

Agenda Item 6.3

Project Funding through ASCOBANS  
Draft ASCOBANS Project Proposal Format

Document 6-03

**Draft ASCOBANS Project Proposal  
Format**

**Action Requested**

- Consider and comment on the draft format
- Adopt the final format

Submitted by

Secretariat



**NOTE:**  
IN THE INTERESTS OF ECONOMY, DELEGATES ARE KINDLY REMINDED TO BRING THEIR  
OWN COPIES OF DOCUMENTS TO THE MEETING

## **Secretariat's Note**

1. The 16<sup>th</sup> Meeting of the Advisory Committee (2009) decided that a format for submission of project proposals to the Committee should be developed. Proposals submitted in the new format should provide the Committee with the necessary information to decide on the suitability of projects for funding from the Agreement's Trust Fund.
2. In consultation with the Chair and Vice-Chair of the AC and experts of the Whale and Dolphin Conservation Society and Sea Watch Foundation, the Secretariat developed the attached draft format.
3. This format was already used in a call for proposals sent out on 12 January 2010. The responses to this call are listed in AC17/Doc.6-02.
4. The Committee is requested to comment on the draft format and adopt the format for future use.

**DRAFT**  
**FORMAT FOR PROJECT PROPOSALS**  
**FOR THE CONSIDERATION OF THE ASCOBANS ADVISORY COMMITTEE**

Funding of projects through ASCOBANS is dependent upon availability of funds. Since ASCOBANS is not a funding agency, there is no guarantee that funds will be available each year. Please also seek other sources for funding and note that only modest sums can be made available through the Agreement. Also, there is no possibility for supporting long-term projects. ASCOBANS will not fund monitoring obligations of EU member states or Parties to international conventions.

The ASCOBANS Advisory Committee, which meets annually in March/April, will consider the proposals made available to its review and select those that are a priority for funding. *Please note that only projects with a direct benefit for the conservation objectives of the Agreement can be supported.* Projects covering more than one ASCOBANS Party will be favoured.

Please provide only summary information in the form below. The Secretariat will request more detailed information for selected projects only. The purpose of this form is to assist in the review and approval of the project proposal by the Advisory Committee.

Proposals received **by 15 February** of each year will be made available to the Committee for their review. Funding applications received later will not be considered until the following year.

<b>Title</b>	<b>Justification:</b> (to be completed by the Secretariat)	<b>Project ID:</b> (to be completed by the Secretariat)
<b>Implementing Agency / Applicant</b>	Indicate the organization/institution or individual making the proposal, which would be responsible for the implementation of the project, if approved. Full contact details of the responsible individual should be provided.	
<b>Collaborating Agencies / Other Sponsors</b>	Indicate possible other organizations/institutions or individuals collaborating with the implementing agency in the conduct of the project.	
<b>Background / Problem</b>	Briefly describe issues/problems to be addressed by the project. Please indicate whether the proposed project is a new activity and its possible linkages with already ongoing/planned initiatives.	
<b>Objectives</b>	Briefly specify the project objective as the overall intended achievement. This part should include one or two main objectives, possibly supplemented by more specific objectives, which could provide more structure to the design of the project. Objectives are intended goals and should be clearly distinguished from outputs and activities.	
<b>Relevance to ASCOBANS</b>	Briefly explain the pertinence of the project for the attainment of ASCOBANS goals and justify by making reference to relevant decisions made, and documents/instruments produced within the	

	Agreement. Examples are references to the Agreement's Conservation and Management Plan, Resolutions, Activities in the Agreement's Triennium Work Plan or actions recommended by the Advisory Committee.
<b>Activities</b>	Briefly describe the work or the tasks to be performed. As the main element of the project's design, this section should outline the methodologies to be employed, personnel and equipment needs, location and expected duration of individual actions. Actions should be clearly related to the outputs described below.
<b>Outputs</b>	Indicate the specific products or services (e.g. reports, publications) produced by the activities to achieve the project objectives, including scientific, conservation and management and educational outputs.
<b>Work Plan and Timetable</b>	<p>As a general rule, small-scale projects funded by ASCOBANS should be completed within one year, and their expected duration should not exceed 2-3 years. Indicate proposed beginning and end dates.</p> <p>The work plan sets out the timetable for carrying out project activities and the delivery of outputs. The timetable should include start and end dates for each activity and indicate who is responsible for its implementation. The information is best presented as a table.</p>
<b>Project Personnel</b>	Name, position, affiliation, contact details, role within the project and a brief profile should be given for at least the most prominent members of the project team. Succinct CV can be attached to the project proposal.
<b>Budget Estimates</b>	<p>Every project proposal must include a detailed project budget. A breakdown of the expected costs of the project should be prepared. Purchase of non-expendable equipment through ASCOBANS funding is accepted only exceptionally, and the equipment will remain the property of UNEP/ASCOBANS, which will decide at the closure of the project on its disposal or retention.</p> <p>The budget should include not only the funds requested of ASCOBANS, but also possible other financial resources made available by other sponsors or collaborating agencies. The budget should be presented in a tabular format and, where applicable, should clearly indicate the expected source of the various amounts budgeted.</p>

For more information please contact the ASCOBANS Secretariat at  
[ascobans@ascobans.org](mailto:ascobans@ascobans.org).