

The World Bio-Bridges Mission Annual Funding Application Process and Form

Before completing the application form, please take time to read the application guidance information below

As part of the annual World Bio-Bridges Mission 50% of funds donated from the annual fundraising will be made available for the development of a new Bio-Bridge project and proposals from conservation NGOs will be welcomed for consideration. The remaining 50% of funds will be allocated to World Land Trust for the management of existing and development of new Bio-Bridges.

Each year (timings will change) a call out for project proposals will be made inviting conservation NGOs to submit potential and existing projects that fit with the Bio-Bridge methodology and principles below;

The World Bio-Bridges Mission has been established to build on the hugely successful launch of Bio-Bridges, connecting areas of rich biodiversity that are under threat and protecting some of the world's most endangered animals. It follows our previous pioneering Bio-Bridges projects, developed as part of our Enrich Not Exploit™ Commitment in Vietnam, Malaysia and Indonesia, engaging millions of customers to do their bit in helping threatened orang-utans, tigers and monkeys.

Another integral part of the programme is to engage the local communities in the long term protection of the Bio-Bridge habitat by helping to provide a more sustainable way of life from them for the people who live in and around the surrounding areas.

All interested conservation NGOs are invited to submit a project draft proposal using this application form, ensuring all sections are completed. Please email your completed application form and any supporting papers to biobridges@thebodyshop.com. All proposals will receive a confirmation email confirming receipt and next steps in the process.

For more information on the selection process please review the World Bio-Bridges Mission Terms of Reference document available on The Body Shop website. The project selection process is likely to take five to six months from receipt of the proposed projects through to final sign off. Please note, additional information or meetings to discuss the project may be required.

1. Information about your organisation

Name of organisation:

Address for correspondence:

Applicant contact name:

Position:

Telephone (office & mobile):

Contact email address:

Organisation website URL:

Registered charity number and country of registration (only applications from registered charities will be considered):

How many full-time staff does your organisation employ?

Which countries does your organisation operate in?

2. Introduction to your organisation

In no more than 100 words please describe your organisation, its key areas of focus and demonstrable achievements:

In no more than 100 words please provide your organisations mission statement and its governance process:

How long has your organisation operated?Years

Has your organisation applied for funding from The Body Shop or The Body Shop Foundation previously? (If yes, please provide details of all types of funding)

Are you part of a larger organisation or charity network?

Organisation turnover (most recent financial year) £.....

Please provide projected organisation income and expenditure through to 2020, details of organisation reserves and policy for use? (Please attach in excel format and name key corporate donors, past and current)

Provide details of your local project partner (include link to website and relevant financial details)

3. The Project

Please outline in no more than 100 words a summary of the project you are seeking funding for:

Total funds requested from The Body Shop £.....

Budget

Please attach a detailed budget showing your proposed expenditure to cover all project phases (from research & development through to conclusion/impact .Please indicate the following on the budget document:

- Overall Budget needed for complete project.
- Whether additional funds have been secured or will be required (provide details of any existing project funders).
- What will you do if additional funding not provided?
- If funding from The Body Shop is part of a larger project, please state which element The Body Shop would be funding.

Project Outline

To assist The Body Shop in making an informed decision please provide an outline of your project on no more than four sides of A4, using a font no smaller than 11 point.

Please ensure your outline covers the following points:

- Project description, why it's important and how it fits with The Body Shop Bio-Bridges criteria/definition
- Map of project location and applicable images
- Biodiversity value and threats (biodiversity hotspot or independent studies)
- Demonstrate the potential for ingredient sourcing (additional study/documentation may be included)
- Exit strategy how to ensure long term protection and sustainability of project)
- Key species (under threat in location /list according to IUCN red list rating)
- Utilise The Body Shop's influence to mobilise additional stakeholders to amplify the impact of the project
- Reporting plan (The Body Shop will require regular updates to include quarterly and annual report)
- Community engagement priorities
- Potential risks to project (security issues, government instability etc.)
- Project communication opportunities and support you can provide
- How will the project be monitored and evaluated?

References

Please provide two independent email contact addresses for the provision of references (please confirm relationship with your organisation)

Application Checklist

Before you submit your application please ensure the following;

- You have read the project proposal guideline document
- Application does not exceed The Body Shop funding limit of £250,000 per annum
- All contact information is correct
- Charity income and expenditure to 2020 (include reserves and policy for use) attached
- Budget information attached
- Project outline document attached (no more than four sides A4, 11 point font) and covers the all requested project outline points
- Any additional information important for The Body Shop to consider (include last annual report – link to web version)

Thank you for taking time to submit your application. Please note that you may be asked to provide more information at a later date or to present your project proposal in person.

Please direct questions regarding your application: biobridges@thebodyshop.com

