

# 2019 Round I (in English)

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## *New England Biolabs Foundation*

### *Instructions*

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This proposal application is comprised of **two sections**.

In the **narrative section**, most of the questions and responses have been carried over from your letter of inquiry (LOI). For certain of those questions, we have increased the space provided to you and ask that you expand upon your LOI response, as indicated in bold text. For other questions, you may choose not to make any edits to your LOI response. Please note that once you've made changes here, you will not be able to access your earlier LOI responses.

Again, if you are a local applicant seeking support in the area of artistic expression, please address the conservation-related questions to the extent that they are relevant to your project.

For the **appendices section**, please note the file size limitations on the documents to be uploaded.

*HELPFUL TIP: Remember you can save your work as a draft and return to work on it later by simply logging back in, following the link on our website. Please contact us at [info@nebf.org](mailto:info@nebf.org) with any questions or comments. Good luck!*

### **Special Instructions**

*Character Limit: 1000*

## *Proposal Narrative*

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### **Project Name\***

*Character Limit: 250*

### **Thematic Area(s)\***

Please select (up to three) thematic areas of interest to our foundation that are addressed by your project.

#### **Choices**

Conserving biological diversity (terrestrial and marine)

Sustaining cultural diversity (e.g., linguistic diversity and knowledge systems and practices)

Maintaining ecosystem services (e.g., water, soil, and carbon sequestration)

Supporting food sovereignty and economic vitality of local communities

Sustaining healthy reefs and marine fisheries

Artistic expression (Local US applicants only)

**Project Country\***

Please select project country or countries.

**Choices**

Belize  
Bolivia  
Cameroon  
Ecuador  
Ghana  
Guatemala  
Honduras  
Nicaragua  
Peru  
North Shore of Massachusetts, USA  
Other (by prior invitation)

**Project Geography\***

Please select applicable project geography or geographies.

**Choices**

Coastal landscapes/seascapes of Belize, Guatemala, and Honduras within the Gulf of Honduras  
Southern Pacific coast of Nicaragua, including Lake Nicaragua  
Northern Caribbean coast within Nicaragua's North Atlantic Autonomous Region  
Sacred Valley of the Incas, extending from Ollantaytambo to Pisac in the Southern Andes of Peru  
The portion of the Bolivian Altiplano extending from Lake Titicaca to Lake Poopó and beyond to Sucre  
Andes-Amazon Basin of Ecuador and Peru  
Weto Landscape /Togo Plateau in the southern part of the Togo-Atakora Mountains in Ghana  
Black Volta Basin in the Upper West region of Ghana  
Highland landscapes of Southwest Cameroon  
North Shore of Massachusetts, USA  
Other (by prior invitation only)

**Amount Requested from New England Biolabs Foundation\***

Please enter, in US dollars, the amount you are seeking from us. Please note that our maximum international grant is \$12,000, with grants typically ranging from \$3,000 to \$9,000. Local grants range from \$2,500-\$8,000.

*Character Limit: 20*

**Brief Project Description\***

In a few sentences, please summarize the project for which you would like to seek support from us.

*Character Limit: 1700*

**Project Scope\***

Where will you conduct the project? Please tell us about the landscape or seascape to be affected by your project.

*Character Limit: 1700*

### **Bio-cultural Diversity Conservation Targets\***

Tell us about the biological and cultural diversity values of your area. What will your proposed project seek to protect or conserve? **Please expand upon your LOI response, as needed.**

*Character Limit: 4000*

### **Critical Issues and Threats\***

What are the issues that your project seeks to address? What are two or three of the main threats to your conservation targets? **Please expand upon your LOI response, as needed.**

*Character Limit: 4000*

### **Communities Involved\***

What communities will be involved in the project? How will they participate and benefit from the project?

*Character Limit: 3000*

### **Project Objectives\***

Through this project, what do you hope to achieve in the next year? What are your goals over the longer term?

*Character Limit: 3500*

### **Strategies and Actions\***

Please tell us what you plan to do (your strategies) and how you plan to do it (actions/activities). **Please expand upon your LOI response to help us understand how you will implement the project.**

*Character Limit: 6500*

### **Your Project in the Context of Climate Change\***

Please tell us how your project will take into consideration climate change impacts through mitigation and/or adaptation.

*Character Limit: 2000*

### **Outcomes\***

Please identify the top three outcomes that you anticipate from your project's success?

*Character Limit: 2500*

### **Evaluation\***

What is your plan for evaluating your project?

*Character Limit: 2500*

### **Time Frame\***

How long will it take to carry out the project? When do you anticipate starting and ending the activities for which you are seeking support from us?

*Character Limit: 1000*

### **Project Timetable\***

Please provide a timetable illustrating the timing of key project activities. You may either upload a timetable using the button below or enter a narrative explanation in the space below.

*Character Limit: 2500 | File Size Limit: 1 MB*

### **Alignment with New England Biolabs Foundation's Mission\***

How does the project relate to our mission and interests? Please explain (in a few sentences) how this project will engage communities in stewardship of a landscape or seascape and its associated bio-cultural diversity, ecosystem services, and/or foodways.

*Character Limit: 1700*

### **Project Team\***

Who will be conducting the project on behalf of your organization? Please also mention key partners with which your organization is working. Please tell us how the experience of your organization, and its team, position it to conduct this project. Please note that you will be given an opportunity to upload résumés of key staff in the Appendices section.

*Character Limit: 2500*

### **Organizational Background\***

Please provide a brief paragraph about your organization's history, mission, staff size, and geographic area of work.

*Character Limit: 2000*

### **Organizational Budget\***

Please enter, in US dollars, the total annual operating budget for your organization.

*Character Limit: 20*

## *Appendices*

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### **Budget\***

Please submit your budget in US\$ using a five-column format shown here: NEBF-budget-template.xlsx If you would like to provide a narrative to accompany your budget, please do so in the space provided below.

Please note that we are a small foundation and like to see our funding is being matched by other sources, including in-kind contributions (e.g., donated materials, volunteer labor). Please

also note we typically disburse grants in two installments: 80% at the beginning of the grant period and 20% upon acceptance of an end-of-project report.

*Character Limit: 1000 | File Size Limit: 1 MB*

### **Reference 1\***

Please upload one letter of recommendation from a partner organization (e.g., an agency or NGO with which your organization has worked) or a donor.

*File Size Limit: 1 MB*

### **Reference 2\***

Please upload a second letter of recommendation from a partner organization (e.g., an agency or NGO with which your organization has worked) or donor.

*File Size Limit: 1 MB*

### **Map\***

Please upload a map of your target landscape highlighting the area where your project is located. Note that you may instead, in the space below, provide a link to a map indicating the location of the project.

*Character Limit: 1000 | File Size Limit: 4 MB*

### **Board of Directors\***

Please upload or enter the names and affiliations of your organization's board of directors.

*Character Limit: 1000 | File Size Limit: 1 MB*

### **Résumé 1\***

Please upload a résumé, CV, or bio of the primary person responsible for the project.

*File Size Limit: 1 MB*

### **Résumé 2**

OPTIONAL: Please upload a resume, CV, or bio of a second key person responsible for the project.

*File Size Limit: 1 MB*

### **Financial Statements 1\***

Please upload your organization's most recent IRS Form 990 (US-based organizations). If your organization is not required to submit an IRS Form 990, please upload your most recent audited financial statements.

*File Size Limit: 4 MB*

### **Financial Statements 2**

If your organization is not required to file an IRS Form 990, please also upload your previous year's audited financial statements, so that, in total, we have two consecutive years of financial

information on your organization. Those applicants who have uploaded a Form 990 above may skip this question.

*File Size Limit: 4 MB*

### **Evidence of Nonprofit Status\***

Please upload a copy of the organization's (a) tax determination letter from the US Internal Revenue Service or (b) documents confirming NGO certification from the appropriate agency in your country.

*File Size Limit: 2 MB*

### **Relevant Literature and Supplemental Materials**

OPTIONAL: Please upload any relevant recent articles, papers, or newsletters that you would like to share with us.

*File Size Limit: 3 MB*

### **Additional Information**

OPTIONAL: This space is provided to you in case there is additional information that you would like to share with us that you feel will be important for our trustees to consider when making a decision on your application. This might include additional background on your organization and its qualifications, further description of the project work plan, etc.

*Character Limit: 4000*