

# 202\_ Round \_\_

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## *New England Biolabs Foundation*

### *Instructions*

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Welcome to the proposal stage of our application process.

Many of the questions, along with your responses, have been carried over from the letter-of-inquiry (LOI) stage. You may refine or expand upon your earlier responses. Please note that once you've made changes here, those changes will also be reflected in your LOI form.

For the **Appendices** section, please note the file size limitations on the materials to be uploaded.

And please be sure to note any **Special Instructions** from staff in the section immediately below.

*HELPFUL TIP: You can save your work as a draft and return to work on it later. You can log back in by following the link on our website. Please contact us at [info@nebf.org](mailto:info@nebf.org) with any questions or comments. Good luck!*

### **Special Instructions**

*Character Limit: 1500*

### *Project Information*

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#### **Project Name\***

*Character Limit: 200*

#### **Thematic Area(s)\***

Please select (up to three) thematic areas of interest to our foundation that are addressed by your project.

##### **Choices**

- Conserving biological diversity (terrestrial and marine)
- Sustaining cultural diversity (e.g., linguistic diversity and knowledge systems and practices)
- Maintaining ecosystem services (e.g., water, soil, and carbon sequestration)
- Supporting food sovereignty and economic vitality of local communities
- Sustaining healthy reefs and marine fisheries
- Artistic expression (Local U.S. applicants only)

#### **Project Country\***

Please select project country or countries.

### Choices

- Belize
- Bolivia
- Cameroon
- Ecuador
- Ghana
- Guatemala
- Honduras
- Nicaragua
- Peru
- North Shore of Massachusetts, USA
- Other (By prior invitation by NEBF staff only)

### Project Geography\*

Please select applicable project geography or geographies.

#### Choices

- Coastal landscapes/seascapes of Belize, Guatemala, and Honduras within the Gulf of Honduras
- Southern Pacific coast of Nicaragua, including Lake Nicaragua
- Northern Caribbean coast within Nicaragua’s North Atlantic Autonomous Region
- Sacred Valley of the Incas, extending from Ollantaytambo to Pisac in the Southern Andes of Peru
- The portion of the Bolivian Altiplano extending from Lake Titicaca to Lake Poopó and beyond to Sucre
- Andes-Amazon Basin of Ecuador and Peru
- Weto Landscape /Togo Plateau in the southern part of the Togo-Atakora Mountains in Ghana
- Black Volta Basin in the Upper West region of Ghana
- Highland landscapes of Southwest Cameroon
- North Shore of Massachusetts, USA
- Other (By prior invitation by NEBF staff only)

### Total Project Budget\*

Please enter, in US dollars, the total annual budget for the proposed project.

*Character Limit: 20*

### Amount Requested from New England Biolabs Foundation\*

Please enter, in US dollars, the amount you are seeking from us. (International grants range from \$5,000 to \$15,000 and local grants range from \$4,000 to \$10,000. Please note that first-time applicants are unlikely to be considered for the maximum amount.)

*Character Limit: 20*

### Project Summary\*

Please provide a concise summary of the project for which you seek our support. Based on the thematic area(s) you selected above, please describe the problem(s) you are addressing, the activities that you plan to undertake, and the outcomes that you anticipate. Please note that this summary will be read closely by our board members when making their funding decision.

*Character Limit: 2500*

## Landscape and Communities Involved\*

Where will you conduct the project? Please tell us about the landscape or seascape where you will be working and the communities involved. How will the community members guide, participate in, and benefit from the project?

*Character Limit: 3000*

## Problem Statement\*

Please tell us about the biological and cultural diversity that your proposed project seeks to protect or conserve? What are the principal threats to these resources in your project area? If you are a local applicant seeking support under the thematic area of artistic expression, please tell us about opportunities, challenges, or issues that your project seeks to address.

*Character Limit: 4000*

## Project Objectives\*

Through this project, what do you hope to achieve in the next year? What are your goals over the longer term?

*Character Limit: 2000*

## Strategies and Actions\*

Please tell us what you plan to do (your strategies) and how you plan to do it (your actions/activities). If relevant, please comment on how your project will address climate change through mitigation and/or adaptation.

*Character Limit: 5000*

## Outcomes and Impact\*

What does success look like for your project? Please identify the top three outcomes that you anticipate.

*Character Limit: 2000*

## Evaluation\*

What is your plan for evaluating your project?

*Character Limit: 2000*

## Time Frame\*

How long will it take to carry out the project? When do you anticipate starting and ending the activities for which you are seeking support from us?

*Character Limit: 500*

## Project Team\*

Who will be conducting the project on behalf of your organization? Please describe key community members and partner organizations involved in project implementation. How does the experience of your organization position it to conduct this project?

*Character Limit: 2500*

## Organizational Information

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### Previous NEBF Grants Received\*

Please indicate if your organization has received grant support from us previously. If so, please also note year(s).

*Character Limit: 250*

### Mission Statement\*

What is your organization's mission statement?

*Character Limit: 1000*

### Organizational Background\*

Please tell us briefly about your organization's history, recent achievements, and current programs.

*Character Limit: 2000*

### Total Organizational Expenses\*

Please enter, in US dollars, your organization's total operating expenses for the most recently completed fiscal year.

*Character Limit: 20*

### Number of Paid Staff\*

Please indicate the number of full- and part-time staff members your organization currently employs.

*Character Limit: 250*

### Number of Volunteers\*

*Character Limit: 10*

### Online Presence

If your organization does not have a website, please direct us to any social media sites (such as Facebook) where your organization has a public online presence.

*Character Limit: 250*

## Appendices

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### Project Budget\*

Please submit your budget in US dollars using the format found here: [NEBF budget template](#).

Please note that we are a small foundation and like to see our funding is being matched by

other sources, including in-kind donations (such as donated materials and/or volunteer labor).

Please also note that we typically disburse grants in two installments: 80% at the beginning of the grant period and 20% upon

*File Size Limit: 1 MB*

### **Project Timetable\***

Please upload a timetable illustrating the timing of key project activities.

*File Size Limit: 1 MB*

### **Reference 1\***

Please upload a letter of recommendation from a partner organization (e.g., an agency or NGO with which your organization has worked) or a donor.

*File Size Limit: 1 MB*

### **Reference 2**

Please upload a second letter of recommendation from a partner organization (e.g., an agency or NGO with which your organization has worked) or donor. PLEASE NOTE: If you are a current or recent NEBF grantee (within the past 3 years), you are not required to provide a second letter of recommendation.

*File Size Limit: 1 MB*

### **Map\***

Please upload a map of your target landscape highlighting the area where your project is located. Note that you may instead, in the space below, provide a link to a map indicating the location of the project.

*Character Limit: 1000 | File Size Limit: 4 MB*

### **Board of Directors\***

Please upload or enter the names and affiliations of your organization's board of directors.

*Character Limit: 1000 | File Size Limit: 1 MB*

### **Résumé 1\***

Please upload a résumé, CV, or bio of the primary person responsible for the project.

*File Size Limit: 1 MB*

### **Résumé 2**

OPTIONAL: Please upload a resume, CV, or bio of a second key person responsible for the project.

*File Size Limit: 1 MB*

## Financial Statements 1\*

Please upload your organization's most recent IRS Form 990 (US-based organizations). If your organization is not required to submit an IRS Form 990, please upload your most recent audited financial statements.

*File Size Limit: 4 MB*

## Financial Statements 2

If your organization is not required to file an IRS Form 990, please also upload your previous year's audited financial statements, so that, in total, we have two consecutive years of financial information on your organization. Those applicants who have uploaded a Form 990 above may skip this question.

*File Size Limit: 4 MB*

## Evidence of Nonprofit Status\*

Please upload a copy of the organization's (a) tax determination letter from the US Internal Revenue Service or (b) documents confirming NGO certification from the appropriate agency in your country.

*File Size Limit: 2 MB*

## Relevant Literature and Supplemental Materials

OPTIONAL: Please upload 1 to 3 relevant recent articles, papers, or newsletters that you would like to share with us.

*File Size Limit: 3 MB*

## Photos

OPTIONAL: You may upload up to 6 photos as a Word or PDF document here.

*File Size Limit: 4 MB*

## Additional Information

OPTIONAL: This space is provided to you in case there is additional information that you would like to share with us that you feel will be important for our board members to consider when making a decision on your application. This might include additional background on your organization and its qualifications, further description of the project work plan, etc.

*Character Limit: 3000*