



## Alfred Toepfer Natural Heritage Scholarships

# FAQs

### 1. Who is eligible to apply?

**Persons who are currently employed by a European Protected Area or a nature conservation institution or organisation in a European country. This means:**

- Person who is currently employed by a or in a European Protected Area, either by a park directly, or an administration who oversees, administers or manages Protected Areas, Parks, N2000 sites, nature reserves or any combination of these.

-Person employed by an administration, municipality, ministry, agency, institution, NGO or other bodies of any size or geographical jurisdiction, but with a role in the direct management of Protected Areas.

**2. I am not employed by a Protected Area or nature conservation organisation but I have been regularly collaborating on a voluntary basis for a long time. Am I eligible?**

The scholarship is only intended to people currently employed in a Protected Area or a nature conservation institution or organisation

(see previous point). However, in exceptional circumstances, if the applicant can show that he/she has been regularly involved as a volunteer in a Protected Area or NGO managing Protected Areas, he/she can send the application and we will decide on case by case basis.

**3. Should the employment contract be officially translated into English?**

It is not required.

**4. Can two colleagues apply together for one scholarship?**

No. They can apply individually but would compete, since we try to get three different scholars in three different fields of work or categories that we advertise the scholarship in.

**5. I am 35 years old. Can I apply?**

Yes, you can apply. The age limit at the time of filling the application is 35.

**6. My country is geographically located in Europe but it does not appear in the [Council of Europe list](#). Can I still apply?**

If this is the case, please contact us under [europarc@europarc.org](mailto:europarc@europarc.org). Please clearly state in the subject line that your question relates to the Alfred Toepfer Scholarship

**7. I have no European nationality but I hold a permanent residence permit in a European country. Am I eligible to apply?**

Yes.

**8. Which countries are eligible to apply to visit?**

The countries listed in the [Council of Europe list](#). If are from a country geographically located in Europe that does not appear in this list, contact us.

**9. How many countries can I visit?**

Although **there is no upper limit on number of countries**, the tour itself will need to justify why each site and country has been selected in relation to the topic that the applicant is seeking to learn more about. The coherence and travel possibility of the tour proposed needs to make sense. The study tour should include a country different to that of the applicant's country of residence. Please note that sustainability is an important aspect as well. Travel should therefore be well thought-out and planned using sustainable transportation wherever possible.

**10. What evidence will I need to supply of contacts made in proposed study areas?**

You will need to complete in the application form with named persons with whom you have spoken or corresponded with, regarding the possibility of the study tour. If you are pre-selected, you will need to send us the email correspondence proofing your agreement with your contacts. A list of sites and email/website addresses without evidence of contact will not be considered sufficient.

**11. How long can the tour be?**

The study tour can be planned as one continuous tour, or be scheduled in smaller units. There is no upper limit of the duration, but the coherence of time spent in each Protected Area and the overall duration of the tour will be a consideration in the assessment criteria. Please consider how the trip can be done in the most sustainable manner.

**12. What is the period of the award? When do I plan the study tour for?**

The study visit should be undertaken during the following year of the submission, from January to December. An extension for up to 2 months can be granted if a well-founded request for exceptional circumstances is made 3 months prior to the end of the award period.

**13. What does it mean "no economic activity" as a result of the study tour?**

When engaged in the study tour itself, i.e. apart from your regular salary, you cannot earn any monies whilst in the parks or countries you are visiting.

**14. When will I know if I am successful?**

The jury assesses in May. Please consult the Alfred Toepfer Scholarship schedule in the guidelines and the EUROPARC website.

**15. Who assesses the applications?**

The Alfred Toepfer Scholarship applications are assessed internally by the EUROPARC Federation.

**16. What happens if I am successful?**

The successful applicants will be notified and arrangements made for them to attend their EUROPARC conference to receive their award. They should also continue to address further details of their study tour plan and submit it to EUROPARC at least two months prior to the start of the study tour.

**17. How much is the Alfred Toefer Scholarship Award?**

In total the award is worth EUR 3.000 and should be used to cover all expenses required for the study tour planned.

**18. When do I get the money?**

You will receive the first instalment after approval by EUROPARC of your definitive study tour plan and prior to start the study tour.

After you have completed your study tour and when you have submitted your study tour report and it has been approved by EUROPARC, arrangements will be made to send your final instalment.

In addition you will be reimbursed for associated cost to attend the EUROPARC Conference to receive the award.

**19. What other benefits will I receive as a Alfred Toefer Scholar?**

The scholars can apply for financial support to the Alfred Toepfer Stiftung for a project which is part of his/her studies or work, excluding printing subsidies for the publication of scientific

papers. The scholars may be invited to lectures, conferences or other events which take place in Gut Siggen, a seminar center propriety of the Alfred Toepfer Foundation. He or she can also propose lectures, conferences or events to be held in the seminar center, initiate and organise them himself or herself and provide support on site.

**20. What do I need to do to disseminate my results of the study visit?**

Applicants will be asked to disseminate the results of their study tour. We would expect some social media presence during and after the study tour and/or any presentations you can do with your work colleagues on return from the study tour.

**21. What kind of report and film do I need to produce?**

You will receive specific guidelines prior to departing on the study tour regarding the technical and content description required for both the study tour report and video material.

**22. What evaluation of my study tour is done?**

EUROPARC will contact you on completion of your study tour and submission of your report and film to gather vital evaluation feedback from you. This is required and will be necessary before your final instalment is paid.



**EUROPARC Federation**

[www.europarc.org](http://www.europarc.org)