



# FREQUENTLY ASKED QUESTIONS

## 1 | SUBMITTING AN ENTRY

### What steps should I follow to enter the BBVA Foundation Awards for Biodiversity Conservation?

- All entries must be submitted using the online form available on the BBVA Foundation website <http://www.biophilia-fbbva.es/en/>.
- Any candidate materials that cannot be uploaded or electronically identified should be sent by postal mail to the following address, with the candidate's name clearly stated:

BBVA FOUNDATION AWARDS FOR BIODIVERSITY CONSERVATION,  
Fundación BBVA, Paseo de Recoletos, 10, 28001 Madrid – Spain

- To familiarize yourself beforehand with the content, formats and extension of the documentation you will be asked to provide in the course of completing the online form, we recommend that you read carefully through the document available through this [link](#).

### What is the submission period for the awards?

- From December 2018 to April 5, 2019 at 12:00 Spanish mainland time.
- Candidate submissions, including letters of support or nomination, must have been received in full no later than the above date and time.
- No entries will be accepted after this date and time, even if the candidate has previously sent additional documentation by postal mail.

### In what languages can entries be submitted?

- The documentation accompanying entries in the category BBVA Foundation Worldwide Award for Biodiversity Conservation may be presented in English or in Spanish.
- In the two categories whose focus is Spain, all documentation must be presented in Spanish, with the exception of letters of support or nomination, which may be in English.
- Materials documenting the execution of the candidate project or the communication and dissemination activity may be presented in other languages, provided they are accompanied by a summary in Spanish. In the category “BBVA Foundation Worldwide Award for Biodiversity Conservation,” this summary may be written in either Spanish or English.





### **Are any templates or samples available to help prepare the documentation?**

- Yes. On the online form you will find both samples and explanations of the content required.

### **Once the submission deadline has passed, will time be allowed for the correction of errors?**

- Yes. If the submission contains errors that can be corrected, the BBVA Foundation will inform the candidate to this effect, giving a non-extendible period of ten calendar days as of this notification in which to rectify the information so the entry may be accepted for consideration.

### **When will the award decision be announced?**

- The awards will be decided in the six months following the close of the present call.
- Once the awards have been decided, a list of winners and of jury members will be posted on our [website](#).
- Juries may choose to declare an award partially or wholly vacant.
- There will be no further correspondence or communication with candidates who were not among the winners. No itemized or individual information will be provided on either the submissions received or the deliberations of the prize juries.

## **2 | AWARD CONTENT**

### **What do the BBVA Foundation Awards for Biodiversity Conservation consist of?**

- The BBVA Foundation Award for Biodiversity Conservation, in its Spain and Worldwide categories, comes with a cash prize of 250,000 euros, a diploma and a commemorative artwork.
- The BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spain comes with a cash prize of 80,000 euros, a diploma and a commemorative artwork. If this award goes to a joint entry comprising two or more individuals, its monetary amount will be divided equally between them.
- All awards in whatever category are subject to the withholding and other taxes stipulated in current legislation, which will be deducted from their monetary amount.

### **Does the winning organization have to disclose how it will spend the prize money?**

- Yes. The prize money must be spent to further the organizational purposes of the receiving organization in the manner that it determines, with the decision notified to the BBVA Foundation within the six months following the award presentation ceremony.

### **And in the case of the BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spain?**

- In this case, the award money can be spent as the winner sees fit.





### 3 | CANDIDATE PROFILE

#### **Who can be a candidate in the BBVA Foundation Award for Biodiversity Conservation in Spain?**

- Public or private non-profit entities headquartered in Spain and established prior to the year 2017.
- They must state activities relating to environmental and biodiversity conservation as part of their organizational purpose.
- For the award to be formalized, the Foundation will require the winning organization to provide a copy of its entry in the corresponding registry in Spain.

#### **Who can be a candidate in the BBVA Foundation Worldwide Award for Biodiversity Conservation?**

- Public or private non-profit entities headquartered in any country and established prior to the year 2017.
- They must state activities relating to environmental and biodiversity conservation as part of their organizational purpose.
- For the award to be formalized, the Foundation will require the winning organization to provide a copy of its entry in the corresponding registry.

#### **Can an organization present more than one candidate in the same award category?**

- Yes, an organization can submit as many projects as it sees fit in the same award category, as long as they are suitably identified in the project description and the letters of support or nomination clearly state which project they are endorsing.

#### **Can the same organization present candidates in more than one award category?**

- If a Spanish organization submitting one or various projects in the Spain category also undertakes activities abroad as part of its organizational purpose, then it may additionally submit one or various projects in the worldwide category, provided they were executed in a country other than Spain.

#### **Who can be a candidate in the BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spain?**

- Natural persons of Spanish nationality working in communications and media.
- Joint entries will be accepted from two or more persons (up to a maximum of 20) that have engaged collaboratively in tasks of biodiversity conservation communication and dissemination in Spain. In such cases, the documentation submitted should focus on this shared trajectory.

#### **Can an organization put itself forward for the BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spain?**

- No, this category is reserved for natural persons.

#### **Can winning entries in previous editions compete in the awards?**

- No awards may go to winners in any of the previous three editions of the BBVA Foundation Awards for Biodiversity Conservation.
- No awards may go to any project, activity or intervention already recognized in earlier editions of these awards.





## 4 | LETTERS OF SUPPORT OR NOMINATION

### How many letters of support or nomination does a candidate need to receive?

- Each entry should come with between three and a maximum of six letters of support or nomination.

### Who can provide letters of support or nomination for the Worldwide Award for Biodiversity Conservation and the Award for Biodiversity Conservation in Spain?

- Representatives of national, international or supranational public institutions with competencies in nature conservation.
- Office-holders (presidents, directors) of scientific societies.
- Scientists or experts of acknowledged repute in ecology and conservation biology.
- National and international conservationist organizations.

### What information should be provided in letters of support or nomination for the Worldwide Award for Biodiversity Conservation and the Award for Biodiversity Conservation in Spain?

- Letters should offer a short reasoned account of the significance of the specific conservation project put forward for the award, along with its overall contribution to environmental conservation.

### Who can provide letters of support or nomination in the case of the BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spain?

- Representatives of national, international or supranational public institutions with competencies in nature conservation.
- Office-holders (presidents, directors) of scientific societies.
- Office-holders (presidents, directors) of associations of media professionals specializing in the dissemination and communication of environmental conservation matters.
- Scientists or experts of acknowledged repute in ecology and conservation biology.
- National and international conservationist organizations.

### What information should be provided in letters of support or nomination for the BBVA Foundation Award for Knowledge Dissemination and Communication in Biodiversity Conservation in Spain?

- Letters should offer a short reasoned account of the significance of the candidate or candidates' single most notable contribution to communication, education and awareness-raising in the realm of environmental and biodiversity conservation, along with their general contribution to disseminating knowledge and mobilizing social awareness around the need to conserve nature. In the case of joint entries, letters should focus particularly on candidates' collaborative contributions.

### What is the procedure for providing letters of support or nomination?

- The candidate will complete a section of the online form identifying the signatories of letters of support or nomination, who will then receive an e-mail with a direct link to the form enabling them to attach their letters.
- The system will also inform the candidate that an e-mail requesting the letter has been sent to the address provided for this purpose.





- Using the link sent with the e-mail, signatories will attach their letters of support or nomination in the relevant section of the candidate's online form, and may also edit their identifying details, except for the e-mail address. This link will remain active until the candidate finalizes the submission.
- Both candidate and endorsing parties will receive an e-mail acknowledging receipt of the letter of support or nomination.
- After identifying the signatories of letters of support or nomination, the candidate can continue filling in the form even though the letters have not yet come in. However, the submission will not be deemed complete until at least three letters have been attached.
- If the candidate changes the e-mail address of any signatory to whom the endorsement request has already been sent, the attached link will cease to be valid.
- Letters of nomination should be provided directly by their signatories before the deadline for submissions.
- The content of letters of support or nomination is confidential, and may not be viewed by candidates.

### **Once the awards have been decided, will candidates have access to the letters of support or nomination received?**

- No. To ensure the independence and rigor of the BBVA Foundation Awards for Biodiversity Conservation, comply with current legislation on the protection of personal data and preserve the confidentiality of the letters of support or nomination provided, candidates will in no event be given access to the content of such letters.

## **5 | ONLINE FORM**

**IMPORTANT:** We recommend that you read carefully through the [Instructions](#), [information](#) and [documentation](#) before filling in the form.

### **What practical aspects should I bear in mind when completing a submission?**

- At each step, the online form will specify a series of fields for you to complete. Check that you have correctly filled in all the required fields before going on to the next page.
- Entries may be completed in various sessions, with users saving and retrieving the partially completed form until the process has finalized. Each time you save a partially completed form, the system will e-mail you a link and a password that you can use to resume the process.
- Each time you access the saved form, it will open at the first page. To move to the next screen, use the buttons at the top of the page, not the arrows on your browser.
- Once the submission is complete, candidates will not be able to access it or make changes.
- Although the online form can be accessed from any fully updated browser, we recommend using Google Chrome.
- In general, you are advised not to copy and paste text into the online form. It is better to type in the content using the Latin alphabet or convert it first to a text file (.txt).
- Once the submission is complete, candidates will receive a reference number which they should quote in all subsequent correspondence with the BBVA Foundation.
- Candidates are advised to complete the form themselves and not to keep it open in multiple sessions simultaneously.
- To avoid incidents when uploading, the file names of attached documents should not be excessively long or contain accents, commas or other symbols.





- You are asked not to fill in the form using capital letters, unless their use is required by the rules of grammar or spelling.
- Check that you have not left blank spaces at the end of user fields (especially in the e-mail address field).
- Delete browsing history and cookies.
- Save the form after each completed step.
- If you do not receive an e-mail confirming a partially saved form, check that it has not gone to your spam tray or that you are not using some filter that could block e-mails from the account [premios@bbva.es](mailto:premios@bbva.es).

