



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.
- Entries may be completed over various sessions, with users saving and retrieving the partially completed form until the process has finalized.
- The form will be saved automatically as you advance through the steps, but you can also save it manually using the “Save and Exit” button at the top right of the screen. Each time you save a partially completed form, the system will email you a link and a password that you can use until the submission is complete. Also, each time you return to the form, you will be sent an email with a reactivation password (OTP code).
- On accessing the saved form, it will open at the last page completed.
- Once the submission is complete, you will not be able to access it or make changes.
- In general, you are advised **not to copy and paste text into the form**. It is better to type in the content using the Latin alphabet, without an elaborate format, or to convert it first to a text file (.txt).
- Once the submission is complete, the person completing the form and the candidate(s) will receive a submission summary and a reference number which they should quote in all subsequent correspondence with the BBVA Foundation.
- The material for candidatures in the “BBVA Foundation Worldwide Award for Biodiversity Conservation” can be presented in Spanish or in English.
- The material for candidatures in the two categories focused on Spain must be presented in Spanish, with the exception of letters of support or nomination, which may also be in English.
- We recommend that only one person complete the form, and that they do not keep it open in multiple sessions simultaneously.
- To avoid incidents when uploading, the links provided and the file names of attached documents should not be excessively long or contain accents, commas or other symbols. We suggest you keep them short.
- The system performs an automatic security scan of all attached documents, which may take some time depending on the size of the files.
- You are asked not to fill in the form using capital letters, unless their use is required by the rules of grammar or spelling.
- If you do not receive an email 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 emails from the account premios@bbva.es.

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

To complete your submission, you will need the following information and documentation:





Getting started | REGISTRATION

To begin a submission under this call, you must first enter a valid email address. You will be sent a message to this account with a form access password, which you will need to complete the form in various sessions, saving partially each time.

This registration email, which is linked to the person filling in the form, can be changed at any point in the process and does not have to coincide with the email address of the head of the organization or of the candidates themselves.

Before moving on to select the award category you are entering for, you must accept the [call conditions](#) and [Personal Data Processing terms](#).

The online form allows you to choose between Spanish (ESP) and English (ENG) via the button in the top right-hand corner.

Step 0 | SELECTION OF AWARD CATEGORY AND LANGUAGE

The choice of category appearing will depend on the language selected at the top right of the screen:

A. Spanish:

1. BBVA Foundation Award for Biodiversity Conservation in Spain
2. BBVA Foundation Worldwide Award for Biodiversity Conservation
3. BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spain

B. English:

1. BBVA Foundation Worldwide Award for Biodiversity Conservation

IMPORTANT: The award category cannot be changed once you have saved the form for the first time.





AWARD FOR BIODIVERSITY CONSERVATION IN SPAIN AND WORLDWIDE

Step 1 | ORGANIZATION

No candidature may appear in more than one category in the same award call. However the same organization can submit as many projects as it chooses in either of these two categories, as long as they are clearly differentiated in the project description and come with their own letters of support or nomination.

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.

Indicate also whether the project has been submitted in earlier award editions, in which case you should specify the year and title.

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 2MB.

You will find 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**.

The letters, which will be kept confidential, should be dated and signed, and can be presented in either **Spanish or English**. They should be addressed to the chair of the jury in the corresponding category of the BBVA Foundation Awards for Biodiversity Conservation. Files should be in .pdf format and no larger than 2MB.

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

- I. The signatories of letters of support or nomination should be identified on the online form using the “Add endorser” button. Their details will be saved and a letter request issued.
- II. The signatories of letters of support or nomination will receive an email directing them to access the form by entering their email address and a password generated automatically by the system and included in the message they received. Once they have entered these data through the corresponding link, they will be sent a second activation password (OTP code) that they will be asked to provide. This second password will be valid for 10 minutes.
- III. This will take signatories to the digital environment where they can upload their letters, which is configured in English by default. They can switch to Spanish by selecting “Esp” in the top right-hand corner.

At this point, they can also edit their personal details, except for the email address. The page for uploading letters will remain active until the closing date for submissions.
- IV. Once the letter has been uploaded the system will send a confirmation email to both the person completing the form and the endorsing or nominating party.
- V. Once signatories of letters of support or nomination have been identified and at least three letters requested, you can continue completing the form, to the end if you wish, even though the letters have not yet come in. Signatories, meantime, can upload their letters through the link provided up to the closing date for submissions.
- VI. If the email address of a signatory is changed after a letter has been requested, the link provided will cease to be valid. The signatory will be sent an email stating that their letter is no longer needed. In the event that they have already uploaded it, the letter will be deleted. Only the last person whose name appears in the online form will be able to access the virtual environment.
- VII. The system allows you to send a reminder to endorsers who have not attached a letter by clicking on the envelope icon next to their name.

Letters of support or nomination may not be provided by the person submitting the candidature, who will have no access to their contents.





Step 3 | PROJECT PARTICIPANTS

Provide details on key project participants up to a maximum of five, including:

- I. Participant details.
- II. Brief outline of the role performed in the candidate project (maximum 500 caracteres).
- III. A curriculum vitae of no longer than 5 pages, to include: participant's personal details, education, current position, activities carried out in the frame of the candidate project, previous professional/scientific experience, and other merits.

Files should be attached in .pdf or .docx format and be no larger than 2MB.

A sample CV for the present call is available at this [link](#).

Step 4 | PROJECT INFORMATION

Provide information and specific documentation relative to the biodiversity conservation project presented in this call:

- A. 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 or marine, and in the case of species, specify a conservation status from those employed in the Red List of the International Union for Conservation of Nature (IUCN), choosing from extinct, endangered or least concern.
- B. Geographical scope of the project:** State the geographical scope within which the project unfolded: local, regional, national, in collaboration with other countries, etc. (maximum 500 characters).
- C. Biodiversity conservation project summary:** Provide a concise outline (maximum of 2000 characters) of the key aspects of the candidate project.
- 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 Award for Biodiversity Conservation in Spain or the BBVA Foundation Worldwide Award for Biodiversity Conservation. The letter should be attached as a .pdf file no larger than 2MB.
 - I. You can access a sample letter of presentation for the present edition of the BBVA Foundation Award for Biodiversity Conservation in Spain at this [link](#).





- II. 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 4MB. You can find 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 digital 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, inserting the query link in the appropriate section. 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, .mov, .wav or .mp3 format, and be no larger than 4MB.

Use of postal mail will be confined to substantiating documents that cannot be electronically identified, 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/).

Step 5 | SUMMARY OF CANDIDATURE

Before sending the submission and finalizing the process, you can check that the data entered in the various sections are correct by directly accessing the steps of the form through the corresponding tabs.

You can submit the completed entry by clicking on the "Send" button on the bottom right of the form. The system allows you to complete the process even if letters of support have not yet been received, as long as at least three have been requested.

The person completing the form and the candidate(s) will then receive an automated email with the summary and key details of their submission.

