tropical Native Species Reforestation Information Clearinghouse - Resource to support capacity-building in relation to tropical forest restoration and reforestation
- Ecosystem-based Adaptation in marine, terrestrial and coastal regions as a means of improving livelihoods and conserving biodiversity in the face of climate change – Resource compiled by conservation international in relation to ecosystem based adaptation in the tropics.
- IUCN Invasive species eradication manual - Comprehensive manuals for the removal of invasive species from Islands

Education & Outreach

- Behaviour change in the Maya Golden Landscape – Compilation of tools for assessing and targeting attitudes and behaviours (co-written by a CLP alumnus)
- IUCN Communication, Education and Public Awareness – CEPA - Toolkit developed by IUCN for National Focal
- Points and National Biodiversity Strategies and Action Plan coordinators

- [Know How Non Profit - Developing a communications strategy](#) – Highly rated set of guidelines for developing an effective communications strategy
- [Notes on Filmmaking by Anirban Dutta Gupta](#) (CLP alumnus)**Policy & Advocacy**
    - [CARE Advocacy Tools and Guidelines](#) - More useful information on developing and implementing advocacy strategies for policy change
    - [VSO Participatory Advocacy Toolkit -](#) Good resource for designing and implementing an advocacy strategy

Livelihoods

- [IUCN Sustainable Livelihoods Enhancement and Diversification (SLED)](#) - Manual and guidelines for alternative livelihood practitioners

Capacity Building – Individuals and Organizations

- [Capacity for Conservation](#) - Excellent resource for NGOs and other conservation organisations comprising various evaluation and self-assessment tools, guidelines and links to other useful resources.

Conservation research (by taxa) Fish + Marine

- [Marine Mammal Survey and Assessment Methods](#)
- [IUCN marine publications](#) – Extensive database of case studies, toolkits and manuals relating to coral reef and marine habitat conservation

Tree surveys

- Range of materials compiled by the [Global Trees Campaign](#) e.g. practical guides for non-specialists, scientific papers and information on the conservation status of hundreds of the world's threatened tree species.

Data analysis

- [R Project](#) **-** Free open source statistical software which offers an enormous range of functionality, including a number of packages suitable for analysing conservation fieldwork data
- [QGIS Project](#) - Free open-source GIS software
- [ESRI ArcGIS Online](#) – Free account allows you to create and manage maps, apps and data. Also allows users to share and access data posted by other users online
- [DISTANCE](#) - Free software and survey protocols for distance sampling
- [Estimate S](#) - Free software programme for generating various biodiversity metrics and indicators

Use of Results

- [IUCN Red list assessments](#) – Guidelines and tools for carrying out and updating species red list assessments
- [Best practice guide for compiling, maintaining and disseminating national species checklists (GBIF)](#)

Appendix 2: Common Proposal Writing Mistakes

	Mistake	Notes
1.	**Target species/site/team do not meet CLP criteria**	The proposal fails to meet one or more of the CLP criteria on eligibility. Examples include: One or more project team members have >5 years of paid conservation experience The target species is not listed as CR, EN, VU or DD on the IUCN red list and insufficient evidence given for conservation action The project is too similar to one of the team member's PhD/Master's thesis
2.	**Project outreach activities miss key stakeholder groups**	The project's outreach activities do not target key stakeholders that are the primary drivers of the project's conservation problem. For example: a project trying to address environmental degradation by a mining company by only targeting local school children may do little to impact the project's main conservation goal. Carry out a stakeholder analysis before writing the proposal to ensure that the project's outreach activities will have the maximum impact. Read CLPs fundraising manual for details on how to conduct one if you're unsure.
3.	**Not enough detail given in the budget section**	Each budget line **must** show an itemised breakdown of costs e.g. number of days or items/ cost per item etc. For example: Rather than 'Publications: $150', show how this is broken down e.g. Field guide booklets (100 pieces x $ 1), maps (50 pieces x $1) The team must provide justification for all budget requests >$1,000
4.	**Not enough project days are devoted to fieldwork**	The number of days dedicated for fieldwork is insufficient to achieve the project's expected results. Be realistic about how much time and effort is required for each project activity in order to achieve the project's results. Please remember to apply this to any social science/outreach activities as well as traditional scientific fieldwork.

5.	**Project study methods are not appropriate to the conservation target**	Before writing your proposal take some time to research the most appropriate methodology for addressing your project's conservation challenge. The team is especially recommended to make contact with experienced advisors who will be able to provide advice and support during project development and implementation. For reference the CLP application guidelines include a list of useful good-practice guides and fact sheets designed to help teams identify the most appropriate methodology for their project.
6.	**The proposed project activities are too ambitious**	The proposal addresses an important conservation need but is promising results/outcomes that are not feasible within the time/resources available. Think carefully about what the team will achieve given the project's timeline and the resources that will be available to you. If an activity is particularly ambitious in scope it may need to be scaled back, revised or have more time dedicated to it.
7.	**SWOT analysis incomplete/poorly comple**	The SWOT analysis must be completed in full with five answers for each section and with each one addressed in the subsequent sections. Please refer to the CLP application guidelines and Project training manual for full instructions on how to complete this section.
8.	**Applicants do not seem to have experience with the target species/site/methods**	Please think carefully whether the team has the necessary skill base needed to carry out each of the project's activities. If there are any areas that are lacking it is essential that the team demonstrate that they will have support from an experienced advisor and/or will seek out relevant training. This should also be addressed in the SWOT analysis.

9.	**Project is trying to bring about behaviour change with insufficient knowledge of local issues/perceptions**	For Future Conservationist Award projects in particular, if there is very little prior information on the conservation issue then the team might be overly ambitious in attempting to change stakeholder behaviour. In these cases the team may gain more effective results by spending more time assessing the situation on the ground (i.e. what is currently driving people to behave in a certain way) to make sure any subsequent behaviour change activities are based on known science and are realistic.
10.	**The project does not demonstrate an effective contribution to conservation.**	All CLP projects must demonstrate how the team's results and outcomes will contribute to conservation. Projects with a significant research component must show how research results will be applied in relation to the project's conservation goal. For example developing/updating management plans, contributing to IUCN assessments etc.