

## CCC Fellows Cohort 12 Application Instructions

An example of a **past Fellows' Application** can be found on the application webpage [here](#).

The CCC Fellows application web page contains a "[Frequently Asked Questions](#)" document

For other questions, contact [Kim.Skyelander@colostate.edu](mailto:Kim.Skyelander@colostate.edu)

### Where to Send the Application

Completed applications should be sent to [Fellows@collaborativeconservation.org](mailto:Fellows@collaborativeconservation.org) before **midnight MST, Tuesday November 2, 2021**.

### 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)

#### 1. **Summary of the project** (1 page maximum)

Summaries will be used for the news release, for the CCC webpage, and other program publicity. You must include all parts a-f.

- a. Title of your project
- b. Names of the fellows, with titles and affiliations
- c. Names of all your collaborators with their titles and affiliations,
- d. Specific location of the project
- e. Main goal(s) of the project
- f. Direct and indirect project outcomes (what you hope to achieve) for:
  - conservation
  - livelihoods
  - the collaborative process

**2. Overall description of the project** (4 pages maximum). If you are including literature cited this does not count towards the 4 pages max. Literature citing's are not required unless you are referring to other's work.

- a. Introduction to the topic/issue – why is it important? Why are you interested in it?
- b. Include the project specific objectives (**who, what, where, when, why, how**) AND how will you evaluate them? How will you know if you meet your goals and objectives?

Example:

**Objective:** Teach 7 Brazilian educators (who and where) during the summer of 2021 (when) about environmental interpretation, with specific thematic modules on appropriate messaging for low-income and disabled audiences (what) to encourage these audiences to use national parks (why).

**Activity** (how): Plan and implement an on-line course for the 7 educators

**Evaluation:** Conduct pre- and post- surveys to determine the increase in learning by on-line course participants.

- c. Who are your stakeholders in the project? (who has an interest in the outcomes?)
- d. How will you communicate your findings or results 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. Outcomes** (1 page maximum)

Describe the anticipated short-term and long-term outcomes of your project. What do you hope to achieve? (These may be direct or indirect outcomes and should address both conservation and livelihoods).

Outcome from the above example objective:

“On-line course participants will show an increased understanding of how to create appropriate messaging for low-income and disabled audiences”.

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 or higher paying jobs

- healthier food and nutrition
- improved mental and physical health
- new partnerships through the collaborative process
- better stakeholder communications
- improved trust between stakeholders, etc.

Examples of conservation outcomes might be:

- # of forest acres restored
- # of wildlife saved
- creation of a management plan
- new conservation 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 section E. Fellowship Requirements, Final Products, page 6 of the RFP).

#### **6. Information on your collaborators (3/4 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 (3/4 page of text) and 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 and demonstrate a clear connection to the project activities. For personnel salary costs include the salary amount (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, accommodations, 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.

**NOTE: \*\*\*** You must also fill in the [budget template](#) on the Fellows application webpage

## 8. A current resume or curriculum vitae for yourself (and *each* Team Fellow if applying as a team) (3 page maximum each person)

Individual formats are acceptable, but please keep font size appropriate and lists such as publications, awards, etc. *brief and relevant* to the proposed fellowship project.

### **Accountability**

Upon acceptance of the fellowship, you will be required to sign a statement saying you will submit the required products by the due dates (exceptions will only be granted on a case-by-case basis). The CCC reserves the right to withhold final fellowship funds until these products are turned in.

### **Evaluation of applications**

For a list of application evaluation criteria, please see the "[Cohort 12 RFP Evaluation Criteria](#)" document on the Fellows application webpage