

NAME ENVIRONMENT FUND/FOUNDATION
GRANT APPLICATION FORM WITH STEP-BY-STEP GUIDANCE

Please note all applications must be submitted through our online form, this document is only for support in drafting and completing your proposal.

OPTIONAL: *Before you complete an application, we encourage you to contact us via email, sharing a short concept note (max 250 words) with the amount you need for the work to express your interest in funding. We will come back to you and arrange a call for early feedback and to share our funding priorities with you.*

OPTIONAL: *Questions concerning the outcomes of the project and the indicators to measure the achievements at the end of the project are not included in this version of the form because they are multiple-choice questions that will be easier to answer using the online form. Please see the infographic 'Impact Measurement Framework' to identify the most relevant outcomes and indicators to the project.*

1. ORGANISATION DETAILS

- a. Organisation name
- b. Lead contact details
 - First name/Last name/Email/Phone/Role within the organisation
- c. Organisation address
- d. Year of establishment
- e. Legal status (optional)
- f. Website

g. Social media URLs

h. Has your organisation applied for a grant with us before? Yes/No

i. Tell us about your organisation and why it is suited for this grant (*Maximum 250 words*)

Show us what experience your organisation has in this line of work and what, if any, relevant projects the organisation has been involved in before.

j. Please tell us about the people who will deliver the project and their relevant qualifications and experience (*Maximum 250 words*)

Show us the team has the necessary skills to deliver the project.

k. Please name any other organisations involved with this grant application and their roles in the project (*Maximum 100 words*)

Tell us if other organisations will be involved in the project in any way or participating in any activity, for example, trainers, volunteers, cooperatives, co-funding or co-development partners. Please note that these people are not necessarily involved in the proposal development, nor will they receive the funding directly.

2. **PROJECT OVERVIEW**

2.1. Title

2.2. Project summary (*Maximum 100 words*)

Provide a brief overview of the proposed project and describe the core idea of your application.

2.3. Proposed start and end date of the project

2.4. Where will the project take place? (*Maximum 50 words*)

Tell us which territories the project will cover. Be as specific as required e.g., regions, cities, a particular protected area.

2.5. What is the environmental challenge the project is aiming to address? (*Maximum 100 words*)

Show us you understand the environmental issue you're addressing, what is that is threatening the environment, a particular species or habitat. Please don't describe here the project, you will be able to describe it in more detail below.

2.6. Your project will be implemented through:

1. Direct environmental action (fieldwork)
2. Awareness raising and/or education
3. Research and analysis
4. Engagement with communities
5. Campaigning
6. Advocacy and lobbying
7. Other – please specify

You selected 'Other' please specify: *(Maximum 10 words)*

Choose as many as apply here. We invite you to choose options from the list but, if you choose Other, please note that you don't need to be very specific here on the type of action, methodology or activity, as you can provide more details below.

a. Which natural habitat will your project be focusing on?

- Terrestrial
- Marine
- Wetland
- Freshwater
- Other

You selected 'Other' please specify: *(Maximum 10 words)*

Choose as many as apply. In case you choose Other, please note that you don't need to be very specific here on the habitat type or ecosystem, as you can provide more details below.

3. **PROJECT IMPLEMENTATION**

3.1. Please describe the project including the aims and objectives, methodologies and expected results. *(Maximum 1000 words)*

Show us the project has clear aims and objectives, tell us how will deliver it and what results and positive changes do you expect at the end of the project.

3.2. Please list and describe each of the project's activities. In section 4, we will ask you to select from a list the outcomes of these activities and the indicators you will use to measure the achievements of your work.

Tell us the key activities the team will implement during the project, providing a brief description and main results of each one. You can list as many as you want. You will be expected to report on these at the end of the project.

ACTIVITY 1

(Name/description & expected results (Maximum 100 words) /expected completion date)

ACTIVITY 2

(Name/description & expected results (Maximum 100 words) /expected completion date)

ACTIVITY 3

...

3.3. Which of the following groups are you planning to engage with during this project? *You can select more than one*

1. Local residents
2. Children and young people
3. Farmers
4. Fishermen
5. Land owners
6. Scientists
7. Protected area managers
8. Tourists
9. Tourism industry
10. Hospitality industry
11. NGOs
12. Local, regional or national government
13. Educational institutions
14. Media
15. Other

You selected 'Other' please specify: *(Maximum 10 words)*

Tell us who are the key stakeholders and target audiences of this project, individuals or groups you plan to reach, be it for direct engagement, communication purposes or to influence a particular behaviour.

4. **PROJECT IMPACT**

4.1 In this section, we ask you to select up to three environmental outcomes of your project's activities and up to three indicators for them to measure the achievements of your work. Please note that at the end of the project, you will be asked to report on these indicators.

- What are the environmental outcomes that the project aims to achieve? Please select a maximum of three. If you select 'Other' please specify.

The environmental outcomes are the positive changes that will be achieved as a result of your efforts within the project's timeframe. We included only a few examples; you can add your own if you would like. Please see the infographic 'Impact Measurement Framework' to identify the project's most relevant outcomes and indicators.

- What indicators will you use to track the achievements at the end of the project? Please select a maximum of three. If you select 'Other' please specify.

The indicators are quantitative measures towards achieving your environmental outcomes. We included only few examples; you have the option to add your own. We encourage you to use this measure to track the impact of your work and to share the results with us at the end of the project.

4.2 In this section, we ask you to select up to three social, economic and policy outcomes of your project's activities and up to three indicators for each of them to measure the achievements of your work. Please note that at the end of the project, you will be asked to report on these indicators.

- What are the social, economic and policy outcomes that the project aims to achieve? Please select a maximum of three. If you select 'Other' please specify.

The social, economic and policy outcomes are the positive changes that will be achieved as a result of your efforts within the project's timeframe. We included only few examples; you have the option to add your own. Please see the infographic 'Impact Measurement Framework' to identify the most relevant outcomes and indicators to the project.

- What indicators will you use to track your achievements at the end of the project? Please select a maximum of three. If you select 'Other' please specify.

The indicators are quantitative measures towards achieving your social, economic and policy outcomes. We included only few examples; you have the option to add your own. We encourage you

to use this measure to track the impact of your work and to share the results with us at the end of the project.

5. **RISKS**

- a. Describe any risks or uncertainties that might affect the project and how you will try to mitigate them (*Maximum 250 words*)

Please ensure to tell us about risks that are explicitly relevant to your project only.

- b. **COU**ld the project lead to any unintended negative consequences? (*Maximum 250 words*)

For example, could the work you are planning impact negatively on any other part of the habitat or species or perhaps have a negative social consequence?

- c. Are there any factors that may affect the timeline of the project? (*Maximum 250 words*)

Here, we're asking to understand what factors outside of your control might impact you successfully delivering the project. For example, Adverse weather conditions? Change of local policy? New land ownership etc.

6. **PROJECT LEGACY**

If you plan to continue your work beyond the end of this funding, please tell us how (*Maximum 100 words*).

Please tell us if and how you will ensure the continuation of your work beyond the end of this funding, indicating any additional source of funding/support you may need and how you plan to secure it.

7. **ADDITIONAL INFORMATION**

- a. Is there anything we could do besides funding to support you and/or this project? (*Maximum 100 words*)

- b. If you have any documents or research supporting the project, please share with us here (*Space to paste link plus UPLOAD BUTTON*)

8. **BUDGET**

- a. Currency:
b. Total project cost:
c. Amount requested from us:
d. Amount requested from other sources (if any):

- e. Full project budget: please download [\[DOWNLOAD LINK\]](#) and complete this template then upload here [\[UPLOAD LINK\]](#)

9. DECLARATION

Please confirm the following:

- I confirm that all the information in this application is correct and accurate to the best of my knowledge. I agree that you can check the information in it and any supporting documents with other people and organisations if required.
- My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
- I am authorised to put forward this application on behalf of my organisation.
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of the grant and any further terms and conditions set out in the grant notification letter.