



Alfred Toepfer Natural Heritage Scholarships 2017

Guidelines for award procedure

I. Objective

1. Each year the EUROPARC Federation in cooperation with the Alfred Toepfer Stiftung F.V.S. (Hamburg) awards **three** Alfred Toepfer Natural Heritage Scholarships to promising young conservationists with practical experience in the field of nature conservation and in the work of protected areas.
2. The programme offers the opportunity of financial support for a study visit to one or more protected areas in another European country and to gather experience which will be both of benefit for the future career of the scholars, and to the EUROPARC Federation and its members.
3. The programme intends to enhance cross-national co-operation to advance the quality, innovation and European dimension of protected area management.

II. Target Group

Participation in the Alfred Toepfer Scholarship programme is open to:

1. Persons who are employed by a European protected area or a nature conservation institution.
2. Students and graduates of higher educational institutions, currently in study, studying relevant topics related to protected area management.

III. Eligibility / Application Requirements

1. The age limit at the time of application is 35.
2. European Nationality.

3. An important selection criterion is a convincing presentation of the applicant's professional and personal reasons for the planned study visit.
4. Proof of relevant contacts with target protected area established at the time of application.
5. Evidence of the current employment status for:
 - a. Candidates / Applicants from Protected Areas must have staff status.
 - b. Candidates / Applicants from universities must be matriculated and must have completed their intermediate diploma.
6. Study visits to prepare master or doctoral thesis will not be considered.
7. Command of the English language or local language where the study visit will be undertaken.
8. The award of the scholarship more than one time is not possible.

IV. Study Visit

1. Study objectives and purpose must be described in the application. Applicants must demonstrate that their study visit will bring real benefit to his/her professional tasks.
2. The application must address **one** of the following selected themes faced by Protected Area Management:
 - 1) **Biodiversity and Climate Change** – Importance of values of N2000 sites and protected areas on reducing impacts of climate change and implementing the EU Biodiversity Strategy
 - 2) **Sustainable Development in Protected Areas** – contribution to a resource-efficient, green and competitive low-carbon economy
 - 3) **Opportunities for Health and Well-being in Protected Areas** – Contribution of protected areas to safeguard the European citizens from environment-related pressures and risks to health and wellbeing
 - 4) **Parks for People** – Approaches and strategies to address local communities and how to involve particular groups into activities or management of protected areas

The above are the categories for 2017! The scholar should clearly indicate on the application form the particular theme under which he/she is applying.

3. The study visit has to be undertaken in at least one European country, beyond the applicant's home country. The choice (both in number and relevance) of the visited PAs and countries will be an important selection criterion.
4. Prospective applicants should first contact the respective administration of the protected area they want to visit and indicate a contact person.
5. **The study visit should be undertaken in 2018.** An extension for up to 2 months can be granted if a well-founded request is made 3 months prior to end of the award period.

6. A report of the study visit is to be submitted to the Stiftung via the EUROPARC Federation within 3 months after the end of the study visit. The report's structure should be based on the template provided by EUROPARC. This report is essential for final scholarship payment.
7. No money can be earned as a result of the study visits during the scholarship.
8. Contact addresses, journey and the length of the visit should be agreed 4 months after the provisional offer of the award and certainly an outline plan **4 weeks** before the EUROPARC conference. An unsatisfactory final study trip plan could lead to the offer of the scholarship being withdrawn.

V. The Award

1. The awards will each be worth **EUR 3.000** and are generously donated by the Alfred Toepfer Stiftung F.V.S. in Hamburg (Germany).
2. The scholarship is paid in two installments:
 - a. The first installment – of EUR 2.000 – prior to the start of the journey on presentation of a **detailed travel plan**. The outline travel plan has to be presented at least within 4 weeks before the EUROPARC conference in order that suitable announcements can be made, with all final agreed details. These must be submitted to the EUROPARC Federation.
 - b. The remainder on presentation of a **study visit report**. The report has to be presented within 3 months after the end of the study visit.
3. The selection of the scholars is made by the EUROPARC Federation, which informs the Alfred Toepfer Stiftung F.V.S of its decision.
4. The winning scholars must be present at the award of the scholarship and must give a short presentation at the awards ceremony. The Stiftung covers the full travel costs and conference fee for the scholars to participate at the EUROPARC annual conference (or awards ceremony). This will be from 6th to 10th September 2017 in Portugal.
5. The scholars will receive the opportunity to participate in activities and summer courses within the scholarship programme of the Alfred Toepfer Stiftung F.V.S.

VI. Responsibility

Applicants, if awarded a scholarship, are expected to do the following:

1. Make their own travel plans and arrangements to achieve their objectives.
2. Disseminate the results of their study visit amongst colleagues and in areas of work/influence, to ensure that wider benefits are achieved.
3. Submit a report on their study visit within **3 months** of their return, which will be placed on the EUROPARC's website, as well as a **short film** (maximum 3 minutes) summarizing the topic of the study (see guidance document in the end).
4. Complete their project within a year of receiving the award.

5. Complete the evaluation material provided by EUROPARC and sent to the successful scholars. This will form part of the required final submission for payment of the final grant.

VII. Applications

1. A completed application consists of the following materials, all of which must be filled in **electronically** in English language and submitted at EUROPARC Federation Headquarters. **Incomplete applications will not be considered.**
 - a. Application form including i) Personal Statement – Motivation letter (max. 1 page)
 - b. Proposed programme of study visit including contact details of protected area you want to visit
 - c. CV (max. 3 pages) – EU format (Europass)
 - d. Letter of reference
2. The deadline for applying for the Alfred Toepfer Scholarships is **28th April 2017, 3 pm CET**. The deadline is date of receipt of the application. This is NOT a postmark deadline.

VIII. Time Schedule 2017

When?	What?
6th February 2017	Call for applications open
April 28 th 2017	Deadline for applications
May 25 th 2017	Notification to selected applicants
August 9 th 2017	Deadline for completion of study visits proposals
6 th to 10 th September 2017	EUROPARC Conference / awarding ceremony
January – December <u>2018</u>	Study visits

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Guidelines for film

Content and Structure

The film should briefly resume the **main findings of your study**, highlighting the Protected Areas you have visited. Make it appealing: be creative and dynamic, use images from your visits and show proudly the work you have developed, following the structure:

- Introduction of you
- Introduction of the Protected Areas you visited
- Main findings of your study

Requirements

The film should include the following elements:

1. „Alfred Toepfer Natural Heritage Scholarship“
2. Your name
3. Title of the Project
4. EUROPARC Federation and Alfred Toepfer Stiftung Logos

Technical specifications

Duration: up to 3 minutes

Type of film: You can either record a film or create a video presentation with photos.

Format: MP4 or any format adapted for youtube.

Preferably, the video should be recorded in **High-Definition**. If you have no material to film, please consider to make a dynamic presentation with photos and graphics. **Filming with a smartphone** is only possible if it has a good quality.

Music: use only copyright free music.

Tools

Free software to edit your film	Websites for music royalty free
Windows: Movie Maker Apple: iMovie	http://freemusicarchive.org/ http://www.bensound.com/royalty-free-music/2