



# SOSF Continuation Grant

## Application Guidelines

### 2017 Funding Cycle

The Continuation Grant Application form is only intended to be used by those project leaders whose projects require extensions of funding for their work and who are invited to apply for a continuation grant for 2017. It should not be used by any other applicants. Receipt of any SOSF grant does not constitute a commitment to continue funding in future years, regardless of the length of the project.

Dates should all be in the format **dd/mm/yyyy** and the currency used in this application is **USD / US\$**.

Deadline: Grant applications must be submitted through the SOSF website no later than August 31, 2016 at 18:00 CET (Central European Time)

#### A. Format for documents

For the naming of annex documents please use the following structure for the file name:

[first four letters of project leader surname]\_[first four letters of project subject]\_cont\_2017\_[document type].[document extension]

For example, the annex documents for a project on *Chimaera conservation* submitted by *Dr Jones* would be titled: *jone\_chim\_cont\_2017\_annex1.doc*. All files submitted with the online application form should be identified in the same way (e.g. *jone\_chim\_cont\_2017\_doc1.pdf*; *jone\_chim\_cont\_2017\_graph12.jpg*; *jone\_chim\_cont\_2017\_budget.xls*; *jone\_chim\_cont\_2017\_doc2.doc*; etc.).

#### B. Completing the form

##### Applicant and Organisation Information

The applicant and organization information have been automatically transferred from your 2016 application. Please update if necessary.

##### Project Summary

**Project topic or title** (*Maximum 15 words*) This must not be changed without prior discussion with and the agreement of SOSF.

**SOSF Project reference number** Please indicate the number(s) which your project was referenced as in previous successful applications and in your contract.

**SOSF Primary Focus** Please check the primary focus under which your project most closely falls. You can tick more than one checkbox.

**Species concerned** Common name (latin name)

**Species status** IUCN Red List status. Please also indicate if the species is listed in any international conventions (e.g. CITES, CMS, etc) as well as any local, regional or national protection legislations.

**Project location** Define the geographical location - including country, region, site, sea, ocean, etc - where project activities will take place. The project leader may be based elsewhere.

## Project Description

**Project summary** (*Maximum 300 words*) This should have the same wording as in the application that was funded in 2013/14, summarising the purpose of the project and the main results anticipated. It should not be altered unless changes have been discussed and agreed with SOSF - Any such alterations must clearly be identified here.

**Conservation challenge** (*Maximum 300 words*) Explain briefly how or why this project has been identified. Explain what the conservation problem is and how it originated. Why is it important for this problem to be addressed now?

**Background** (*Maximum 600 words, plus citations*) This text should not have been altered from the original application and/or the latest application that was funded in 2013/14. Any alterations must clearly be identified here. For scientific or conservation projects, please summarise the key scientific and/or technical knowledge of the species, habitat, environmental threat or other issue that is the focus of your project, focussing on the most relevant information. You might include a description of the conservation and management challenges or the gaps in scientific knowledge that the project aims to address. For education projects, please explain how similar projects have been effective in achieving their objectives. We value new and innovative ideas, approaches and projects, so do not hesitate to submit unreferenced project concepts explaining why yours is original. Refer to key scientific or other publications as appropriate, but ideally no more than ten citations.

**General aim and major specific objectives** (*Maximum 50 words per objective and progress*) State clearly the broad aim or general purpose of the project, as described in the original application, the objectives originally identified (*if more space is required, add Excel table as an Annex*), and progress achieved against these objectives (the latter can be summarised in one word: none / failed / poor / good / completed). *If any of these objectives are new or have changed significantly from the content included in the original successful application, highlight these changes clearly in this continued application form.*

**Project activities, timing and outputs** (*Maximum 50 words per activity*) Please list these (*if more space is required, add Excel table as an Annex*) and indicate progress against the original work programme. Progress can be summarised in one word: none / poor / good / completed. Provide dates, where relevant.

**Amendments to aim, objectives and/or activities** (*Maximum 600 words*) Use this section if it is necessary or desirable to amend anything in the previous two sections. If so, please explain why, including details of any administrative, technical and logistical problems encountered.

**Communication and outreach** (*Maximum 50 words per item*) Please list these (*if more space is required, add Excel table as an Annex*) where not already included in the previous three sections. These may include scientific papers, grey literature, media coverage etc.

**Indicators?** (*Maximum 300 words*) Explain how you plan to measure the results and impact of your project. These indicators are measurement index of the results, allowing both the project leader and SOSF to evaluate if the project is moving in the right direction guided by the aim and objectives, and if it yields expected results. The indicators will provide evidence about whether a designed result occurred, and it will measure the changes in the activities of the project. The selection of indicators is key, and these should be clear, precise, feasible and best reflecting the outputs and outcomes of the project results in terms of research, conservation and/or education.

**Summary of the progresses during the last 12 months** (*Maximum 600 words*) Provide more details on your project progresses and what had been carried out over the last 12 last months.

**Results to date** (*Maximum 600 words*) Briefly provide more details of the major outputs and activities listed under aims, objectives and activities above. You can refer to relevant pages in your recent progress report (which must be provided before the deadline) or other project reports and uploads for more information.

**Future work** (*Maximum 300 words*) Outline your aims and projected outcomes under continued SOSF funding. How will this build on past results? What would be the added value for marine conservation of further SOSF support?

**Exit strategy** (*Maximum 600 words*) Here are some questions to help you understand what you need to think about in terms of the Exit Strategy we are asking about:

- What proportion (%) of your project's annual income has been provided by SOSF during each of the past two years?
- How will your project be affected if your income is reduced by this amount in twelve month's / two year's time?
- Will you need to find a way to replace the income you have been receiving from SOSF, if SOSF funding ceases after 12 months / two years? If so, please describe how you propose to secure an alternative source of financial support when your SOSF grant ends.
- If your project is intended to continue after SOSF's grant has ended, please explain your strategy for supporting this work.
- If your project is not intended to continue, or will be unable to continue when SOSF support stops, what strategy do you have in place for winding up the project?
- What permanent legacy will be left once the work funded by SOSF has been completed? Please include specific project outputs (reports and papers) and the results of capacity building among partners or in the study area.

## Dates and Figures

**Project Schedule** This asks for the original start date of the project named here, and for the original duration of the project plan presented to SOSF (although funding is awarded for only one year at a time, the original proposal may have been set in the context of a project plan expected to extend over 2 or 3 years, or possibly longer, where a longer period is necessary to secure the anticipated conservation benefits). The third box should note whether the continuation grant is to implement the latter (i.e. 2017 might represent the second or third year of the original multi-year project plan), or is a request to extend the project beyond the project plan and/or duration originally proposed.

**Project budget** Please summarise in the tables:

- a. how much this project has cost annually since March 2009 or the year of inception (whichever is the earlier)
- b. your projected budget for the upcoming years (the latter will be expanded in Annex 1).

In both cases, these figures should include grants from SOSF and significant (i.e. >5–10% of total budget) contributions from other sources, including support from the internal resources of the project team's organisation(s) and external sources.

**Co-Sponsors and other potential sources of support** Please list here the other sources of funds identified in the previous section (i.e. Budget). These include other organisations, agencies or foundations that have co-funded the project or provided practical support in the past, who have confirmed funding for 2017, or who have been approached with requests that they support this project.

**Why should SOSF continue to fund this project?**

## Attachments

Please upload the following documents with your application form (*you can also upload other materials*):

**Letter** A scan of a short covering letter signed by the applicant or project leader or, where this is required by an applicant's employer, signed by the authorising officer of that organisation. This must be dated and, where appropriate, printed on the headed notepaper of the project leader's employer or lead organisation.

**Annex 1. Financial Statement (March 2016 to August 2016)** Please tabulate how the funds requested have been spent, including major items of capital expenditure. A more detailed financial statement can also be uploaded as an excel spreadsheet.

**Annex 2. Budget** Please use the Excel spreadsheet to present how the funds requested will be spent, including major items of capital expenditure. Please present a detailed budget for year 1, year 2, etc... separately using the different excel sheets (Please note that all continuation funding is subject to annual review and reapplication). Joint funding or fund matching is not essential. SOSF does not support salaries (full-time or part-time) of project researchers, nor pay unspecified overheads to host organisations (e.g. Universities or non-governmental organisations). Individuals can apply.

**Annex 3. Updated CV of the Project Leader**

**Annex 4. Gantt chart** Please upload a Gantt Chart that illustrates your project schedule and timeline (please upload a PDF).

**Annex 5. Project activities, timing and outputs** Only if the main form did not allow for enough space. Please explain and tabulate the information presented in the original successful application, identify those that have been achieved to date, and identify and explain any changes that are necessary.

*SOSF staff may contact applicants if further explanation or information is required, or if there are suggestions or recommendations to amend and improve the project proposal. Applications will be reviewed during the last quarter of 2016, and recommendations forwarded to the next Foundation Board meeting. The final decision on successful applications should be available during the first quarter of 2017.*

*Save Our Seas Foundation (July 2016)*