**APPLICATION FORM QUESTIONS**

This is a summary of the key questions you will be asked. Please note that some questions have a word limit so consider that when drafting your answers. The online application form contains additional information that will guide you through the process.

**IMPORTANT NOTE: DO NOT use this document to make an application. Applications can ONLY be submitted online via our website.**

**If you are working on your proposal offline in Word or other editor and you wish to paste information into the online form, only line and paragraph breaks will be retained in the text - other formatting, such as bold and italic text, will be lost. Also, DO NOT attempt to copy and paste tabular data into the online form as you will lose any formatting.**

**Personal Profile**

You should update this if you apply for a 2nd RSG, Booster or Completion Grant.

**Personal details**

**Full name**

**Email address**

**Phone number**

**Address**

**Nationality**

**Gender**

**Date of Birth**

**Social Media**

**Social media platform**

**Username or URL**

**Education and Employment**

Provide full details of your education beyond high school or equivalent.

**Education**

**School, college or university**

**Course and qualification obtained or to be obtained**

**Name of current or previous supervisor(s)**

**Start and end date**

**Graduation date**

Employment history

If you are currently working for an organisation, provide the details below. Also provide details on any previous work including internships or volunteering.

**Organisation**

**Position held**

**Position type**

* *Is or was this a paid or voluntary position?*

**Line manager**

**Start date**

**End date**

**Other information**

**Personal plans for the future**

* *What do you hope to achieve in the next 3-5 years?*
* *If you receive this Rufford grant, how would this help you to achieve your future goals? [max. 100 words]*

**How did you find out about the Rufford Foundation?**

**RSG Conferences/Learning Events**

* *Have you attended an RSG Conference or Learning Event? If yes, give the location and date.*

**Summary**

**Title**

* *The title of your project in no more than 160 characters.*

**Project site**

* *What is the name of your project site? Include the geographic location (if relevant). [max. 50 words]*

**Habitat type**

* *What habitat type best describes your proposed project site (select one from the list below)? List adapted from*[*Conservation Evidence*](https://www.conservationevidence.com/data/studies)*.*
	+ *Artificial habitats*
	+ *Forest and woodland*
	+ *Wetlands*
	+ *Grassland*
	+ *Shrubland*
	+ *Coastal*
	+ *Marine*
	+ *Freshwater*
	+ *Savanna*
	+ *Desert*
	+ *Rocky habitats and caves*

**Threats to biodiversity**

* *What direct drivers of biodiversity loss does your project address (select all that are appropriate)? For more information* [*https://www.ipbes.net/models-drivers-biodiversity-ecosystem-change*](https://www.ipbes.net/models-drivers-biodiversity-ecosystem-change) *or*[*https://www.cbd.int/gbf/targets*](https://www.cbd.int/gbf/targets)*.*
	+ *Agriculture and aquaculture*
	+ *Biological resource use*
	+ *Invasive and other problematic species, pathogens and genes*
	+ *Natural system modifications*
	+ *Residential and commercial development*
	+ *Pollution*
	+ *Transportation and service corridors*
	+ *Energy production and mining*
	+ *Human intrusions and disturbance*
	+ *Climate change and severe weather*
	+ *Geological events*

**Conservation actions**

* *Which of the following best describes any conservation actions that you will be undertaking during the project (select all that are appropriate)?*
	+ *Land / water protection*
	+ *Land / water management*
	+ *Species management*
	+ *Education and awareness*
	+ *Law and policy*
	+ *Livelihood, economic and other incentives*

**Previous outcomes (for 2nd RSG, Booster and Completion Grants ONLY)**

* *What were the key outcomes/achievements of your previous RSG and, if relevant, how does this project build on that work? [max. 200 words]*

**Executive summary**

* *Summarise what your project will do in no more than 100 words.*

**Principal project countries**

**Amount applied for**

**Category**

*Please select the most appropriate category for your project.*

* + *Mammals*
	+ *Birds*
	+ *Reptiles*
	+ *Amphibians*
	+ *Fishes*
	+ *Invertebrates*
	+ *Plants*
	+ *Fungi*

**Start and end dates of project**

* *Please note we will not support projects that have already started and that the Rufford review process can take up to 2 months.*

**Permissions and fieldwork**

* *Do you have all the necessary permissions or permits to do this work? This might include environmental permits, research ethics approvals or specific governmental authorisations such as letters from management authorities. Also clarify if these cannot be issued until funding is awarded. [max 100 words]*

**Background**

**Background to your project**

* *Explain the context of why you want to do this project. What are the problems you wish to address? Please provide details of any communities living in or around your site and the relevance this work will have to them. Why are you the right person to do this work? Have you worked there before? [max. 300 words]*

**Conservation Importance - Site**

* *Provide a summary of how the project will help conserve threatened habitats. For example, is the site where you are working a protected area, national park, Important Plant Area, Key Biodiversity Area, etc. (if relevant)? [max. 400 words]*

**Conservation Importance - Species**

* *Provide a summary of how the project will help conserve threatened species. What species of conservation concern, either nationally or globally, will benefit from this work (if relevant)? You should include IUCN status, if available, and other important assessments (is the species listed on CITES, for example?) [max. 400 words]*

**IUCN Red List search**

You will have an option to upload species information directly from the IUCN Red List website.

**Outcomes**

Please explain briefly what the work is going to achieve. Provide details of 3-5 key outcomes and associated activities you will carry out to achieve these outcomes, when these will be undertaken and how you will measure their success.

**Outcome title**

* *Enter your outcome. You will then have the opportunity to add indicators, key activities and timeframes for your outcome.[max. 30 words per outcome title]*

**Details**

**Key stakeholders**

* *Who are the key stakeholders in your project and how do you plan to engage them? Have you worked with them before? [max. 300 words]*

**Methods**

* *Describe in detail the methods you will use to undertake each of the key activities outlined in your Outcomes. For example, if an activity is a workshop, how many will attend, how will they be chosen, what will be presented and how will you measure the success of the event?*
* *Why you have chosen these methods, what evidence is there that they work and how relevant is this to the local context? This evidence could be drawn from previous work, unpublished reports, peer-reviewed papers, and* [*Conservation Evidence*](https://www.conservationevidence.com/)*, a free online resource that summarises evidence for thousands of conservation actions. Please provide references for evidence you cite in the Bibliography section. [max. 500 words]*

**Results sharing**

* *How do you plan to share your results? Making your results available to others is very important. Examples might be workshops, working with stakeholders, outreach, meetings or publications. If you publish information, it should be publicly accessible. Many well-known peer-reviewed journals offer fee waivers or discounts on article processing charges. [max. 300 words].*

**Sustainability**

* *How might you consider sustaining the outcomes of this project after it ends? [max. 300 words].*

**Your Team**

Including you, who will be on the team? Include name, details of their role and what experience they will bring to the project.

**Other Rufford projects**

* *Have any of the team members been funded by The Rufford Foundation before? If yes, give details.*
* *Are any of the team members currently working on another Rufford-funded project? If yes, provide the project title and grant number. [max. 150 words].*

**Budget**

**Important information**

* *Funds are ONLY paid to organisations (such as a nature conservation NGO or university department). We will NOT pay funds into personal bank accounts. We understand that organisations may need to charge management fees to cover indirect costs (overheads). Given the nature and size of the grants, we would prefer all funds to be directed towards conservation activities but we may accept a management fee/overhead of up to 10% of the overall value of the grant. If an organisation requests a management fee in excess of 10%, we will require the applicant to find an alternative organisation to receive the funds*
* *Figures MUST be stated in pounds sterling. Give the assumed rate of exchange from your local currency in the Budget notes section.*
* *For Booster and Completion Grant applications, we would expect you to have co-funding or a plan of how additional funds would be raised. For more information see the Grants Available and Criteria page. We will require evidence of support from co-funders.*
* *We do NOT normally fund salaries (other than essential subsistence payments or per diems), international travel and publication costs.*
* *Keep copies of all receipts as we may need to see these.*

**Preparing Your Budget**

* *Provide an itemised budget for the whole project, including the elements you wish Rufford to support.*
	+ *Under Budget Line include headings such as Travel, Subsistence, Equipment, etc.*
	+ *Under each budget line provide a description and an itemised breakdown, if appropriate, and add the total figure under Cost.*
	+ *If you have or hope to obtain co-funding, include this.*
	+ *If you have in-kind contributions, do not include these in the table but under Budget notes.*
	+ *If any single piece of equipment is budgeted at more than £1,000 complete the justification section under Budget notes.*
* *It is important that the items in your budget match the activities in your proposal. You should cost each item and avoid including lump sums if you can. Your application may be rejected if we suspect that your budget has been estimated rather than calculated.*

**Budget notes**

**Exchange rate**

**Equipment costs**

* *If any item of equipment is budgeted to cost more than £1,000, you MUST provide a justification for its inclusion. What will happen to this equipment at the end of the project?*

**Co-funding**

* *If you have included co-funding in the budget above, please provide details here. This should only include actual monetary support. Anything else, such as free use of facilities or equipment, should be listed as in-kind contributions below. If co-funding is not confirmed, how will you undertake the work if this is not forthcoming?*

**In-kind contributions**

* *Please list these below. This can include items such as free use of facilities or equipment or people giving their time free of charge.*

**Organisation receiving funds**

* *What is the name and address of the organisation that will receive the funds?*
* *What is your relationship with this organisation and why did you choose them to receive the funds?*

**Recipient organisation website**

* *Enter the full URL of the recipient organisation's website.*

**Permission to receive funds**

* *Do you and the organisation receiving the funds have all the necessary permissions to obtain funding from a foreign country?*

**Bibliography**

**Bibliography**

* *If necessary, provide full references to information that you have cited in your application.*

**Referees**

You will be required to provide three references.

**References**

* *Must be in English.*
* *Must come from an institutional/organisational email address and not from web-based services such as Hotmail, Yahoo or Gmail.*
* *Should be on a letterheaded document and signed by the referee.*

**Referees**

* *Must know you personally. They must know your project and have read your application. Ideally, you should choose people that you have met in person.*
* *One must be based at a well-established institution such as a major conservation NGO, university or government body.*
* *One must be from the country where you will be working and one from outside that country.*
* *If you studying for an MSc, PhD or equivalent, one must be your supervisor.*
* *Do not use more than one person from the same institution.*

**Other Information**

* *Choose people who can provide a timely reference. If they are on extended fieldwork and non-contactable, you must find a suitable replacement.*
* *Once you have submitted your application, you will be able to download a PDF copy including a Request for Referee Statement. Please forward this file to your chosen referees.*

**Your Referees**

***Full name***

***Email***

***Referee’s position or job title***

***Institution website***

***Contact address***