**Fellows Application Requirements**

Completed applications should be sent to Fellows@collaborativeconservation.org before **midnight MST, Monday November 2, 2020.**

(NOTE: The CCC Fellows web page also contains a “Frequently Asked Questions” document. All other questions should be directed to Kim Skyelander, CCC Associate Director, at Kim.Skyelander@colostate.edu but DO NOT send applications to this address).

**A. Instructions**

The fellowship proposal must address each section listed below to be considered for review and be written in

* 12 point font,
* double-spaced, with
* 1 inch margins for all materials except the CV/resumes.

Please submit the proposal, budget template, and the CV/resumes ALL together as a single PDF document.   Specify if you are applying for an *Individual* or *Team Fellowship*.

**Separate Word or PDF documents will *not* be accepted.**

Note: PDF naming conventions should follow

*“Lastname- Firstname\_Team \_Application”*  (Skyelander-Kim\_Team\_Application)

Sections

1.   **Summary of the Fellowship (1 page maximum)**

Summaries will be used for the news release, for the CCC webpage, and other program publicity. Include all parts a-g.

1. Title of your project
2. Names of the fellows, with titles and affiliations
3. Names of all your collaborators-
* their titles and affiliations, and
* their **specific** **roles** in the project
1. Specific location of the project
2. Specific project goals and objectives
3. Evaluation plan to determine if your goals and objectives are met
4. Direct and indirect project outcomes for:
* conservation
* livelihoods
* the collaborative process

2. **Overall Description of the Project** (3 pages maximum, not including literature cited)

* Introduction to the topic/issue – why is it important?
* Include the information from a-e of the Summary
* Who are your stakeholders in the project and how you will collaborate with them?
* How you will *communicate your findings* to your project stakeholders, communities, and partners. Be specific.

NOTE: If the proposed work will form part of a larger research project, or build on or enhance an existing program, part of this description should provide a short background and explain how the proposed work fits into the bigger picture.

**3. Evaluation and Outcomes** (2 page maximum)

1. Describe how you will measure or determine the success of your project. How will you know if you meet your goals and objectives? Detail an evaluation plan for the project which should relate directly to your project objectives.
2. Describe the anticipated short-term and long-term outcomes of your project. These may be direct or indirect outcomes and should address both conservation and livelihoods.

For example-- For a project working on reducing elephant/farmer conflicts, a short-term outcome might be: “this project will reduce the elephant damage to food crops by using strobe lights at night”. A long-term outcome might be: “reduced elephant damage to crops will lead to increased crop revenue for farmers and decreased killing of elephants”.

Examples of project livelihood or social outcomes might be increased education for women, the creation of a non-profit, better jobs, healthier food, increased mental and physical health, new partnerships through the collaborative process, better stakeholder communications, etc.

Examples of conservation outcomes might be: # acres restored, # wildlife saved, creation of a management plan, new policies developed, etc

4. **Potential for impact on you or your team** (3/4 page maximum)

Describe how your proposed work will contribute to:

* your (or your teams’) professional and personal growth,
* the Fellows Program specifically,
* the CCC, and
* the field of collaborative conservation.

5. **Fellowship products** (½ page maximum)

    Include a specific description of the expected products of the fellowship (see the E2-Deliverables section of the RFP).

6. **Information on your collaborators** (½ page maximum)

List the names, titles, affiliations, emails, and SPECIFIC roles of people whom you will collaborate with during the fellowship project. Describe how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities, etc.  (NOTE: These collaborators MUST be in place at the time of the application. The application review panel may contact your collaborators about their involvement in your proposed work).

7. **Budget statement (½ page of text) plus the budget template**

Provide a written justification explaining all requested budget items/costs.  Each of the major costs (salaries, services, supplies, travel, in-kind costs, and other direct and indirect costs) must be explained, demonstrate a clear connection to the project activities, and show how the item amounts were determined.   For personnel salary costs include the salary figures (with fringe if appropriate) and the estimates of time (as percentages) to be directly charged to the project.

 \*NOTE: If the proposed work will form part of a larger project, an explanation of funding already received and a justification for these additional funds should be given.

Categories should include:

* + **Salary/stipend** (can be used for local collaborators or a local person to help with the project, for the applicants themselves, a student helper, etc.)
	+ **Services** (meeting expenses, publications, etc.)
	+ **Supplies** (supplies and equipment; we do *not* fund computer type equipment)
	+ **Travel** (domestic and international travel, including food, accommodation and transport).  *If travel is planned for more than one trip or more than one person, please give details that explain this.* Make sure to include the travel costs to attend fellows events and trainings if not from the Fort Collins area.
	+ **In-kind** or donated time, supplies, etc.
	+ **Other** if needed.

\*\*\* You must also fill in the **budget template** on the CCC webpage [http://www.collaborativeconservation.org/fellows](http://www.collaborativeconservation.org/fellows%29)) under application materials.

8. **A current CV or resume for yourself (and *each* Team Fellow if applicable) (3 page maximum each person)**

Individual formats are acceptable, but please keep font size appropriate and lists

(publications, awards, etc.) *brief and relevant* to the proposed fellowship project.

**B. Accountability**

Upon acceptance of the fellowship, you will be required to sign a contract saying you will submit the required products by the due dates (exceptions will only be granted on a case by case basis - we realize not everything goes according to plan). The CCC reserves the right to withhold final fellowship funds until these products are turned in.

**C. Evaluation of Applications**

     For a list of application evaluation criteria, please see the “Criteria for Evaluating All Fellows Applications” on the CCC Fellows webpage, under Application Materials.