How to apply to the
CLEAR REEF Social Fund for Marine Research and Conservation

- ➢ Applicants must send their applications to Anne Vitry (applyforfund@clear-reef.com) before March 15th (before midnight Dubai time). Only e-mail applications will be considered (No postal mail applications)

- ➢ Only complete applications will be considered. A complete application comprises:

  1. The CLEAR REEF FUND APPLICATION FORM duly completed and sent in Word format
  2. The CLEAR REEF FUND CHART duly completed with the handwritten requested mention at the end of the chart, signed in all pages, scanned and sent in PDF format
  3. Appendix 1: optional
  4. Appendix 2.

- ➢ Documents shall be sent at the same time

How to fill out the CLEAR REEF FUND APPLICATION FORM

General guidelines:

- ➢ Form needs to be completed by the applicant. The applicant shall be the potential beneficiary. Applicants have to be major of age as per the law of their country of residence and in no case below 18 years old.

- ➢ It has to be filled out in English.
  Follow strictly the format requested in the form (Use exclusively Arial 11, max. number of lines…).

- ➢ Applications with blank fields will not be considered (except Field (14))

- ➢ Be as clear and concise as possible. (Take into account that the Fund receives many applications). The clearer your application, the more chances of being selected.

- ➢ You will increase your chances of success by proposing a project which ties closely to the two objectives of the Fund. *"The Fund is meant to be at the crossroads of individuals' social/self-development needs, and marine research and conservation issues".*

Particular guidelines (fields refer to the fields of the Application Form)

- ➢ Field (*01*): Applicant Ref. N°: Internal reference added by Clear Reef.

- ➢ Field (*02*): Full name: As per your passport or ID and in following order: first name, middle name, family name

- ➢ Field (*03*): Date of birth: As per your passport or ID (i.e. 03 December 1980)
- ➢ Field (*04*): Nationality: As per your passport or ID.

- ➢ Field (*05*): Email address: compulsory – All correspondence will be sent via email

- ➢ Field (*06*): Status: Please put a cross on the right place to specify your personal status either student, jobless, employee, retired or others and give the additional information requested to specify your activity.

- ➢ Field **(07):** Title of your project: In maximum 2 lines - select a self-explanatory title

- ➢ Field **(08)**: Where will the project take place? Be as specific as possible (country, zone, region, city, village etc... If GPS coordinates can help, please indicate them)

- ➢ Field (**09**)**:** Description of the project: be as specific and comprehensive as possible. Highlight the following:
  - → "What": What exactly is the project about? (Is it new? Is it connected to other studies/actions on the same topic? etc.)
  - → "How": How do you expect to accomplish it? (Methodology, risk assessment and alternatives, chances of success etc.)
  - → "Who": Who will execute the project? You on your own? Will you team up with others? Is someone following the project (tutor, mentor, professor…? If yes, inform name and email).

- ➢ Field (**10**): Expected results of the project: This is the "Why" of the project. Your answer in this field is very important to *CLEAR REEF*.
  - → Detail all possible impacts of this project (tangible and intangible) both for you as a citizen, for the community and for the environment.
  - → How can these results materialize?
  - → How will you consider that the project has succeeded? (Tangible and intangible criteria).

- ➢ Field (**11**)**:** Timeframe: Project start date // Project end date // Timeframe of your involvement: whether full time or part time - estimate of your time implication (in hours, weeks or months)

- ➢ Field (**12**)**:** Details of two references: Names/position/email address of two people of exemplary probity we could contact. These contacts must be able to validate the veracity of the project information provided in your application.

- ➢ Field (**13**)**:** [1] Total cost of the project: inform amount in USD (both using digits and in print).

- ➢ Field (**14**): [1]Amount requested from the *CLEAR REEF FUND*: inform amount in USD (both using digits and in print). This amount cannot exceed 2,000 USD. The lower your requested amount, the more chances of being selected.
  [1] Applicants shall support the amount mentioned in Fields13 and 14 by any evidence of their choice to be provided in appendix 2 (e.g. a scan of quotes of suppliers, scholar tuition charges, transportation fees, detail of expenses etc.).

- ➢ Field (**15**): Provide explanations if field 13 differs from field 14: (e.g.: The applicant will finance part of the project by himself or he/she already received a financial help from another foundation etc.)

- ➢ Field (**16**): Follow-up / Termination of project: Applicants shall propose in this field the ways in which they will keep *CLEAR REEF* apprised of the project advancement and the corresponding frequency. (Photo reportage, tuition certificates in case of tuition grants, work progress, pictures, one-page report and a 2 minutes' length video to be provided at the end of the project for an overall impression of the project. Likewise, applicants shall propose ways to inform *CLEAR REEF* of the termination of it.

- ➢ Appendix 1: Applicants are free to add a one-pager (A4, one side) presenting any additional information they wish to share with the Committee. (Format is free: Text, pictures, support of his/her tutors etc.).

- ➢ Appendix 2: Supporting evidence to fields 13 and 14: to add as a separate document.