BIODIVERSITY INFORMATION FUND FOR ASIA

Concept Note Template for Portal Support Projects (open only to [existing GBIF Participant nodes in Asia](https://www.gbif.org/the-gbif-network/asia))

Concept notes must be emailed to [bifa@gbif.org](mailto:bifa@gbif.org) by 20 December 2017, 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. GBIF Participants involved in the project

# *Proposals for portal support grants must come from an existing GBIF node or group of nodes in Asia, but may include partners from non-Participant countries or organizations. Add rows if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **GBIF Participant represented** | **Name and role of the representative** | **Role of the Participant in the project** | **Confirmed participation? (yes/no)** |
|  |  |  |  |
|  |  |  |  |

# 4. Other partners involved in the project

*Add rows as necessary*

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

# 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 main objective of this type of grant, namely to strengthen nodes by improving the skills and tools needed to establish and maintain online biodiversity information platforms using appropriate technologies (max. 200 words)*

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

*Explain the activities proposed for this project – what will each partner do? Refer to the potential activities for this grant type in the call document, namely mentoring arrangements, workshops, portal development work and establishment/improvement of data mobilization pipelines (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 2018, and end no later than 31st March 2019. 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: €15,000. Note that overheads may not be charged to BIFA, and a maximum of €3,000 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 |  |  |