

**PROJECT PROPOSAL APPLICATION FORM**

**Please read Appendix I first (*last page of this document*).**

**Form must be submitted in English.**

Internal Project Number (*filled in by BEARS in MIND*):

**1. GENERAL INFORMATION:**

 Date of application:

 Main research group/ institution/ organization:

 Contact person/ project leader:

 Address (incl. e-mail):

**2. PROJECT TITLE AND SUMMARY OF THE PROJECT (*max. 200 words*):**

**3. CLASSIFICATION OF PROPOSAL (*all three columns must be filled in*):**

|  |  |  |
| --- | --- | --- |
| □ Scientific | □ Bear as main subject  | □ Conservation focused  |
| □ Non- Scientific | □ Other species as main subject | □ Welfare focused |
|  |  | □ Awareness & Education focused  |

**4. DURATION OF THE PROJECT:**

 From: ................................. to: ............................... (day / month / year)

**5. LOCATION OF THE PROJECT (*include a map of the project area)*:**

 Country:

 Region / Province:

 Closest main city:

**6. STAFF INVOLVED IN PROJECT (*include background information about the organization(s) in an appendix*):**

**6a.  Participants of project group and estimated time involved** (*for both scientific and non-scientific proposals*)

**1**. Name (+ title) + organization:

 Male / female: Nationality:

 Role / Function in the project:

 Period to be spent on the project from: ........... to: .......... (day/month/year/) for ........... hours/week

**2**. Name (+ title) + organization:

 Male / female: Nationality:

 Role / Function in the project:

 Period to be spent on the project from: ........... to: .......... (day/month/year/) for ........... hours/week

**3**. Name (+ title) + organization:

 Male / female: Nationality:

 Role / Function in the project:

 Period to be spent on the project from: ........... to: .......... (day/month/year/) for ........... hours/week

 **6b. Scientific staff supervising the (PhD)-student** (*for scientific proposals only*):

Name & title:

University / Institute:

Time investment:

Supervisor(s):

Other scientific staff:

Technicians:

**6c. University where project is registered and (*when applicable*) where thesis defence will occur:**

 Name and address:

**7.  PROJECT (*maximum of 2000 words,* *add if necessary cited literature in an appendix*):**

**7a. Background and history of the project**

**7b. Main problem or question:**

**7c. Aim of the project:**

**7d Methodology and/ or proposed activities:**

**8.  COLLABORATION: with which institutions/organisations will collaboration take place? (*see also question 11b*):**

 NAME LOCATION

 NGOs:

 Ministries:

 Universities:

 Research institutes:

**9. TIME SCHEDULE:**

**9a. Give a detailed time schedule for the first year of the project:**

**9b. Give a rough time schedule for the rest of the project:**

**10. OUTPUT:**

**10a. Describe which output can be expected from this project (*reports, scientific publications, management plans, educational tools, etc.*) and how they will be communicated:**

**10b. Describe the (practical) relevance of this project for bear and or nature conservation in general:**

**10c. Describe how results/ output will be evaluated:**

**11. FEASIBILITY:**

**11a. How well is the execution of the project guaranteed? Possible risks such as logistics, permits, other finances and how are these risks dealt with:**

**11b. Which agreements have been made regarding co-operation with others (*name the collaboration partners from question 8*)?**

**11c. Are all requirements (*personnel and equipment*) available and/ or arranged?**

 **YES / NO If NO, please explain**

**12. FINANCIAL ASPECTS (*include detailed budget overview (in €) in an appendix*!):**

**12a. Amount and type of funding (one-time/ annual) requested from Bears in Mind.**

□ One-time donation Amount requested from Bears in Mind: **€**

□ Annual recurring donation (*as indication, funding only awarded for one year!*)

 For year: ……………… Amount requested from Bears in Mind: **€**

 For year: ……………… Amount requested from Bears in Mind: **€**

 For year: ……………… Amount requested from Bears in Mind: **€**

 For year: ……………… Amount requested from Bears in Mind: **€**

**12b. Other financial sources applied for and/or guaranteed:**

**In case of EU: please also mention EU-programme and number.**

 **Indicate if source is applied for or already guaranteed (*if guaranteed, send written proof*)**

**1**. Name organization / Institute:

 Address:

 Amount applied for or guaranteed: **€**

**2**. Name organization / Institute:

 Address:

 Amount applied for or guaranteed: **€**

**3**. Name organization / Institute:

 Address:

 Amount applied for or guaranteed: **€**

**12c. Is the financial support and equipment that is guaranteed so far sufficient to carry out the proposed project?**

 **YES / NO If NO, please indicate the reason why!**

**13. SIGNATURE:**

Chair/ president of the Institution/ Research Group Project leader

Name: Name:

Signature: Signature:

**INCLUDE IN THIS PROPOSAL:**

* **A curriculum vitae of the applicant or the head of the research group.**
* **Background information organizations involved (*max. 1 page as an appendix*).**
* **Detailed budget.**
* **Written proof of other guaranteed financial sources.**
* **Literature cited (*if applicable*).**

*APPENDIX I*

**EXPLANATION TO THE QUESTIONS OF THE 'PROJECT PROPOSAL APPLICATION FORM'**

**Question 1**: Name of the project leader and address.

**Question 2**: Indicate shortly the background, main question and aim of the project. An extensive description is asked for in question 9.

**Question 3**: Please indicate whether the project is scientific or non-scientific. Also indicate whether bears are the main topic or other species living in bear habitat are the main topic and indicate whether the project deals with species in the wild (conservation focused), species in captivity (captive welfare focused) or awareness & education focused.

**Question 4**: Please indicate the duration of the entire proposed project.

**Question 5**: Please write down the country/ countries and province (or region, state, department) in which the project will be or is carried out and include a map of the area where the project will take place.

**Question 6**: Please write down the names of the persons involved in the project. If neccesary continue on an extra page. Background information on the involved organizations can be added in an appendix.

**Question 7**: This question contains three elements:

Under a. you are asked to describe the background and the history that led to formulation of the project. Please, add any literature references in an appendix.

Please mention under b. the problem definition or question. Please mention under c. the aim or objectives of the project and mention under d. the applied methodology or proposed activities to fulfil the objectives.

The maximum amount of words for this question is 2000.

**Question 8**: Please mention the collaborating organizations in the context of this project. Only mention those collaboration which will result in joint activities.

**Question 9**: You are kindly asked to provide a detailed working plan of the first year of the project and a rough working plan for the duration of the rest of the project.

**Question 10**: Please give an overview of the output which can be expected from this project. Indicate for each of them the way of dissemination. Describe the (practical) relevance of this project for bear and nature conservation in general.

Also indicate how the project will be evaluated so it can be decided of the objectives have been reached.

**Question 11**: You are kindly asked to specify three aspects of:

a. How well is the execution of the project guaranteed? Possible risks such as logistics, permits, other finances and how are these risks dealt with.

b. Appointments made with collaborating organisations (question 8), as far as important for the execution of the project.

c. Requirements (personnel and equipment) that are available or arranged for executing the project.

**Question 12**: Please give an overview of the financial contribution that is requested from Bears in Mind (please include detailed budget overview in an appendix), the financial sources that are already guaranteed, and other institutions/ programmes that have been requested for co-financing the proposed project. Send written proof of contributions already guearanteed.

**Question 13**: This form has to be signed by the chairman/ president of your institution and the project leader of the project.

Please e-mail the completed project proposal form to **projects@bearsinmind.org**