PBNF Application Guidelines

Table of Contents

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 mention the scientific species name in your proposal, and please verify the IUCN Red List status 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

The online form is hosted by an online platform called Conservation Connect. To save your entries and continue later, scroll down and add your e-mail in "Save and Continue Later" box. The click the button "Save and continue later". You will receive an e-mail with a link which you can use to continue the application form. You can edit and save your application as many times as you want by using the same link. The time limit to make changes to your application is the PBNF application call deadline (1st February, midnight CET). When your application form is final, ensure you click on the button "Submit". Unless an application is submitted, PBNF will not be able to take into account saved (but not submitted) applications.

If you want to know more about our cooperation with Conservation Connect, check the website www.conservationconnect.earth

Organizational Information

Project summary (100 words)

Provide a short introduction summarizing your project.

Organisation description (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 (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 social media page. If you have no page at all, write "no website".

Did your organisation receive financial support before from the PBNF? In what year(s) did your organization receive a PBNF grant, and how high was the grant? 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.

Focus species

Is your project directed towards a specific species?

If yes, click ''yes'' and insert the species in the section below. You can add more than one species by clicking the button "Add focus species", or remove some of the ones you listed by clicking "Remove". You can list up to four focus species. Please list the focus species that are most relevant and explain the focus in the project description. If your project is not directed to specifically one or more species, select "No, our project does not address one species in specific".

Project description

The problem (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.

The context (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?

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 result (40 words)

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

Project start/end dates

Select the month and year in which the project will start and end.
! Please mind that the application results will be known by the end of 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 closest city. 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 relevant (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 Budget

Currency

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

Total 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.

Amount requested from Prince Bernhard Fund for Nature (PBNF)

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

Other fund #

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:
Other fund 1
Forestry Department   €40.000   Confirmed
Other fund 2
Local community contribution €5.000   Requested
Other fund 3
Rufford Foundation   €5.000   Requested

Contribution of the proposing organisation:

In cash (€/$)

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

In 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.

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 of your organization

Who is the contact person for this project and proposal?

Function

What is the contact person's function?

Phone

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

E-mail

What is the contact person's email address? Please include only one e-mail 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)

Uploads

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

Save and continue later

See page 2 for guidance on how to save and continue your application form at a later time.