BIODIVERSITY INFORMATION FUND FOR ASIA

Concept Note Template for Data Mobilization Projects (open to any institution in an [eligible Asian country](http://www.gbif.org/newsroom/news/bifa-2016-call#eligible-countries))

Concept notes must be emailed to bifa@gbif.org by 18 November 2016, 9:00am CET / 8:00am UTC/GMT.

# 1. Project title

[Insert your text here...]

# 2. Main contact person for the project

|  |  |
| --- | --- |
| **Name**  |  |
| **Institution**  |  |
| **Address** |  |
| **E-mail** |  |
| **Phone** |  |
| **Role in project** |  |

# 3. Partners involved in the project

# *Proposals for data mobilization projects can come from any institution in the BIFA region (see* [*BIFA guidelines*](http://www.gbif.org/newsroom/news/bifa-2016-call#bifa-data-mobilization-grants) *for eligible countries), but require the endorsement of an existing GBIF Participant through its Head of Delegation or node manager. Add rows if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Institution (name and address)** | **Role of the partner in the project** | **Confirmed participation? (yes/no)** |
|  |  |  |  |
|  |  |  |  |

# 4. GBIF Participant endorsement

*State which GBIF Participant country or organization will endorse this project if it proceeds to full proposal stage. For list of existing Participants, see* [*http://www.gbif.org/participation/participant-list*](http://www.gbif.org/participation/participant-list)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of GBIF Participant** | **Name and role of the representative** | **Endorsement confirmed? (yes/no)** | **Role of GBIF Participant in project (if relevant)** |
|  |  |  |  |

# 5. What are the issues that this project seeks to address?

*Explain why this project is needed and the problems it aims to solve. Pay particular attention to the priority regional challenge for GBIF in Asia of addressing taxonomic and geographic gaps in data availability (max. 200 words)*

# 6. What activities will be included in the project?

*Explain the activities proposed for this project – what will each partner do? (max. 250 words)*

# 7. Why are these the right activities to address the issues?

*Explain how the activities listed under question 6 are expected to address the issues listed under question 5? Identify any risks and explain how these will be addressed. Explain also why BIFA funding is necessary to enable the activities to take place. (max. 300 words)*

# 8. What will the project deliver?

*Explain the deliverables expected to result from the project. (max. 250 words):*

# 9. General calendar

*Include a general summary of all the relevant dates for the project. Activities should start not before 1st April 2017, and end no later than 31st March 2018. Add rows as required.*

|  |  |
| --- | --- |
| **Date** | **Event** |
|  |  |
|  |  |
|  |  |

# 10. How much funding will be required?

*Provide details on the approximate cost of the activities and purchases planned. Indicate an estimate of matching funds to be contributed to the project, either directly or in terms of staff time or resources allocated to the project on an in-kind basis. All costs should be expressed in Euros. Maximum funding from BIFA available for this grant type: €10,000. Note that overheads may not be charged to BIFA, and a maximum of €2,000 may be requested from BIFA for IT services or purchases, covering a maximum of 50% of total cost for such services. Add rows as required.*

|  |  |  |
| --- | --- | --- |
| **Activity/expense** | **Funding requested** **(in Euros)** | **Co-funding offered (in Euros)** |
|  |  |  |
|  |  |  |
| TOTAL |  |  |