You should have received a link in an e-mail to start your online application.

Go ahead and click on the link.

A log in box will appear, go ahead and enter your account name and password that were provided to you by your conservation officer.

Click ok.

Click on Project Applications.

You should see the project title of your application, type of application it will say long or rapid, and your organization's name. Make sure the application type is correct before continuing.

Go ahead and click on the application you would like to open.

Partner Background

Starting with partner background click on boxes to add text.

Your work will be saved once you click on a new box, but if you want you can also click the save button at the top of the page.

For the contacts and leadership segment go to the right hand side of you screen and click 'add contact' add information and click 'save'

If you somehow close out of the box before you have added all the information or need to edit something you can click on the line again to re-open the dialogue box to add contact information.

If you need to delete a contact click on the trash bin on the right hand side.

Once the partner background information is completed either click 'next page' at the bottom of the page or go to the tab that says application details at the top.

Application Details

It is the same process for the application details page.

Make sure you fill in the circles by clicking on 'yes' or 'no'

Region and country are both drop down tabs, you have to select a region before a country.

For project start date you can type in the date, or hit the calendar button. The single arrow will move time by month and the double arrow by year. Make sure that the project start date is after the application due date.

If you have partnered with us before you can see that many of the categories are the same as the previous application.

'Executive Summary'

Fill in text boxes, the green ‘information’ dots on the right give more detail on what we are looking for.

If possible try and stay within the word count, but if you go over you will still be able to submit your application, so don’t worry too much about that.

Also, please remember to send photos to your project officer for biodiversity, challenges, communities, solutions, and of your organization or team. Or at the end of the application under “additional documents” you can copy a link to a folder you might have on an online drive to share photos.

It is important to have nice picture to engage and capture interest of both the board members and donors

‘Habitat and species”

Again similar as the previous pages you are able to click on the boxes to type in new text.

For ecosystem type click on any type that applies to your potential protected area.

To add a species click the add species button, and you can either search by common name or scientific name.

Ateles fusciceps

Great Green Macaw

For this table we are only looking for vulnerable, endangered, and critically endangered species to be listed.

In the box below you can list species that are considered threatened, but haven’t been evaluated by the IUCN Red List yet. If you can also provide reasoning on why that species is assumed to be Endangered or critically endangered.

Objectives

The first two boxes are normal text boxes that you can just type to fill in.

Try to make the impacts to represent the desired status or outcome of this project. An impact should specific, measurable, and be sure to incorporate changes to the key species you listed earlier in the application.

Whether that be stable populations, down listing from IUCN, or increased number of nesting sites are just a few examples

The first box is long term impacts, things your organization is wanting accomplish in 3 years or more. An example of a long term objective might be “By 2022 the brown-headed spider monkey and Great Green Macaw populations are protected and stable and the reserve is self-sustaining through funds from the eco-tourism program.”

The second box is for shorter objectives, so goals for this project in the next three years.

Protect 1,450 acres of montane forest in the Choco of Ecuador by purchasing and titling 8 parcels of land from private owners and implementing an eco-tourism project."

To add an objective, click on the green 'add objective box' and again just go head and fill in the text box and click save

Try to make your objectives result oriented, practical, measurable and specific.

Develop an eco-tourism program in order for the reserve to be self-sustaining

Title and purchase the 50 acre Torres property

To add activities to correspond with the objective click on the objective you want the activity to be under, and it should be highlighted in a light orange color.

Click on 'add activity' in the text box type in the activity description. In can be pretty short and then add the anticipated start and completion date

Workshop with local community members to train park guards.

Hire 3 park guards from the local community

Delineate the Torres Property

If you need to go back and edit something just click on its corresponding box or hit the trash can if you want to delete it.

Only the activities under the objective that is highlighted will show up on your screen. So right now I have objective one highlighted so you see its two activities. But if I click on objective two there are not activities, because I haven't added them yet

So again you can see I click on objective 1, and here are its two activities, and then I click on objective 2 and you can see the one activity I added.

Methods

For this section it is just a text box and we want you to provide a summary of methods you will use for this project.

Protected Areas

This section is straight forward there is just text boxes to fill out with description of what is wanted on the left.

Protected Area Management

This section is very straight forward and all you have to do is fill in the text boxes.

Budget

Download excel

Under local currency name you can use the drop down arrow to select the currency of your country

In the left corner you can click the excel icon to download a budget template and then attach this later under the additional document tab and keep a version for your organization.

To fill in the table you go to add budget item, list the itemized

Within in the budget there are three factors you need to consider for each line item. First is rainforest trust funding this refers to the amount of funding you are requesting from rainforest trsut,

Second is conservation partner funding this refers to funding that is coming from your donors through rainforest trust to trigger the saves challenge match,

And lastly, other donors refers to funding that is going towards the project, but is not being used to trigger the match or coming through rainforest trust.

You will note when you complete the rainforest trust funding and conservation partner funding the total request to rainforest trust will be automatically calculated. This is the amount we will request approval from the board for.

Again, if you need to edit any item, just click on its line or box and edit it as needed, or if you want to delete something click the trash can.

Funding sources

This page has a similar layout and function as adding species and the budget page.

So for the conservation partner funding table the total amount should match the budget from the previous page.

And the same goes for the other donors table.

Additional Documents

So here we have a table where you can upload additional documents.

In the first column it tells you if a document is required or optional. Please make sure to upload all required documents.

The next column is document type followed by a description.

To upload a file click on a box and you can either right click on the square to navigate to the file you want to upload, once the box comes up click on insert into container, choose file and then navigate to the file you wish to upload and click open and then click upload. or you can drag and drop the file. If the information is located on a website, you are also able to copy and paste a url here.

If you need to upload more than one document to a single box, let's say you have multiple KMZ files, you need to put all of them into a zipped folder and upload that.

If there are any additional documents you wish to add you can click the 'add document' button on the top right corner and fill in the corresponding information.

At the bottom there is a box where you can add a link to any photos you need to upload and a box to provide any important information related to those photos.

Feel free to go back and edit any information at any time.

Once you are finished you can click the submit button at the top of the page.

Please do not hesitate to contact your program officer if you have any questions about the database or application process.

Thank you and good luck!