**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.*

*In the case of applying for a grant under 1.500 €, the organisation is not obliged to use the online form. For this amount please contact* [*grants@cycladespreservationfund.org*](mailto:grants@cycladespreservationfund.org) *to share your idea and ask for the shorter offline template.*

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 for any guidance or support before submitting your proposal, we encourage you to contact [grants@cycladespreservationfund.org](mailto:grants@cycladespreservationfund.org).

This is a standard application used by all members of the [**Conservation Collective**](https://conservation-collective.org/)around the World**.**

1. **ORGANISATION DETAILS**

At the first part of the application you are requested to share basic information about the organisation which will implement the project and any directly or indirectly involved partners. We mainly need the information of the applicant organisation, yet please use the last question to briefly introduce any additional organisations.

Use each question to provide specific information *as requested*, in order to present your relation with or experience in the Cyclades as well as your capacity at organizational, human resources, and partnership levels to implement the project successfully.

You are encouraged to add links (if applicable) to allow us to have a better understanding of your organisation/partnership.

1. Organisation name
2. Lead contact details
   * First name/Last name/Email/Phone/Role within the organisation
3. Organisation address
4. Year of establishment
5. 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)*
6. Website
7. Social media URLs
8. Has your organisation applied for a grant with us before?

- Yes - we have applied and received a grant from you before

- Yes - we have applied but have not received a grant from you before

- No - this is the first time we have applied to you

1. 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)*
2. Please tell us about the people who will deliver the project and their relevant qualifications and experience *(Maximum 250 words)*
3. Please name any other organisations involved with this grant application and their roles in the project *(Maximum 100 words)*
4. **PROJECT OVERVIEW**

In this part of the application, you are asked to provide us with a brief description of your project.

*Use each question to provide specific information as requested, to shape the identity of your project. Make sure that you describe the core idea of your project, the main objectives and activities, target groups, and in which islands are going to take place or for which islands they will create impact.*

*Use the given options (check as many as needed) to describe the type of actions and the natural habitats that your project is related to.*

*Do not hesitate to refer to others, if the given options do not fit your approach, but make sure that your project still complies with the aims of CPF.*

* 1. Title
  2. Project summary *(Maximum 100 words)*
  3. Proposed start and end date of the project
  4. Where will the project take place? *(Maximum 50 words)*
  5. What is the environmental challenge the project is aiming to address? *(Maximum 100 words)*
  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)*

* 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)*

1. **PROJECT IMPLEMENTATION**

At this point you can provide us with more details about your project. It might be helpful to start describing the current situation (including other stakeholders who may be potential allies or act in a negative way), needs and challenges that your project addresses. Then, set specific aims and objectives, and how you plan to achieve them. Refer to specific experience, tools, techniques and methodologies that you have used during the designing phase or you will use during its implementation. Also, describe the expected results and positive changes expected by your project, and how they will be communicated to specific stakeholders and the general public. Please note that a project may have results in different levels.

The application guides you to break down your project into activities. Use that space to share more about how you plan to implement it.

What we want to see is that you have put thought on your project and you have a concrete plan on how you will execute it.

Use the given options to inform us about the target groups your project will reach out to, and do not hesitate to expand the list by clicking “other”.

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

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)*

* + 1. **PROJECT IMPACT**

In this part of the application, you are expected to present the expected impact of your project. Use the given lists to choose the most related environmental and social, economy, and policy outcomes to your project.

Selecting an option will suggest to you a series of indicators that you will use to track your achievements at the end of the project. The indicators may be subject of discussion upon the awarding phase, in the case your project will be short-listed.

4.1 What are the environmental outcomes that your project aims to achieve? *Please select a maximum of 3*

1. Ecological restoration

2. Rewilding

3. Improved soil quality

4. Sustainable farming

5. Management and increased designation of protected areas

6. Improved Water quality

7. Fire prevention, management and control

8. Monitoring of native species

9. Restoration of native species

10. Sustainable fisheries management

11. Reduction in illegal activities

12. Reduction in human-wildlife conflict

13. Reduction in plastic pollution

14. Reduction in non-plastic solid waste pollution

15. Reduction in water pollution

16. Reduction in land pollution

17. Reduction in air pollution

18. Reduction in noise pollution

19. Use of low carbon technology and energy

20. Mitigation of and/or adaptation to extreme weather events

21. Other

**4.2 What are the social, economy and policy outcomes that your project aims to achieve?***Please select a maximum of 3*

1. Behaviour change

2. Awareness raising

3. Capacity building

4. Education

5. Sustainable and alternative livelihoods

6. Uptake of sustainable practices by companies and industries

7. Research & innovation

8. Environmental legislation

9. Environmental management & monitoring

10. Institutional engagement & advocacy

11. Inclusivity

12. Other

* + 1. **RISKS**

At this part you are expected to describe existing and potential risks that may affect your project or your project may cause. Present any actions that you have already taken or will take in each case, to mitigate their effects.

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. Or mention anything out of your control that may hinder the implementation and timeline of the project such as adverse weather conditions, change of local policy, new land ownership etc.

We strongly advise you to be honest.

Also, feel free to let us know how CPF may support you under these scenarios.

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)*

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)*

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

* + 1. **ADDITIONAL INFORMATION**

This is a section where you can include additional information for us to know, and can strengthen your application.

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

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**

In the budget section you are requested to provide us with the main information regarding the financial part of your project and CPF’s financial contribution to it. Note that it is mandatory to provide us with a brief budget based on the shared template. it is important to show the allocation of the budget among the partners (if any).

1. Currency
2. Amount requested from us
3. Amount requested from other sources (if any)
4. Total project cost
5. Full project budget: please download and complete this template [[DOWNLOAD LINK]](https://cycladespreservationfund.org/wp-content/uploads/CPF-Application-Form-Budget-Template-2025.xlsx) then upload below [[UPLOAD LINK]](https://www.tfaforms.com/5109096)
   * 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:**