

## CCI Collaborative Fund for Conservation

### Information for Applicants

#### Introduction

The Cambridge Conservation Initiative (CCI), founded in 2007, brings together researchers, educators, strategists, policy-makers and practitioners from the University of Cambridge and Cambridge area based conservation organisations in a strategic collaboration to address major challenges in the conservation of biodiversity and ecosystems (see [www.cambridgeconservation.org](http://www.cambridgeconservation.org) for more information).

The CCI Collaborative Fund for Conservation was established in 2008 to support innovative biodiversity conservation projects undertaken by CCI partners. The Collaborative Fund aims to facilitate novel and necessary collaborations between the partners, with particular emphasis on enabling successful partnerships between University of Cambridge Departments and Cambridge area based conservation organisations. Successful projects supported by the Collaborative Fund address high priority biodiversity conservation issues and include some combination of research, education, policy and practice.

The Collaborative Fund has been established thanks to the generous support of Arcadia, a charitable fund of Lisbet Rausing and Peter Baldwin, which recognises the vital need for collaborative approaches to investigating global conservation problems and creating sustainable solutions. CCI partners and the CCI Fund's donors recognise that financial support for such initiatives is lacking and this Fund is designed to fill that gap. In addition to the Arcadia fund support to the CCI Fund is, or has been, provided by the following donors: the A. G. Leventis Foundation, the Mitsubishi Foundation, the Grantham Foundation, the Rothschild Foundation, the Isaac Newton Trust and the Paul and Louise Cooke Endowment.

The CCI Fund is administered by the office of the Executive Director of CCI with grants being awarded by a [Selection Panel](#).

#### Guidelines for applicants

These guidelines are intended to accompany the Collaborative Fund for Conservation application form (available from the [Collaborative Fund page on the CCI website](#)).

Applications should be submitted electronically (as a Word file) to the Executive Director of CCI, Dr Mike Rands ([m.rands@jbs.cam.ac.uk](mailto:m.rands@jbs.cam.ac.uk)) copied to the CCI Administrator ([cciadministrator@jbs.cam.ac.uk](mailto:cciadministrator@jbs.cam.ac.uk)) with 'CCI Collaborative Fund Application' in the subject line. You will receive an acknowledgement email with a unique application reference code within two working days of submission. Please use this code in all further application-related correspondence with CCI.

#### 1. General information

##### Project title

Provide a short, clear descriptor that identifies the project.

##### Project summary

Summarise the essence of your project in a few sentences.

## Project duration

Projects may be between 1 month and 5 years in duration. Include the proposed start and end date of the project (in the format day/month/year). In order to allow time for grant processing we advise that projects should not plan to start before 1 September 2018.

## Project lead

Name one individual applicant who will take the lead for project and grant administration. Responsibilities will include the coordination and submission of the interim updates and final report (in collaboration with the project team) and relevant communication with the CCI Executive Director's Office on behalf of the project team.

## Amount requested

Maximum permitted is £75,000. Total project budgets must be within the range £3,000 to £75,000. Applications in the lower range are particularly welcomed for 2018.

## Applicants

List each CCI partner organisation/Department involved in the project (plus any additional non-CCI collaborating organisations).

Applications to the Collaborative Fund are welcomed from all CCI partner organisations. Each application requires **at least three** CCI partner organisations/University Departments to be actively working together on the project. **This must include at least one** University Department and one conservation organisation. If a member organisation of CCF that is not a partner of CCI wishes to apply as one of the three, it can do so through the CCF by agreement of the CCF Committee (i.e. it will be applying as CCF and therefore must have the agreement of CCF to do so).

Where CCI partners do not have all the skills and expertise needed to deliver a project, other collaborators – especially from developing countries – may be included in the project and funded by the grant.

## 2. Project rationale

Describe succinctly the conservation issues your project is trying to address, and why. Any relevant policy, academic or practical background should be included.

## 3. Project description

### 3.1 Aims and objectives

Describe what your project hopes to achieve, including its aims and objectives and what you intend to achieve with respect to the conservation issues outlined in the rationale.

### 3.2 Project suitability and criteria

It is essential that your project addresses really **important and timely** biodiversity conservation issues that are stated priorities for CCI. Explain why this project should be considered a priority, and how this project contributes towards the [CCI Five Year Plan](#).

It is essential that your project addresses a combination of **at least two** areas of activity from the following four areas: **research, education, policy, practice**.

Your project must also meet at least three of the following eight criteria:

- Innovative or novel
- Interdisciplinary
- Influences policy
- Influences behaviour change
- Influences practice on the ground
- Includes capacity development as either/or
  - a key element
  - a significant by-product
- Not easily fundable by other sources

Please note that while a successful project would be expected to meet at least **three criteria**, we do not necessarily expect projects to cover **all** of these aspects: a successful project will be well thought out and sufficiently focused.

For each of the criteria your project meets explain how it does so.

### 3.3 Methodology

Describe the methods you will use to conduct your project. It should be clear how activities contribute to the overall aims of the project.

We recognise that collaborative projects are often ambitious and complex. Please briefly identify whether you are aware of any potential challenges or risks at this stage that may affect project success, and what these challenges and risks might be. Note this may include external factors that are outside of the control of the project team (e.g. political, climatic, data availability).

### 3.4 Social and environmental impact assessment

Biodiversity conservation projects aim to have a net positive impact on the environment, as well as avoiding negative social impacts (and enhancing positive social benefits where possible). Conducting a social and environmental impact assessment as part of the development of a project is an important step to help strengthen the project, improve its performance, avoid conflict and harm to both people and environment, and enhance the prospect of long term success and sustainability. [The CCI Collaborative Fund for Conservation: social and environmental impact assessment document](#) summarises a number of issues relating to social and environmental matters that you may need to consider as part of your project, depending on the nature of your proposed work. Please indicate how you will assess the environmental and social impacts that your project might have, and the measures you will put in place to avoid negative environmental and social impacts as a result of your project.

### 3.5 Collaboration

Collaboration between disciplines is strongly encouraged in all applications, and all collaborating organisations/Departments will be expected to make a major and significant commitment to the project outcomes to demonstrate true collaboration. Explain why the issues you are seeking to address requires a collaborative approach, addressing the following questions in particular: a) what disciplines and skills are needed to deliver this project, b) how will these disciplines and skills be complementary, and c) how are you bringing these disciplines and skills together in your application?

Complete the contact information for each individual involved in the project. In the 'role' box state the roles and responsibilities of the individual e.g. data collection, statistical analysis, report writing, etc. Indicate for each individual whether they are involved in any other applications to the Collaborative Fund in this funding year, and if so how many.

## 3.6 Measures of success

List the main outputs anticipated from the project. These are the products you anticipate producing e.g. toolkits, policy briefs, papers, databases.

Describe the expected project outcomes. These are the likely effects of a project resulting from the outputs e.g. raising awareness surrounding an issue, increased financial investment in a conservation problem, laying the groundwork for further research.

Explain how these outcomes will translate into conservation impacts in the long term. It may be useful to consider creating a communications strategy for your project, to ensure that project outcomes involve and reach the desired audiences.

Identify who will be responsible for project monitoring and evaluation. Consider how will you monitor project progress, and also describe how you will evaluate outputs, outcomes and impacts. Referring to the CCF Conservation Measures Project Evaluation Tool may be helpful (which can be downloaded from:

<http://www.cambridgeconservationforum.org.uk/initiative/harmonising-measures-conservation-success>).

We appreciate that ultimate impacts may be difficult to assess for a variety of reasons, including the fact that they may not become apparent until some time after the project activity has ceased. Therefore, please be aware that we will be expecting to work with you after your project has come to an end, to assess the impact of your work.

## Reporting and Communications

### Interim updates

If the project runs for more than six months, short joint interim updates are required at six monthly intervals and by the dates specified in the project contract. This content will appear as a blog post on the CCI website. A template for the joint interim update can be downloaded from the [CCI website](#).

### Final report

Successful applicants will be required to provide a final joint report (including a detailed joint financial report) no later than 8 weeks after the completion of the project and by the date specified in the project contract. This will not be published on the CCI website. A template for the joint final report can be downloaded from the [CCI website](#).

### Seminars/talks

In addition, successful applicants will be expected to give seminars/talks on the progress and outcomes of the project as requested by the CCI Executive Director.

**Applicants should note that outputs arising from funded projects will have to be made freely available via the CCI website. This is a condition of the Fund donor.** Successful applicants will be asked to acknowledge the CCI Collaborative Fund in any publications, materials and communications that arise from the project (copies of all such material, and any presentations made on the project, should be sent to the CCI Executive Director). They will also be required to acknowledge the support of Arcadia, as the sponsor of the CCI Fund, in a prescribed way that will be outlined in the conditions of any grant. CCI operates an open access policy for any data and information acquired during a project supported by the Fund; recipients will be required to agree to this as a condition of accepting the grant.

## 4. Budget

Provide a financial summary (in pounds sterling) of the project, broken down into appropriate headings on an annual basis, and presented in tabular form. The budget should show the costs associated with each CCI partner and should include VAT where appropriate. The budget should include core project staff costs, travel, subsistence, materials and any other associated costs. The amount of overheads should also be tabulated: all collaborating organisations/Departments will take the same flat rate overhead of not more than 15% from their agreed portion of the grant. Thus the overall overhead for any one project will not exceed 15% of the total grant awarded. This overhead is intended to cover management and operational costs, which should not also be included elsewhere in the budget.

Where cost effective to do so, the collaborators may seek matching funds from other donors to support individual projects. If you have secured any match funds, state where from and the total sum. Please also disclose if you are have any match funding in the pipeline. Note the Fund has no matching fund requirement.

## 5. References

Each application requires the support of two referees (appropriate peers) from outside CCI. The names, email addresses and phone numbers of referees should be listed in the application.

Please ask your referees to complete the referee form (available from the [Collaborative Fund page on the CCI website](#)), which should be submitted **no later than one week after your application is submitted**. Reference forms should be submitted electronically to the Executive Director of CCI, Dr Mike Rands ([m.rands@jbs.cam.ac.uk](mailto:m.rands@jbs.cam.ac.uk)) copied to the CCI Administrator ([cciadministrator@jbs.cam.ac.uk](mailto:cciadministrator@jbs.cam.ac.uk)).

Note: if more than two references are requested, only the first two received by the Executive Director of CCI will be considered.

## Application Process

Applications must be received by the CCI Executive Director by **midnight on May 3<sup>rd</sup> 2018**. Under exceptional and urgent circumstances applications may be considered at other times. Please contact the CCI Executive Director, with very strong justifications, for advice before attempting any such exceptional applications.

Applicants will be informed of the outcome of their applications within 6 weeks of the closing date, providing the application has all the information required and that the two references are received on time. The CCI Executive Director's Office will acknowledge receipt of applications via email with a unique application reference code within two working days of submission. Please use this number in all further application-related correspondence with the CCI Executive Director's Office. The CCI Executive Director's Office will ensure that the application falls within the remit of the Fund and seek any further information from the applicant before submitting applications to the Selection Panel.

The project leads of the successful applications will be informed by the CCI Executive Director's Office in an email. Following confirmation that the project still wishes to proceed, each organisation/Department will receive a grant contract for signing. The contract will include details of payment timetable and reporting requirements. Payments will normally be disbursed as follows:

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- 60% of grant given on acceptance of all of the signed grant contracts for the project and receipt of a short summary by the applicants of the project (which will be uploaded onto the CCI website).
- The final 40% given following the sign-off of a satisfactory final joint report and financial report by the CCI Executive Director's Office.

Applications for variations in the conditions of a grant should be sent to the CCI Executive Director by email, who may need to refer them to the Selection Panel before responding.