**Tuscany Environment Foundation**

**Grant Application Form**

**GRANT CRITERIA OVERVIEW**

* Applications for funding from the TEF should fit into one of the Fund’s key focus areas outlined in our Areas of Interest on our website [www.tuscanyenvironment.org](https://www.tuscanyenvironment.org/)
* Proposals should be presented in a concise, narrative form, without extensive documentation; they should be clear and compelling, with the objective to create measurable and sustainable long-term results
* The organisation must display strong and effective leadership
* Sustainability/nature regeneration must be a key outcome of the project
* The project must demonstrate positive community, local, or national impact

**PREPARATION MATERIAL**

* Please note: This application form is for preparation purposes and these questions are provided as a reference for developing your proposal
* How to use: This document is designed for people with intermittent access to the internet. You can download and complete this document or prepare your answers to the questions in a separate digital document. When you are ready to apply, visit <https://www.tuscanyenvironment.org/grants> portal to submit a proposal through the online application system (or do so by sending your application form via email to ed@tuscanyenvironment.org).

**APPLICATION STEPS**

• **Step 1** Contact Information

• **Step 2** Project Description

• **Step 3** Project Summary

• **Step 4** Issue of Concern

• **Step 5** Qualifications

• **Step 6** Project Members

• **Step 7** Expected Outcomes

• **Step 8** Methodology Details

• **Step 9** Reporting

• **Step 10** Budget

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| **1. Contact Information:***Who is the lead person in charge of the implementation of the project?\* Required info* |
| Lead contact name\*:Name of the Organization/Association\*:Address:Postcode:Phone number:Email\*:Website/other: |

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| **2. Project Description:***Details about the project you are requesting funding for. \*Required info* |
| * **TEF Area of Interest of the project\*:**

***□ Biodiversity******□ Marine Conservation******□ Regenerative Agriculture******□ Sustainable Forestry**** **Title of project (acronym, short, descriptive)\*:**

**……………………………………………………………………………………………………………………………………………………..*** **What species/area/issue does it focus on?**

**……………………………………………………………………………………………………………………………………………………..*** **Where will it happen?**

**…………………………………………………………………………………………………………………………………………………….*** **How long will it last?**

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| **3. Project Summary:***This section should clearly and concisely summarize the request for TEFs support.**It should provide the reader with a framework that will help them visualise the project. Summarize your project in* ***1500 characters or about 200 words or less****. Include your goals/objectives, anticipated results, and any broader significance.*  |
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| **4. ISSUE OF CONCERN***This section should address the specific problem area or need for which assistance is being sought. Information based on objective research should be provided to justify the need or problem. The issue of concern should fall into one of the TEF areas of interest.* |
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| **5. QUALIFICATIONS – ORGANISATION & PROJECT LEAD** *This section describes the applicant project lead and organisation and their qualifications for funding, credibility and track record. It should demonstrate that it is the best organisation to carry out the proposed project, with the means and the imagination to solve the particular problem or meet the need.* |
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| **6. PROJECT MEMBERS***Provide information for other individuals (up to three people) whose roles are critical to the proposed project. Note: Please DO NOT list yourself as a team member.* |
| ***Collaborator #1**** Full Name\*:
* Project Role/Relevant Skills\*: (Team member project role and skills relevant for carrying out the project)

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***Collaborator #2**** Full Name\*:
* Project Role/Relevant Skills\*: (Team member project role and skills relevant for carrying out the project)

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***Collaborator #3**** Full Name \*:
* Project Role/Relevant Skills\*: (Team member project role and skills relevant for carrying out the project)

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| **7. EXPECTED OUTCOMES***This section should detail the outcomes of the project in measurable terms. Provide a succinct description of what the organisation hopes to accomplish. Please summarize the relevant outputs you expect to produce (e.g., a conservation management plan, new tool, data) including the changes you expect to result from these outputs and who/what will benefit.* |
| * **Summary of Outputs and Results:\***

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| **8. METHODOLOGY DETAILS***How will you accomplish this project? This section should describe the activities to be conducted to achieve the desired objectives including the rationale for choosing a particular approach. Please detail the methods or activities you will use to complete your project and why these methods are the best choices. Note any special or unusual tools or techniques you plan to use. List and describe the steps you will take to implement your approach, and provide a chronological description of the operations of the proposed project would be adequate.*  |
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| **8. REPORTING***When will you report on the progress of the project? The first report is usually submitted within one month of the start of the project; subsequent reports will depend on the scope of the project.* |
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| **9. BUDGET***This section should detail the costs to be met by the funding and where applicable, those to be provided for by other parties. Please include both administrative and programme costs.* |
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**Declaration:**

* I confirm that all the information in this application is correct and accurate to the best of my knowledge. I agree that you can check the information in it and any supporting documents with other people and organisations if required.
* My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
* I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation’s application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
* I am authorised to put forward this application on behalf of my organisation.
* On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter.

**ATTACHMENTS**

Please upload a C.V. or Resume\*: To upload, download the file from your device to your computer, press Choose File to select the appropriate file, and press Upload.

**Signed:**

**Date:**

**If you have any questions please contact:**

**Executive Director: Mr. Edward Cutler**

**Email:** ed@tuscanyenvironment.org