

# FREQUENTLY ASKED QUESTIONS

## 1 | CANDIDATE PROFILE

### Who can submit an entry for the BBVA Foundation Biophilia Award for Environmental Communication?

- Candidates can be **natural or legal persons** of any nationality working in environmental communication.
- The call is open to both individual and joint candidatures comprising two or more natural or legal persons that have engaged collaboratively in tasks of environmental communication and dissemination.
- The award recognizes achievements in environmental communication on the value of understanding and conserving nature and the challenge posed by climate change that unite a broad, preferably global impact and a particularly innovative and transformative approach.

## 2 | SUBMITTING AN ENTRY

### Who can present candidates?

- Candidatures may be:
  - **Direct:** Submitted by natural or legal persons on their own behalf.
  - **Indirect:** Submitted by natural or legal persons other than the candidate.

### Can I put myself forward for the award?

- Yes. Candidatures in this call may be direct or indirect.

### How do I submit an entry?

- All entries must be submitted through the e-mail address [biophilia-award@fbbva.es](mailto:biophilia-award@fbbva.es) with the name of the first candidate by alphabetical order stated in the subject line.
- Any materials that cannot be attached or electronically identified should be sent by postal mail, with the full name of the candidature clearly stated, to the following address:

**BIOPHILIA AWARD FOR ENVIRONMENTAL COMMUNICATION**  
**Fundación BBVA**  
Paseo de Recoletos, 10  
28001 Madrid, Spain

### When does the submission period close?

- The submission period for this award closes on Friday, **5 June, 2020 at 12:00 (Spanish mainland time)**.
- All documentation must have been sent by the date and time stated, including letters of nomination and/or support.
- No entries received after this date and time will be accepted for consideration, regardless of whether additional documentation was previously sent by postal mail, in which case it is the postmark date that will serve as reference.

### Will a correction period be granted after the deadline for submissions?

- Yes. If the submission contains errors that can be corrected, the BBVA Foundation will inform the candidate or nominator to this effect, granting a non-extendible period of 15 calendar days as of this notification in which to rectify the information, so the entry may be accepted for consideration.

## 3 | DOCUMENTATION

### What kinds of documentation are required for an entry to be accepted for consideration?

- 1/ A correctly completed submission form, indicating all the materials making up the candidature, and with file names provided for each document.
  - In the case of individual direct candidatures, the [form](#) should be signed by the candidate.
  - In the case of joint direct candidatures, the [form](#) should be signed by at least one candidate. The remaining natural and/or legal persons making up the candidature should sign the [Personal Data Processing form](#).
  - In the case of indirect candidatures, the [form](#) should be signed by the persons submitting it.
  - In both direct and indirect candidatures, the signatories of the letters of support or nomination should sign the corresponding submission form or, failing that, the [Personal Data Processing form](#).
- 2/ A description of the communication and dissemination activities (max. 5 A4 pages). The template for this call can be downloaded [here](#).
- 3/ In the case of natural persons, a curriculum vitae should be provided for each candidate. The template for this call can be downloaded [here](#).
- 4/ A copy of or link to the most salient communication and dissemination activities that have achieved the greatest impact (up to a maximum of five). Where relevant, include some indication of audience figures. Documents including more than one link in each will not be accepted.
- 5/ A copy of letters of nomination (at least one in indirect candidatures) and/or letters of support (as the case may be), up to a maximum of five.

**In what language should entries be submitted?**

- All documentation must be presented **in English**, with the exception of the materials substantiating the communication or dissemination action, which may be submitted in other languages, accompanied by a short summary in English.

**Do I have to use the templates provided for this call?**

- No, except in the case of the submission form.

**In the event of a joint candidature, what documentation should I provide?**

- In the case of joint entries comprising natural persons, the documentation is exactly the same, except that a curriculum vitae must be provided for each of the candidates. This document is not required if the candidate is a legal person.
- The description of communication and dissemination activities provided, which should comprise a single document (max. 5 A4 pages, in English), should lay special emphasis on the candidates' shared contributions, and include reasoned arguments for their inclusion in a joint candidature.
- In the case of joint direct candidatures, the submission form should be signed by at least one of the people submitting it. Remaining candidates should provide a signed copy of the [Personal Data Processing form](#).

**What is the difference between letters of nomination and letters of support?**

- Letters of nomination are provided in the case of indirect candidatures.
- Letters of support are provided in the case of both direct and indirect candidatures.
- The presenters of letters of support or nomination are required to also sign the submission form or provide a signed copy of the Personal Data Processing form.

**Do direct candidatures need to be backed by letters of support?**

- No. Letters of support are not compulsory when presenting a direct candidature.

**Do indirect candidatures need to come with letters of nomination?**

- In the case of indirect nominations, at least one letter of nomination needs to be provided.

**Can letters of support be provided in the case of indirect candidatures?**

- Yes, indirect candidatures can come with both letters of support and letters of nomination, up to a maximum of five.

### How should letters of support be provided?

- Letters of support should be sent directly by their signatories to [biophilia-award@fbbva.es](mailto:biophilia-award@fbbva.es) before the close of the submission period, with the name of the candidature stated clearly in the subject line.
- The signatories of these letters must be identified in the submission form, which they should likewise sign (failing which they must provide a signed copy of the Personal Data Processing form).
- Letters received after 5 June, 2020 at 12:00 (Spanish mainland time) will not be accepted for consideration.

### How should letters of nomination be provided?

- In cases where a nomination coordinator has been appointed, he or she should send the letters of nomination together with the remaining materials making up the candidature.
- The signatories of these letters must be identified in the submission form, which they should likewise sign (failing which they must provide a signed copy of the Personal Data Processing form).
- Letters of nomination may also be sent directly by their signatories, as previously identified in the corresponding submission form, to [biophilia-award@fbbva.es](mailto:biophilia-award@fbbva.es). Note that all such letters must be received before 5 June, 2020 at 12:00 (Spanish mainland time).
- Letters received after this date and time will not be accepted for consideration.

### Who can provide letters of support or nomination?

- Both letters of support and letters of nomination should come from experts or organizations working in the areas of nature conservation, the protection of the environment or environmental communication, among them:
  - Representatives and/or members of institutions or public authorities with competencies in nature conservation, climate change and environmental communication
  - Representatives and/or members of associations of media professionals.
  - Scientists and/or experts of acknowledged repute in the areas of communication and the environmental sciences.
  - National and international conservationist organizations.

### What information should letters of support or nomination contain?

- A short reasoned account of the significance of the candidate or candidates' single most salient contribution in communication, education and awareness-raising in the realm of environmental and biodiversity conservation.
- In the case of joint candidatures, special emphasis should be laid on the candidates' collaborative contributions.

## 4 | AWARD CONTENT

### What does the award consist of?

- A single award of 100,000 euros, a diploma and a commemorative artwork.
- The award will be subject to the withholding and other taxes stipulated in current legislation, which will be deducted from its monetary amount.
- The BBVA Foundation will deliver the award in full to the winner or winners at a public ceremony convened for this purpose.

### What happens with the prize money if the winning entry is made up of various persons or organizations?

- In the event that the award goes to a candidature comprising two or more natural or legal persons, its monetary amount will be divided equally between them.

### What requirements must awardees meet?

- The prize money may be spent at the winner(s)' discretion. However by accepting the award they agree to attend its presentation ceremony, at which they will deliver a lecture on the environmental topic of their choice.

## 5 | AWARD DECISION

### When will the award decision be announced?

- The award decision will be made public **no later than 5 October, 2020**.
- Following the decision, the name of the awardee(s) and the membership of the evaluation committee will be posted on our [website](#).
- The evaluation committee may declare the award partially or wholly vacant.
- The decision of the evaluation committee will not be open to appeal.
- No further communication or correspondence will be maintained with candidates who were not selected for the award. No itemized or individual information will be provided on the submissions received or the deliberations of the evaluation committee.