



INSTRUCTIONS, INFORMATION AND DOCUMENTATION

Before starting on your submission, we recommend that you take time to read through the call conditions, available at this [link](#).

- At each step, the online form will specify a series of fields for you to complete. Check that you have correctly filled in all the required fields before going on to the next page.
- Submissions may be completed in various sessions, with users saving and retrieving the partially completed form until the process has finalized. Each time you save a partially completed form, the system will e-mail you a link and a password that you can use to resume the process.
- Each time you access the saved form, it will open at the first page. To move to the next screen, use the buttons at the top of the page, not the arrows on your browser.
- Once the submission is complete, candidates will not be able to access it or make changes.
- Although the online form can be accessed from any fully updated browser, we recommend using Google Chrome.
- Once the submission is complete, candidates will receive a reference number which they should quote in all subsequent correspondence with the BBVA Foundation. In the case of joint entries, this information will be sent to all candidates.
- The documentation accompanying entries for the BBVA Foundation Worldwide Award for Biodiversity Conservation may be presented in English or in Spanish.
- In the two categories whose focus is Spain, all documentation must be presented in Spanish, with the exception of letters of nomination, which may be in English.
- Candidates are advised to complete the form themselves and not to keep it open in multiple sessions simultaneously.
- To avoid incidents when uploading, the file names of attached documents should not be excessively long or contain accents, commas or other symbols.
- You are asked not to fill in the form using capital letters, unless their use is required by rules of grammar or spelling.
- Delete browsing history and cookies.
- Save the form after each completed step. If you do not receive an e-mail confirming a partially saved form, check that it has not gone to your spam tray or that you are not using some filter that could block e-mails from the account premios@bbva.es.

If you have any queries, please contact us at: premios@bbva.es.

To complete your submission, you must gather together the following information and documentation:





WORLDWIDE AWARD FOR BIODIVERSITY CONSERVATION

Step 0 | SELECTION OF AWARD CATEGORY AND LANGUAGE

The online form invites you to choose between English (ENG) and Spanish (ESP) in the top right-hand corner of the screen.

- A. The form corresponding to the **BBVA Foundation Award for Biodiversity Conservation in Spain** can be completed in Spanish only.
- B. The form corresponding to the **BBVA Foundation Worldwide Award for Biodiversity Conservation** can be completed in Spanish or in English.

Step 1 | GENERAL CANDIDATE INFORMATION

No entry may be submitted in more than one category in the same award call. However the same organization may submit more than one project.

- A. **Details of organization:** Specifying particulars such as name and contact data, type of organization, tax identification number, legal form and date of establishment, among others. Candidates must also state whether the project has been submitted in earlier editions of the Awards, specifying the year and title of the project.

- B. **Description of organization in charge of the project:** Covering the following points:

I. Description of the organization:

- a) Type
- b) Legal form
- c) Number and profile of the organization's staff
- d) Number of volunteers working with the organization
- e) Characteristics of the external professional services required to carry out its activities

II. Description of the organization's activity and track record:

- a) Providing information on the main projects undertaken in the last five years, with dates.
- b) Providing information on the main projects scheduled for the near- and mid-term future, with projected dates

The description should have a maximum of 5 pages and be attached as a .pdf or .docx file no larger than 2 MB.

You can access a sample description for the present call at this [link](#).





Step 2 | LETTERS OF SUPPORT OR NOMINATION

Candidates may provide from **a minimum of three** to a **maximum of six letters of support or nomination**.

Letters should be dated and signed, and can be presented in either **English or Spanish**. Files should be in .pdf format and no larger than 2 MB.

The process for presenting letters of support or nomination is as follows:

- I. The candidate will complete a section of the online form identifying the signatories of letters of support or nomination, who will then receive an e-mail with a direct link to the form enabling them to attach their letters.
- II. The system will also inform the candidate that an e-mail requesting the letter has been sent to the address provided for this purpose.
- III. Using the link sent with the e-mail, signatories will attach their letters of support or nomination in the relevant section of the candidate's online form, and may also edit their identifying details, except for the e-mail address. This link will remain active until the candidate finalizes the submission.
- IV. Both candidate and endorsing parties will receive an e-mail acknowledging receipt of the letter of support or nomination.
- V. After identifying the signatories of letters of support or nomination, the candidate can continue filling in the form even though the letters have not yet come in. However, the submission will not be deemed complete until at least three letters have been attached.
- VI. If the candidate changes the e-mail address of any signatory to whom the endorsement request has already been sent, the attached link will cease to be valid.

Letters of support or nomination are confidential. They should be addressed to the chair of the jury in the corresponding edition of the BBVA Foundation Worldwide Award for Biodiversity Conservation, and should be sent directly by their signatories before the entry deadline specified in the present call. They will in no event be provided by the candidates themselves, who will have no access to their contents.

Step 3 | DESCRIPTION OF THE PROJECT

Details of project participants

Information on key project participants up to a **maximum of five**, including a brief description of the functions they performed (maximum of 500 characters).

- I. Each participant should provide a curriculum vitae of up to 4 pages. Files should be attached in .pdf or .docx format and be no larger than 2 MB.
- II. You can access a sample CV for the present call at this [link](#).





Step 4 | DESCRIPTION OF THE PROJECT

Description of the biodiversity conservation project

- A. Biodiversity conservation project summary:** Provide a concise outline (maximum of 2000 characters) of the key aspects of the candidate project.
- B. Type of project:** State whether the candidate project dealt with habitats or species or was organized along campaign or other lines. In the case of habitats, specify either terrestrial and marine, and in the case of species, specify a conservation status of those employed in the Red List of the International Union for Conservation of Nature (IUCN), choosing from extinct, endangered or least concern.
- C. Geographical scope of the project:** State the geographical scope within which the project unfolded: local, regional, national, in collaboration with other countries, etc.
- D. Letter of presentation of the candidature:** Provide a letter signed by the representative or head of the candidate organization, addressed to the chair of the jury in the corresponding edition of the BBVA Foundation Worldwide Award for Biodiversity Conservation. The letter should be attached as a .pdf file no larger than 2 MB.

You can access a sample letter of presentation for the present edition of the BBVA Foundation Worldwide Award for Biodiversity Conservation at this [link](#).

- E. Summary of use to be made of prize money if the project wins the award:** Give a concise account (maximum 200 characters) of how the money will be spent in the event of winning the award.
- F. Description of the biodiversity conservation project:** Provide a project narrative that covers the points listed under the following headings.
 - I. **Background:** description (background, needs and context), project beneficiaries and location of project.
 - II. **Objectives, methodology, work plan and funding:** objectives (general and specific), work schedule (start and end date of activities), project implementation (methodology, work plan and project team), degree of cooperation needed to carry out the project, and source and application of funds.
 - III. **Project results and impact:** description of concrete, tangible results obtained, an account of the specific biodiversity conservation benefits deriving from these results, list of organizations that have verified results, evaluations of project results, objective indicators of the project's effectiveness and impact (effects on beneficiaries, project quality, place and duration, resources employed) and impact (social, economic, cultural, political, others).
 - IV. Account of steps undertaken to ensure project **continuity** going forward.





- V. **Communication activities** (directed at the media) and dissemination initiatives (publications, workshops, lectures, etc.) around the project and its results.

This description should run to a maximum of 5 pages and be attached as a .pdf or .docx file no larger than 4 MB.

You can access a sample project description for the present edition at this [link](#).

- G. **Materials documenting the candidate project.** You may include **up to 20 attachments** substantiating the execution of the candidate project. All materials should be uploaded via the online tool or identified via an external link (recommended for video and audio).

Materials or documentation substantiating the execution of the project can be presented in any language. However each attachment should be identified by its original title and include a short description of the contents in Spanish. In the category “BBVA Foundation Worldwide Award for Biodiversity Conservation,” this summary may be written in either Spanish or English (maximum 500 characters).

Files should be attached in .pdf, .docx, .mp4, .mkv, .avi, .wmv, .mov, .wav, .mp3 or .wma format, and be no larger than 4 MB.

Use of postal mail will be confined to substantiating documents that cannot be electronically transmitted, because no digital format is available. In such exceptional cases, the date considered will be that of the postmark. The postal address is:

BBVA FOUNDATION AWARDS FOR BIODIVERSITY CONSERVATION
Fundación BBVA, Paseo de Recoletos, 10, 28001 Madrid – Spain

When materials are identified by an external link to a website, they should be available for download until at least the announcement of the jury’s award decision on the BBVA Foundation website (www.biophilia-fbbva.es/en/).

