**CYCLADES PRESERVATION FUND**

**GRANT APPLICATION FORM WITH STEP-BY-STEP GUIDANCE**

*Thank you for your interest in the Cyclades Preservation Fund (CPF).*

*We look forward to receiving your application!*

*Please note* ***all applications must be submitted through our online form.***

*This document is only meant to support you in preparing your proposal.*

You are asked to complete the questions of this application form in order for us to gain a good understanding of the project you are planning, what you are aiming to achieve, when and where.

Before you apply, please make sure that you have browsed through the initiatives that we have supported to date and that you have read the information provided in the HOW TO APPLY section on our website.

If you wish to discuss your idea with our team before submitting your proposal, we encourage you to prepare a short concept note (max 250 words) and share it with us through email at least 1 month before the opening of each grant application cycle. We will reach out to arrange a call and to share our funding priorities with you.

*Important Note: Questions concerning the outcomes of your project and the indicators to measure your achievements at the end of the project are not included here. These are multiple-choice questions that will be easier to answer using the online form directly. Please refer to the infographic ‘Impact Measurement Framework’ in order to identify the most relevant outcomes and indicators for your project.*

1. **ORGANISATION DETAILS**
2. Organisation name
3. Lead contact details
   * First name/Last name/Email/Phone/Role within the organisation
4. Organisation address
5. Year of establishment
6. Legal status
   * If your organization is registered in Greece, please mention its legal status both in English and in Greek *(e.g. ΑΜΚΕ, ΚΟΙΝΣΕΠ etc)*
7. Website
8. Social media URLs
9. Has your organisation applied for a grant with us before? Yes/No
10. Tell us about your organisation’s goals and activities and show us how your experience links to the grant for which you are requesting funding *(Maximum 250 words)*

Please mention the primary goals, activities and beneficiary groups of your activities, the number of personnel and (active) volunteers, the major sources of income of your organization, as well as the total budget of your organization for the current year. Show us what experience your organisation has in the line of work for which you are requesting funding. Tell us what is your relation with or experience in the Cyclades.

You may include links to selected past projects that you have implemented.

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

Show us that your team has the necessary skills to deliver this project successfully.

1. 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 project activities; please specify if these organisations were involved in (co-)designing your project or if they will be approached during project implementation.

1. **PROJECT OVERVIEW**
   1. Title
   2. Project summary *(Maximum 100 words)*

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

* 1. Proposed start and end date of the project
  2. Where will the project take place? *(Maximum 50 words)*

Tell us the island(s) on which the project will take place; be as specific as required depending on proposed activities, e.g. will you work with a specific community, will you work in a particular protected area etc.

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

Show us you understand the overall environmental issue you’re addressing, but be specific about the particular challenge you will be focusing on. You are encouraged to make reference to particular species or habitats, but please don’t describe the project here, you will be able to describe it in more detail below.

* 1. 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.

* 1. Which type(s) of natural habitat(s) will your project be focusing on?
* Terrestrial
* Marine
* Wetland
* Freshwater
* Other

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

Choose at least one. Please choose “Other” if you would like to provide additional details.

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

We would like to understand the problem you are aiming to address and how you see your project contributing to its solution. Show us that the project has clear aims and objectives, tell us how you intend to reach these and what results and positive changes you expect to see upon completing your project. You will be asked in the following question to be more specific about the activities you will engage in; please avoid repetition, but make sure this section clearly links to the activities section.

Please consider including a reference to the following, in order for us to have a clear idea about your project: what is the current situation on the ground, what is preventing (positive) change and how will your project address this? Have you mapped stakeholders and identified how key players can contribute to your efforts and /or how they will be engaged in your project? How have you ensured (or will you ensure) the sustainability and continuation of your efforts in the context of this project? Is there any replicability or scaling up potential of activities, within or beyond this project?

* 1. 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 and you will be expected to report on these at the end of the project. Please make sure you include specific ways in which the project’s progress and results will be communicated to the stakeholders and the public, including CPF visibility.

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

*…*

* 1. Which of the following groups are you planning to engage with during this project?
     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)*

You can select more than one. Tell us who are the key stakeholders and main groups you plan to engage with, in any way, such as through core project activities (e.g. education, training, awareness raising etc), through targeted dissemination of project progress and results (e.g. communicating results to specific target audiences), or otherwise.

* + 1. **PROJECT IMPACT**

This Section (in the online form) includes multiple-choice questions. Please see more information below and refer, in parallel, to the infographic ‘Impact Measurement Framework’ in order to identify the project's most relevant outcomes and indicators.

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.

* + 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.

* + 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.

* + 1. **RISKS**

5.1 Describe any risks or uncertainties that might affect the successful implementation of the project and how you will try to mitigate them *(Maximum 250 words)*

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

5.2 Could your project lead to any unintended negative consequences on the local environment or community? What mitigation measures could you put in place to avoid such a possibility? *(Maximum 250 words)*

For example, tell us if the work you are planning could impact negatively on any other part of the habitat or species or perhaps have a negative social consequence and what you are going to do to avoid such a possibility.

5.3 Are there any factors that may affect the timeline of your project? *(Maximum 250 words)*

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

* + 1. **ADDITIONAL INFORMATION**

6.1 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.

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

6.3 Please upload here the Statutes of your organization, as well as any documents or research supporting the project. You may also use URLs.

[UPLOAD LINK]

Please upload the Statutes of your organization. You may also upload (selected) additional documents or supply (selected) URLs, if you think these are important to support your application.

* + 1. **BUDGET**

1. Currency [the only available option is EUROS]
2. Amount requested from us
3. Amount requested from other sources (if any)
4. Total project cost [This is a calculated field]
5. Full project budget: please download and complete this template [DOWNLOAD LINK] then upload below [UPLOAD LINK]
   * 1. **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 and/or grant agreement.

**I confirm I have read, understood and comply with statements above.**

**Full Name:**

**Email:**

**Date:**