

**BRITISH ECOLOGICAL SOCIETY
BUILDING CAPACITY FOR ECOLOGY FUND
GUIDELINES**

Objective

The Building Capacity for Ecology Fund will assist in the creation of networks that will allow ecologists in countries that currently lack a well-developed ecological society to interact and gain from the experience and activities of colleagues. Ultimately, we hope the interactions promoted by the Fund will lead to lasting national or regional societies that will affiliate to Intecol.

Scope

The Fund will support:

- meetings to allow ecologists to interact and begin to build or strengthen the network of ecologists in the area
- office equipment, web activities, newsletters, and other administrative support that will support an effective network of ecologists
- other proposals that clearly promote the objective of the Fund

Grants will be for a fixed term, up to five years. There is no upper limit on the size of grants that will be awarded. However, applicants should note that the total budget for the fund is £100,000 each year for five years. Most awards are envisaged to be between £5,000 and £20,000 per annum.

Eligibility

Applicants

Applicants must satisfy the following criteria:

- be a citizen from one of the countries below
- be a practicing ecologist – research or practitioner

Applicants must be able to demonstrate that the proposal will support the development of a network of ecologists who will promote the science of ecology in their country or countries. Funding can go to applicants representing an existing network of ecological scientists or ecological society. If the application is not from an existing network, it is expected that applications will normally come from groups of ecologists.

The BES will not accept applications from other organisations (e.g. government bodies or environmental campaigning groups). However, individuals in such organisations can apply if they fulfil the above criteria.

Countries

Support will focus on building effective ecological networks in low, lower-middle and upper-middle income economies in Europe and Africa (see table of eligible countries on the BES website).

The BES will support, at most, one application per country. Consulting other organisations or individuals that you believe may be interested in the proposal will help in avoiding duplicate entries from the same country/region. If the BES receives more than one application from a country, it reserves the right to contact all applicants to investigate whether a single, unified application can be constructed.

Application Process

Applications must be submitted either by email to dominic@britishecologicalsociety.org or post to:

Grants Officer, British Ecological Society, 26 Blades Court, Deodar Road, London, SW15 2NU, United Kingdom

Deadline

The BES must receive applications by the deadline indicated on the BES website. The BES will acknowledge receipt of applications. Only application forms that are properly completed according to the guidelines will be considered. Applications submitted to the BES will not be returned to the applicant. Applicants will normally be advised of the outcome within two months of the deadline.

Guidelines

Applications must be completed on the application form on the BES website. Relevant supporting documents that provide evidence for statements made in the application may be included (e.g. supporting letters, organisational statutes).

The following guidelines must be strictly adhered to:

- Applications must be typed (no less than 10 point font size)
- Applications must be in English
- Applications must not exceed 6 pages

The guidelines below correspond to sections in the application form:

Section 1: Summary Information

The Applicant

- If you have several given names, give only one in full and use initials for the others. Give the full postal address of where you work in the order: department, faculty/institution, university, PO Box/street address, city, country.

The Proposal

- Keep the title short and simple. The title should clearly state the objectives of the proposed project.
- Give a short summary (maximum 200 words) of the proposed project. Considerable attention should be given to the preparation of this item and it is recommended that you write this last.
- Please list the country that the proposal will take place in. If the proposal covers more than one country, list all participating countries and explain how the interactions will be managed.
- Please state when the proposal is expected to start and the duration of support required (max. 5 years).
- Please give the total amount requested from the BES in UK Sterling (£) and indicate any exchange rates you have used to calculate this.
- The first page with these summary details must be signed by all applicants as confirmation that the contents are accurate.

Signatures

- Applications on paper must be signed. Applications submitted electronically must contain scanned images of signatures.
- Letters of support must also be signed or be a scanned image of a signed document.

Section 2: Project Information

- Please list the aims, objectives and potential outcomes of your proposal, split into years of operation, if relevant.

Section 3: Information on Applicants

- An extensive *Curriculum Vitae* (CV) is not required. Only the most recent positions and degrees need to be listed.
- The primary applicant's CV must be listed and up to two secondary applicants involved with the project may be listed.

Section 4: Budget and Financial Information

Estimated budget for the proposed research period

- A budget for the project, broken down by category and year of expenditure must be attached to the application. An example budget template can be consulted and downloaded from the BES website.
- List categories of consumables and give a cost estimate for each category.
- List categories of membership service costs (e.g. membership bulletin).
- All requests for travel costs must indicate the individuals or group of individuals who will be undertaking them. Please give destination and means of travel.
- Requests can be made for the cost of staff time, but this must be justified.
- Please identify any additional items.

Justification for requested budget items

- Describe the purpose and function of listed items in the budget. Justify their need in relation to the project plan.

Non-financial assistance from the BES

- The BES is willing to consider providing non-financial assistance (e.g. advice from BES staff or officers) to support a project if applicants believe that it will be useful. Please explain how the project would be affected if the BES was unable to provide non-financial assistance.

Facilities and funding

- List any other funds (national and international) that you or your organisation have obtained or applied for that are relevant to this proposal. Please provide funding organisation, amounts, date of approval and length of funding period.

Section 5: Monitoring and Evaluation

- Please explain how the project will be monitored and evaluated to assess if the objectives are achieved.

Administration of the Grant

When an application is approved, a formal agreement is made between the applicants and the BES. If the proposal does not meet the objectives stated, the BES reserves the right to retract or cease funding and distribute any equipment purchased directly with its funds to organisations or individuals of its choosing. The BES will require applicants to provide periodic progress reports.

Checklist

- All applications can be accompanied by a separate statement of support from an organisation or relevant individual not directly involved in the application.
- All sections must be completed.
- Applications must be signed. Applications submitted electronically must contain scanned images of signatures.
- All applications must have an accompanying annual budget breakdown. An example template has been provided for your use on the BES website.

Website

Further information, including the list of eligible countries and application form can be found at: www.BritishEcologicalSociety.org/grants/bcef