



# 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](#).

- 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 accounts [premios@bbva.es](mailto:premios@bbva.es) and [otp-manager@bbva.com](mailto:otp-manager@bbva.com).

If you have any queries, please contact us at: [premios@bbva.es](mailto: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 carrying out the candidate action 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 Award for Biodiversity Conservation in Latin America
3. BBVA Foundation Worldwide Award for Biodiversity Conservation
4. BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spanish - Audiovisual formats
5. BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spanish - All other formats

### 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.



# BIODIVERSITY CONSERVATION ACTIONS

## 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 actions as it chooses in either of these two categories, as long as they are clearly differentiated in the descriptive narrative and come with their own letters of support.

- 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 action has been submitted in earlier award editions, in which case you should specify the year and title.

- B. Description of the organization carrying out the action:** 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 biodiversity and environmental conservation actions undertaken in the last five years, with dates.
- b) Providing information on the main biodiversity and environmental conservation actions 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 the description template for the present call at this [link](#).



## Step 2 | LETTERS OF SUPPORT

Candidates may provide a **maximum of three letters of support.**

Note that letters of support are not obligatory, and candidatures can be submitted without them.

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

The process for presenting letters of support is as follows:

- I. 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.
- II. 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 will receive. 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.
- 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.
- IV. Once the letter has been uploaded the system will send a confirmation email to both the person completing the form and the endorsing party.
- V. Letter of support signatories 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 may not be provided by the person submitting the candidature, who will have no access to their contents.



## Step 3 | DESCRIPTION OF THE ACTION

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

- A. **Type of action:** State whether the candidate action 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 action:** State the geographical scope within which the action unfolded: local, regional, national, in collaboration with other countries, etc. (maximum 500 characters).
- C. **Biodiversity conservation action summary:** Provide a concise outline (maximum of 2000 characters) of the key aspects of the candidate action.
- D. **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.
- E. **Description of the biodiversity conservation action undertaken:** Provide a project narrative that covers the points listed under the following headings.
  - I. **Background:** description (background, needs and context), beneficiaries and location of the action.
  - 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 work team), degree of cooperation needed to carry out the action, and source and application of funds. Short curriculum vitae of the main participants with an outline of the role performed by each.
  - III. **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 the results of the action, objective indicators of the action's effectiveness and impact (effects on beneficiaries, quality, place and duration, resources employed) and impact (social, economic, cultural, political, others).
  - IV. Account of steps undertaken to guarantee the action's **continuity** going forward.





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

This description should run to a maximum of 10 pages and be attached as a .pdf or .docx file no larger than 4MB. You can find a form with a sample description for the present call at this [link](#).

## Step 4 | MATERIALS DOCUMENTING THE CANDIDATE ACTION

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).

These materials can be presented in any language. However each attachment should be identified by its original title and 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.

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/](http://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. You will also be asked to affirm the truthfulness of all the information provided.

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