

The Commonwealth Blue Charter Project Incubator - Application Form

(Offline version for pasting into the online form)

I. Basic Information

This call for proposals ends on [date].

The Commonwealth Blue Charter Project Incubator supports the development of government-led initiatives and pilot projects under the Commonwealth Blue Charter that accelerate their transition to fair, sustainable and inclusive ocean governance, protection and blue economies, and build resilience and adaptation to climate change. Grants range from £5k to £50k, as well as providing training and technical assistance, as required.

Please complete the form, sticking within the word limits. By completing the form you consent to the use of this information as part of the Project Incubator application process. There are three pages: Basic Information; Project Details; and finally, Data & Privacy. You need to fill out all the required (*) questions before you will be able to go to the next page. Please make sure to go through all three pages in order to submit.

Please note that the online form cannot be saved mid-way through an application but needs to be completed in one session. Therefore, the application form can be downloaded in Word/pdf format here (this document). We suggest drafting and revising your responses using the Word document and then pasting the responses into this online form. All applications need to be submitted using the online form.

If your application falls outside of the scope of the Blue Charter or does not meet the core criteria or exceeds word limits, it will not be considered further. Otherwise, it will be sent for consideration to an evaluation panel, which meets three times a year.

Before submitting, please make sure to read the guidance provided in the [Frequently Asked Questions](#).

If you have any further questions, please contact us by email at bluecharter@commonwealth.int with the subject line: 'Blue Charter Project Incubator - application query'.

However, before making a query, please make sure that you have carefully read over our FAQs [link]. The answers to most questions can be found there.

Thank you for striving to make our shared ocean healthier and more prosperous.

*** 1. Country name(s)**

Please list the name(s) of all the Commonwealth countries that will be directly engaged in this project (minimum requirement is 1).

- Participating Commonwealth countries must be members of the relevant Blue Charter Action Groups (ticked in question 6, below) before the project begins;
- How to join an Action group can be found in our FAQs [\[link\]](#);
- Multiple-country / regional submissions are welcome, but the majority of countries must be Commonwealth members;
- If this project has pan-Commonwealth or global engagement, please explain in a sentence or two.

[text box]

***2. Lead Government entity and its registered address**

The name of the Commonwealth country's government ministry, department or agency that will lead this project. There can be only one lead entity, which will receive and manage the grant / technical support.

- Ministry
- Department / agency
- Address line 1
- Address line 2
- City
- Postal Code
- Country

*** 3. Lead government entity's contact person**

For correspondence regarding this application and who can answer follow-up questions.

- Name
- Position / Job Title
- Department
- Email
- Phone

*** 4. Project Title**

[text box]

*** 5. Type of Project**

Please select the type of application from the list below

- Rapid assessment (e.g. to determine law / policy / research needs and priorities)
- Training / technical assistance / knowledge exchange/ (supporting a relevant solution)
- Pilot project (proof of concept) or small starter project for a new idea
- Small to medium sized project
- Support writing a proposal / concept note for a medium to large ocean project
- Other (please specify)

*** 6. Under which Commonwealth Blue Charter Action Group theme(s) does this project fit?**

(Select all that apply.)

- Coral Reef Protection and Restoration
- Mangrove Ecosystems and Livelihoods
- Marine Plastic Pollution ('Commonwealth Clean Ocean Alliance')
- Ocean Acidification
- Ocean and Climate Change
- Ocean Observation
- Marine Protected Areas (and other effective area-based measures)
- Sustainable Aquaculture
- Sustainable Blue Economy
- Sustainable Coastal Fisheries
- None of the above

*** 7. Project Summary (400 words max.)**

Please provide a short, clear narrative description of the main challenge that the proposal seeks to address, and how. Innovation is welcome, but all ideas should be realistic and achievable.

If you are successful, some or all of this summary may be published in our communications.

(On the next page, you will be asked to provide more detail on deliverables, etc.)

[text box]

8. Additional Commonwealth Country Contact Points (a)

In addition to the lead country contact point, provided above, please also provide contact details for another Commonwealth government involved in this application, if any, or additional contact details of officials involved.

- Name
- Position

- Ministry
- Department / agency
- City/Town
- Country
- Email Address
- Phone Number

9. Additional Commonwealth Country Contact Points (b)

- Name
- Position
- Ministry
- Department / agency
- City/Town
- Country
- Email Address
- Phone Number

10. Additional Commonwealth Country Contact Points (c)

- Name
- Position
- Ministry
- Department / agency
- City/Town
- Country
- Email Address
- Phone Number

11. Partners assisting the lead Government (a)

- Partnerships are highly recommended, especially for larger projects;
- List only partners that are currently aware of this proposed project and have indicated their interest to you in writing (we may ask for this evidence);
- List in order of level of anticipated engagement;
- If non-Commonwealth governments are involved, please also list them here.

- Name
- Position
- Organisation / non-Commonwealth government
- City/Town
- Country
- Email Address
- Phone Number

12. Partners assisting the lead Government (b)

- Name

- Position
- Organisation / non-Commonwealth government
- City/Town
- Country
- Email Address
- Phone Number

13. Partners assisting the lead Government (c)

- Name
- Position
- Organisation / non-Commonwealth government
- City/Town
- Country
- Email Address
- Phone Number

* 14. Please upload an overview of the project team (pdf or doc/docx formats).

This overview should include the names provided in the previous questions, as well as others if they are part of the team. *Please do not upload full CVs.* Rather, provide a one or two paragraph summary for each team member. Since you already provided their contact details above, there is no need to do so again - just their name and where they work is sufficient, along with an overview of their experience, qualifications, and role in the project.

[Choose File]

Page 2: Project details

* 15. Which of the following best describes the maturity of the project solution? (Please select one.)

- ☐ We need to assess and prioritise our next steps before committing to a solution;
- ☐ It is a new solution that requires training / technical support to develop it further;
- ☐ It is a solution being developed into a programme, policy, product or service, and we'd like assistance doing so;
- ☐ It is a solution ready for a limited scale pilot / prototype trial / user testing;
- ☐ It is a solution that has been successfully trialled and now needs to grow;
- ☐ It is a well-established solution.

* 16. Please clearly outline the purpose and proposed approach / methods of the project or capacity building (600 words max.)

[text box]

*** 17. Please list up to five key deliverables of this project or capacity building**
(25 words max. each)

- Most important deliverable
- Next most important deliverable
- Another key deliverable
- Another key deliverable
- Another key deliverable

*** 18. What do you anticipate will be the main positive impact(s) / outcome(s)?**
(One to three, 50 words each.)

- Main positive impact / outcome
- Secondary positive impact / outcome
- Tertiary positive impact / outcome

*** 19. What might be possible negative impacts or other risks associated with the delivery of the project?** (Two minimum.)

Please list potential risks and then very briefly outline how you will reduce likelihood and/or contain the impact of each of them.

- A significant risk
- A significant risk
- A significant risk
- A possible risk
- A possible risk
- A possible risk

*** 20. What makes the project idea different, innovative, or an improvement on existing approaches?** You may also supply additional background information here. If applying for a rapid assessment, training, knowledge exchange or technical assistance, explain why it is needed (400 words max).

[text box]

*** 21. Assuming this proposal is successful, please describe planned steps after the grant ends; i.e., how it could be made self-supporting (sustainable)?**
How might it be scaled up? How will it have lasting impact? (250 words max.)

[text box]

*** 22. Does this solution account for inclusion and equity of gender? Youth? Indigenous Peoples and local communities? (250 words max.)**

[text box]

*** 23. What is the proposed duration of your project? Please specify in months (min 2 - max 18 months).**

[text box]

*** 24. Into which granting category does your request fit (GBP)?**

- *Grants cannot be split into smaller grants per recipient to circumvent the £50k limit.*
 - Larger requests have more stringent eligibility requirements;
 - In-kind support is required for all grants;
 - Partnerships are highly recommended;
 - Co-funding is recommended, especially for larger grants;
 - Please use <https://www.oanda.com/> for up-to-date foreign exchange rates.
- £5000 to £10,000
 - £10,001 to 25,000
 - £25,001 to £50,000
 - Other: we are seeking a rapid assessment, technical assistance, knowledge exchange, proposal-writing assistance, or another non-grant activity (please specify)

*** 25. Additional funding support. Does the project anticipate... (tick all that apply)**

- Third-party co-funding (i.e. financing originating from a source that is not a party to this application)
- Internal co-funding (additional financing coming from the Lead and/or Partners)
- No, all funding support will come from this grant
- We confirm that this project will have in-kind support (required)
- Other: we are seeking a rapid assessment, knowledge exchange, technical assistance, proposal-writing assistance, or another non-grant activity (please specify)

26. Please upload an indicative budget (pdf or doc/docx formats).

If you clicked 'other' for Q24 & Q25, you need not answer this question.

This indicative budget should provide a basic overview of anticipated activities and their estimated costs, as well as other expenses. Please outline any anticipated co-funding, as well as in-kind contributions (required) in this overview, which must

match the options you ticked in the question above. If your application is accepted, you will be asked to provide a more detailed budget and implementation plan.

[Choose File]

Page 3: Data & privacy, and Comments

* **27.** We acknowledge the right to protection of personal data, in accordance with Commonwealth principles and values and international best practice and respecting local law. The Commonwealth Secretariat privacy policy is available at <https://thecommonwealth.org/privacy-policy>.

Your personal data and proposed methods will not be passed on to any third party, without your explicit permission. However, if you are successful in receiving support from us, your project title and some or all of the project summary may be used in our communications. Use of personal details, such as names, quotations, and photographs, will be used in public communications only with your permission.

By ticking the box, you are confirming that you are happy for us to submit this information to the Commonwealth Blue Charter Project Incubator Evaluation Panel and that everything contained in this application is true and correct to the best of your knowledge.

If at any time you wish to stop receiving correspondence from us, please contact us at bluecharter@commonwealth.int

Do you consent to the above?

- Yes
- No

28. What happens next?

All submissions are first reviewed to ensure they meet basic criteria, which usually takes up to two weeks from the closing date. Then, they are submitted to the Evaluation Panel, which in turn makes recommendations to the Grant Committee. From the close-off date of a call, we aim for a turn-around time of approximately two-three months. All applications, successful and unsuccessful will be notified.

Thank you for your efforts to sustainably develop and protect our shared ocean.

If you have any comments on how we can improve this application process, please provide them below. (Please do not ask questions here.)

[text box]

[End of application form]

