



# FREQUENTLY ASKED QUESTIONS

## 1 | SUBMITTING AN ENTRY

### What steps should I follow to enter the BBVA Foundation Awards for Biodiversity Conservation?

- All entries must be submitted using the online form available on the BBVA Foundation website <http://www.biophilia-fbbva.es/en/>.
- To familiarize yourself beforehand with the content, formats and extension of the documentation you will be asked to provide in the course of completing the online form, we recommend that you read carefully through the document available through this [link](#).

### What is the submission period for the awards?

- From December 22, 2023 to April 5, 2024 at 12 noon (Spanish standard time).
- Candidate submissions, including letters of support, must have been received in full no later than the above date and time.
- No entries will be accepted after this date and time.

### In what languages can entries be submitted?

- The documentation accompanying entries in the category BBVA Foundation Worldwide Award for Biodiversity Conservation may be presented in English or in Spanish.
- In the categories whose focus is Spain or Latin America, all documentation must be presented in Spanish, with the exception of letters of support, which may be in English.
- In all four categories, the materials documenting the execution of the candidate project or the communication and dissemination activity may be presented in other languages, provided they are accompanied by a summary in Spanish or in English.

### Are any templates or samples available to help prepare the documentation?

- Yes. Although this call makes no specifications as to the format of such documentation, the online form and the [instructions sheet](#) provide both samples and explanations of the content required.

### Once the submission deadline has passed, will time be allowed for the correction of errors?

- Yes. If the submission contains rectifiable errors, the BBVA Foundation will inform the candidate to this effect, giving a non-extendible period of ten calendar days as of this notification in which to correct them, so the entry may be accepted for consideration.



## When will the award decision be announced?

- The awards will be decided in the six months following the close of the present call, during which time the status of candidatures can be verified via this [link](#).
- Once the awards have been decided, a list of winners and of jury members will be posted on our [website](#).
- Juries may choose to declare an award wholly or partially void.
- There will be no further correspondence or communication with candidates who were not among the winners. No itemized or individual information will be provided on either the submissions received or the deliberations of the prize juries.

## 2 | AWARD CONTENT

### What do the BBVA Foundation Awards for Biodiversity Conservation consist of?

- The BBVA Foundation Award for Biodiversity Conservation, in its Spain, Latin America and Worldwide categories, comes with a cash prize of 250,000 euros, a diploma and a commemorative artwork.
- The BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spanish comes with a cash prize of 80,000 euros, a diploma and a commemorative artwork in each of its two sub-categories. If this award goes to a joint entry comprising two or more individuals, its monetary amount will be divided equally among them.
- All awards in whatever category are subject to the withholding and other taxes stipulated in current legislation, which will be deducted from their monetary amount.

### Does the winning organization have to disclose how it will spend the prize money?

- Yes. The prize money must be spent to further the purposes of the receiving organization in the manner that it determines, with the decision notified to the BBVA Foundation within the six months following the award presentation ceremony.

### And in the case of the BBVA Foundation Awards for Knowledge Dissemination and Communication in Biodiversity Conservation in Spanish?

- In this case, the award money can be spent as the winner sees fit.

## 3 | CANDIDATE PROFILE

### Who can be a candidate in the BBVA Foundation Award for Biodiversity Conservation in Spain?

- Public or private non-profit entities headquartered in Spain and established prior to the year 2022.



- They must state activities relating to environmental and biodiversity conservation as part of their organizational purpose.
- The actions submitted for this award must have been carried out in Spain. They will be of an eminently applied nature and may not consist exclusively or principally of scientific research.
- For the award to be formalized, the Foundation will require the winning organization to provide a copy of its entry in the corresponding registry in Spain.

### **Who can be a candidate in the BBVA Foundation Award for Biodiversity Conservation in Latin America?**

- Public or private non-profit entities headquartered in a Latin American country and established prior to the year 2022.
- They must state activities relating to environmental and biodiversity conservation as part of their organizational purpose.
- The actions submitted for this award must have been carried out in one or more Latin American countries. They will be of an eminently applied nature and may not consist exclusively or principally of scientific research.
- For the award to be formalized, the Foundation will require the winning organization to provide a copy of its entry in the corresponding registry in Latin America.

### **Who can be a candidate in the BBVA Foundation Worldwide Award for Biodiversity Conservation?**

- Public or private non-profit entities headquartered in any country and established prior to the year 2022.
- They must state activities relating to environmental and biodiversity conservation as part of their organizational purpose.
- The actions submitted for this award must be of an eminently applied nature and may not consist exclusively or principally of scientific research.
- Candidate actions can have been carried out in any country, albeit with a significance and scope that extends beyond its borders.
- For the award to be formalized, the Foundation will require the winning organization to provide a copy of its entry in the corresponding registry.

### **Can an organization present more than one candidate in the same award category?**

- Yes, an organization can submit as many actions as it chooses in the same award category, as long as they are suitably identified in the project description and any letters of support clearly state which one they are endorsing.



### **Can an organization headquartered in Spain or a Latin American country present an entry for the BBVA Foundation Worldwide Award for Biodiversity Conservation?**

- Yes, provided the candidate action has a significance and scope that extends beyond the borders of Spain or the relevant Latin American country.

### **Can public administration bodies present themselves as candidates for the Biodiversity Conservation Awards?**

- Yes, the Biodiversity Conservation Awards are open to any public organization or entity with legal personality whether operating at national, regional or local level, provided they were established prior to the year 2022.

### **Who can be a candidate in the BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spanish in its two sub-categories?**

- Natural persons of any nationality engaging in communication, dissemination or awareness-raising activities in the realm of biodiversity conservation.
- Joint entries will be accepted from two or more persons (up to a maximum of 20) that have engaged collaboratively in tasks of biodiversity conservation communication and dissemination in Spanish. In such cases, the documentation submitted should focus on this shared trajectory.

### **Can an organization, entity, company or collective put itself forward for the BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spanish in its two sub-categories?**

- No, this category is reserved for natural persons.

### **Can winning entries in previous editions compete in the awards?**

- No organization or natural person can put themselves forward for a BBVA Foundation Award for Biodiversity Conservation if they have been winners in any of the previous three editions.

## **4 | LETTERS OF SUPPORT**

### **How many letters of support does a candidate need to receive?**

- Each candidature can provide up to three letters of support.
- Note, in any event, that letters of support are not obligatory and candidatures can be submitted without them.



## **In which languages can letters of support be submitted?**

- In Spanish or in English.

## **What information should be provided in letters of support in the Spain, Latin America and worldwide categories of the Biodiversity Conservation Awards?**

- Letters should offer a short reasoned account of the significance of the specific conservation action put forward for the award, along with its overall contribution to environmental conservation.

## **What information should be provided in letters of support for the BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spanish in its two sub-categories?**

- Letters should offer a short reasoned account of the significance of the candidate or candidates' single most notable contribution to communication, education and awareness-raising in the realm of environmental and biodiversity conservation, along with their general contribution to disseminating knowledge and mobilizing social awareness around the need to conserve nature.
- In the case of joint entries, letters should focus particularly on candidates' collaborative contributions.

## **What is the procedure for providing letters of support?**

- The signatories of letters of support should be identified on the online form using the "Add endorser" button. Their details will be saved and a letter request issued.
- The signatories of letters of support 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 verify. This second password will be valid for 10 minutes. 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.
- Once the letter has been uploaded the system will send a confirmation email to both the person completing the form and the endorsing party.
- Signatories of letters of support can upload their letters through the link provided up to the closing date for submissions.
- 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.
- 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.
- The content of letters of support is confidential, and may not be viewed by candidates.





## Once the awards have been decided, will candidates have access to the letters of support received?

- No. To ensure the independence and rigor of the BBVA Foundation Awards for Biodiversity Conservation, comply with current legislation on the protection of personal data and preserve the confidentiality of the letters of support provided, candidates will in no event be given access to the content of such letters.

## 5 | ONLINE FORM

**IMPORTANT:** We recommend that you read carefully through the **Instructions, information and documentation** before filling in the form.

### What technical aspects should I bear in mind when completing a submission?

- The system is compatible with versions of Chrome above 40, Firefox above 35, Safari above 8 and Internet Explorer above 11.
- 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 and Latin America must be presented in Spanish, with the exception of letters of support, 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](mailto:premios@bbva.es) and [otp-manager@bbva.com](mailto:otp-manager@bbva.com).

**If we have not answered your questions, please contact the BBVA Foundation directly at [premios@bbva.es](mailto:premios@bbva.es). We will be happy to assist you.**