PBNF Application Guidelines

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General guidelines

- Please verify if you are eligible before you start the application.

- The application has to be written in English.

- Please stick to the maximum amount of words indicated.

- The PBNF helps the conservation of endangered species. If your project proposal is directed towards one or several endangered species, please make sure that you <u>mention the scientific species name</u> in your proposal, and please <u>verify the IUCN Red List status</u> of the species to make sure it is indeed vulnerable, endangered or critically endangered.

- Take a look at the 'Application form questions explained' (below) if you have any doubt about what is meant with a specific question.

- Please double-check your budget before sending! Make sure the numbers add up. The budget should be in Euros (€) or US Dollars ($).

- Please be aware that the PBNF always receives many more applications than they can support. Therefore it is always wise to apply for other grants as well. Check out the 'Links' on our website for more funding options.

- In case of doubt, don't hesitate to contact PBNF on nature@pbnf.nl

The application form questions explained

When you click the "Apply" button, our online form will appear. The online form is hosted by an online platform called PIF world. While filling the form, two pages will automatically be created on the Platform PIF: one page for your organisation and one for the project. If you want to know more about our cooperation with PIF and what you can do with your pages, look at the About section on our website. On the first tab of the form, you create a login and put the name and a short description of your organisation. On the second tab you fill in the title of your project and a short description of the project. The third tab is the actual application form. The questions are explained in this section.

Organizational Information

Description of the organization and its network (50 words)

Briefly describe your organisation: What do you do? With whom do you work (e.g. park rangers, local farmers or specific other organisation)? You don't have the space for an elaborate description (please stick to maximum 50 words, about three/four lines of text), so please stick to the core.

Organization website

Give the link of your website or if you don't have a website the link of your Facebook page. If you have no page at all, write "no website".

Did your organisation receive financial support before from the PBNF? If so how much, when, and how does this new application relate to the former financed project(s), including lessons learned? (Please note that no new funding will be provided before a report has been received about the effectiveness of earlier funding):

You can simply answer with "No" if you never received a PBNF grant before. If you did, please verify if you sent a project report after project completion. In case of doubt, contact the PBNF. Explain briefly how this project builds on the previous PBNF supported project, or if it is a completely new initiative.

Project Summary

Which specific problem will this project address? (50 words)

Explain here why your project is so necessary. What is the problem? What are the causes? What will happen if we do nothing? If your project aim is species conservation, please make sure to explain what is driving the extinction of the species.

Brief description of the project context including main threats & opportunities (40 words)

Give a very short description of the context, depending on what you think is most relevant. Is there a difficult social situation, is there an eminent external threat or do you see an opportunity that you feel has to be taken?

Main target group (40 words)

Who do you want to reach with your project? E.g. [..] amount of primary and secondary school children, the population of the indigenous villages of [..], farmers and cattle rangers of [..].

Expected direct result (40 words)

Explain in one or two sentences what the main goal is of the project, the expected result.

Project start- and end dates

Select the month and year in which the project will start and end.
! Please mind that if you request for the 1 February deadline, the results will not be in before June. Therefore, your project can only start before June if you have sufficient co-funding. If you have no co-funding, your project should start after June.

Project location

Please select the country, city and address of your <u>project location</u> (not of the organisation Head Office). If your project location is far from a city, simply choose the city that is closest. The address is optional.

Description of location's specific nature, biodiversity, socio-economic, and institutional characteristics: (200 words)

Describe the ecology and biodiversity of the project area to give us a better idea of the environment. Also describe the political and socio-economic context, depending on what you find is most relative (e.g. in one situation there may be land tenure issues, other situation may know civil unrest or simply describe the people that live in the area. Tell us what you think is most important, to give us a better idea of the situation). Try to stick to 200 words maximum.

Project details

Project objective

What is the main goal of your project? Use one or two sentences.

Project activities (bullet points)

Here you can elaborate a bit more. What are you going to do with the project? Use bullet-points or numbers to organize the different activities. Try to be specific in this question, if you for example will organize workshops, mention how many workshops and for whom they are.

Expected local project results (bullet points)

Explain what you expect effects of the planned activities will be. What changes do you expect? Use bullet points or numbers.

Importance and expected outcomes towards international nature conservation

How does this project fit in the bigger picture of international nature conservation? Does it adhere to bigger trends or initiatives, does the species or project area fulfil a specific role in international scale, or is the method replicable?

Give indication of the mid and long term sustainability of the project results, i.e. how will the results be sustained once the PBNF Funding will have been fully used? Please include max. three critical success factors:

The PBNF funding will (co)finance the project for a short period. Even if the project ends after this period, you would want to see the results sustained for a long time. Is financing necessary to maintain this, or to continue the project for consecutive years? Where will this financing come from?
With success factors we mean things that have to be present for a successful long-lasting continuation of the project (or of the effects thereof).

Project Bugdet

Budget currency

Please select if you want to apply for the grant in Euro (€) or US Dollars ($)

Amount requested from Prince Bernhard Fund for Nature

How much are you requesting from the PBNF?
! The maximum grants are currently €20.000 or $20.000

Total Project Budget

What is the total cost of the project?
If your project is a long-term one (multiple years) but you are asking for funding for the initial phase, please state here the total budget for the first phase and off the total project incl. the amount of years. E.g. : €75.000 (Phase I, €440 for 5-year project). You only have to specify the budget for the first phase.

As part of this total budget we ask for PNBF grant in order to cover the following costs:

What will you use the money that you requested from PBNF for?
Please mention <u>items</u> (gasoline, workshop materials, printing cost etc.), <u>not activities.</u>
Please specify the materials and don't put vague items such as 'transport', 'materials' or 'salaries'.

To complete the total budget, from which other sources have you requested funds?

Put here the name of the other Funds/organisations that you requested money from, how much you requested, and if the money got granted already or if you only requested it and are waiting for the result. Make sure the amount requested from PBNF + requested from other sources + proposing organisation contribution= Total Budget

For example: Your total budget is €65.000, you request from PBNF €20.000. From which sources are you planning to get the other €50.000 you need?

Example:
Forestry Department   *€40.000*   *Confirmed*
Local community contribution   *€5.000*   *Requested*
Rufford Foundation   *€5.000*   *Requested*

Proposing organization contribution
Contribution amount (€/$)

Your organisation is the proposing organisation. How much does your own organisation contribute to the project (in Euros or US Dollars).

Contribution kind

A contribution in kind is a contribution in other ways than money. Does your organisation provide a contribution to the project in for example manpower, research hours, transport or housing? Mention those items here.

Contact and References

Partners and references
Name and role of local partner-organisation(s) like community-based organisations, local government and private sector

What are the partners that you work with in your project? What are they doing? Please name each partner and the role they have.

Name and contact details of 2 reference persons:

*Give the **Name, position** and **email address** of two people that are not part of your organisation but that know your organisation and that we can ask for a reference.*

Contact information
Contact person

Who is the contact person for this project and proposal?

Function

What is the contact person's function?

Telephone number

What is the contact person's telephone number? Please include the country code.

E-mail address

What is the contact person's email address?

Organization banking details
Bank account number

Please put here your organisational bank account. Please mind: no personal accounts are permitted!

BIC or SWIFT number

Please put here the BIC or SWIFT routing number

IBAN number

Put here your IBAN number if you have (not compulsory)