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WWF PRINCE BERNHARD SCHOLARSHIPS FOR NATURE CONSERVATION

Year 2018

INFORMATION FOR APPLICANTS

INTRODUCTION

A major constraint facing conservation efforts is the shortage of technical and professional capacity at the local and national levels. By supporting environmental education, WWF hopes to foster local conservation leadership, enhance local involvement in work to protect the environment, promote partnerships for conservation amongst a range of stakeholders, and help reinforce the impacts of the WWF conservation programme.

The WWF Prince Bernhard Scholarship Fund for Nature Conservation was established in 1991 in honour of WWF's Founder President, the late HRH Prince Bernhard of the Netherlands. The goal of the Scholarship Fund is to help build the next generation of people who will become the conservation leaders of the future.

“The investment in people, I think, is one of the most promising ways in which we can contribute to the future success of conservation.”

HRH Prince Bernhard of the Netherlands

The Prince Bernhard Scholarship Fund is administered by WWF International in Gland, Switzerland.

OBJECTIVES

The aim of the WWF Prince Bernhard Scholarships for Nature Conservation (PBS) is to provide financial support to individuals wishing to pursue **short-term professional training or formal studies** that will help them contribute more effectively to conservation efforts in their country. As a priority, PBS supports mid-career training for those working in the field of conservation and associated disciplines directly relevant to the delivery and promotion of conservation (including e.g. media, law, and education). Applications are encouraged from those seeking to build skills in specific subjects that will enhance their contribution to conservation. In particular women, and people working for non-governmental or community-based organizations, are encouraged to apply.

GENERAL INFORMATION

- ❑ In completing the application form, candidates are asked to confirm that after completion of their studies, they will return to their region to resume their involvement in conservation work.
- ❑ The Prince Bernhard Scholarships (PBS) are for studies or training **lasting one year or less**. Multiple-year studies, e.g. two or three-year BSc or MSc courses, **will only be considered if the candidate is applying for support for the last year of studies**.
- ❑ **Study/training (or last year of study) to start no earlier than 1 July 2018 and no later than 30 June 2019.**
- ❑ **The application deadline is 13 January 2018 to reach the candidate's nearest WWF Office.** Applications received after this date will not be accepted. Candidates may submit their application by post, courier, email or fax.
- ❑ Only nationals from Africa, Asia/Pacific, Latin America/Caribbean, Eastern Europe or Middle East will be considered, including WWF staff or candidates working as partners with WWF.
- ❑ The **maximum amount for any one scholarship under this award scheme is Swiss Francs CHF 10,000**. An application for a PBS scholarship in excess of this amount will not be considered.
- ❑ The PBS grant may be used to pay for course fees, tuition, books, travel and living expenses while studying, or a combination of these. Funding requests to cover costs to attend a conference/congress, purchase a laptop/printer or other personal items will not be considered.
- ❑ **Applicants must provide written evidence from the relevant institution that they have been accepted** on the course or training programme for which support is requested. Where appropriate preferential consideration is given to people seeking support for study in their own country or region.
- ❑ **All applications should be made on the standard application form (pages 7 to 13 of the present document)**. This form is available on the WWF website at www.panda.org/scholarships or from a WWF Office/Associate or WWF International. Photocopies of this form are also acceptable. Please complete the form **in English only**.
- ❑ The PBS Selection Committee will **only consider applications that have passed the initial screening and been recommended by the WWF Office or Associate Organization to which the application was sent**.
- ❑ All recipients will sign a contract with WWF outlining the terms of the scholarship funding.
- ❑ Upon completion of the course, the scholar will provide a final report on the activity undertaken and how it was conducted, with an itemized account of the use made of the funds.

ELIGIBILITY CRITERIA

Candidates should ensure they fulfill the following eligibility criteria:

- ❑ Application form correctly filled in, accompanied by copies of qualification certificates and letter(s) of reference.
- ❑ Evidence of conservation commitment: candidate employed in conservation or showing long-term commitment to conservation, including WWF staff or candidates working as partners with WWF.
- ❑ Evidence of acceptance on the desired course, which should be linked to WWF's conservation priorities (see selection criteria below).
- ❑ Request for support for a) studies or training course lasting one year or less; or b) final year of multiple-year studies, **starting no earlier than 1 July 2018 and no later than 30 June 2019**. Requests for funding of studies beginning before 1 July 2018 can unfortunately not be considered.

- ❑ Request for support not exceeding CHF 10,000 (include evidence of supplementary support if course costs are over this amount); and indicate an additional funding source irrespective of costs.
- ❑ Candidate from Africa, Asia/Pacific, Latin America/Caribbean, Eastern Europe or Middle East.

SELECTION CRITERIA

The following four criteria will be used to screen and select the best candidates:

- ❑ Course or training, which explicitly links to WWF's Practices (Oceans, Forests, Wildlife, Freshwater, Climate & Energy, Food)
- ❑ Preference will be given to:
 - Candidates with a long-term commitment to providing conservation leadership or expertise for the benefit of their country's natural environment;
 - Candidates with experience and proven track record in a field related to the environment and conservation in their home country, including social and natural sciences (ranging from environmental journalism, law and education to ecology and wildlife management);
 - Candidates who show a) flexibility and capacity to think outside their specialization (critical factors include climate change, poverty reduction, water shortage, population increase/movements); b) ability to partner with other different disciplines critical to future successes; and c) strength of belief, vision and tenacity to address future pressures;
 - Applications for studies or training at institutions in the applicant's country or region where appropriate;
 - Candidates requesting a grant of less than CHF 10,000;
 - Candidates who provide proof that they have secured funding from other sources.
- ❑ Recommendation from the nearest WWF Office or Associate Organization.
- ❑ Overall balance of gender and geographic representation.

HOW TO FILL IN THE APPLICATION FORM

GENERAL GUIDELINES

- ❑ Please **only use the 2018 PBS Application Form** and discard forms from any previous years.
- ❑ **Please type or write legibly, using black ink.**
- ❑ **Please only send pages 7 to 13 of the present document, duly filled in.** Please only write in the white boxes and **do not use the grey boxes.**
- ❑ On the application form, please inscribe your family name in the box foreseen at the top righthand corner of each page. All your documents should be fixed firmly together (or scanned together) **with your family name written on the top righthand corner of each document.**
- ❑ All sections of the application form must be completed. We regret **incomplete forms will not be considered.**
- ❑ Your submission should include the following:
 1. Application form
 2. Evidence of acceptance from the institution where you intend to pursue your studies
 3. Letter(s) of reference
 4. Copies of certificates
 5. Evidence of achievements in nature conservation

SECTION I – PERSONAL DETAILS

- ❑ **Please do not forget to provide your e-mail contact details (or a fax number) and ensure your email address is the one through which you can be reached most easily.**
- ❑ Your **Nationality** is the country of which you are a citizen. Your **Country of Residence** is the country where you officially reside, where you work or study. This may be different from the country in which you are currently living.

SECTION II – ACADEMIC OR PROFESSIONAL QUALIFICATIONS

- ❑ Give details of no more than three qualifications. If you have more, choose the highest three that you have been awarded. **Copies of the award certificates must be enclosed.**

SECTION III – EMPLOYMENT AND EXPERIENCE

- ❑ Indicate your professional experience.

SECTION IV – LETTER(S) OF REFERENCE

- ❑ You should provide us with a Letter of Reference. Such letters can be obtained from your employer, from an academic institution or from a professional person who knows you well. This does not have to be a confidential letter. If you cannot include it with your application form, please fill in the space Will forward on dd.mm.yy.

SECTION V – DETAILS OF STUDY TO BE UNDERTAKEN

- ❑ Give full details of the course you intend to take. These details are an important consideration for the PBS Selection Committee.
- ❑ **It is necessary to clearly indicate the exact start and end dates of the course. In the case of multiple-year studies, confirm that your request for support is for your final year starting no earlier than 1 July 2018 and no later than 30 June 2019.**
- ❑ **If, as a result of your application, you gain a Prince Bernhard Scholarship, you will be expected to take this course. Taking any other course of study will jeopardize payment of the scholarship.**

SECTION VI – ADMINISTRATIVE DETAILS

- ❑ It is very important to indicate that you have been accepted for the course and to provide documentary evidence. **Without this information, the PBS Selection Committee will not consider your application.**
- ❑ Indicate your employment status whilst studying by circling one of the options.

SECTION VII – DETAILS OF THE COSTS OF THE COURSE

- ❑ All monetary sums detailed in this section **must be given in CHF (Swiss Francs).**
- ❑ Your local bank can supply you with up-to-date exchange rates. Alternatively, check <http://www.oanda.com/currency/converter/> or use following exchange rate (as of 24.10.17):

1 USD (\$) = CHF 0.98
1 GBP (£) = CHF 1.30
1 EURO = CHF 1.16

- ❑ **The Total Cost of the Course is the total amount you estimate taking the course will cost.** This includes items such as tuition fees, books and materials, accommodation, subsistence and travel expenses. **It should not include a laptop/printer or other personal items.**

SECTION VIII – TOTAL AMOUNT OF SCHOLARSHIP APPLIED FOR

- ❑ **The amount applied from Prince Bernhard Scholarships must not exceed CHF 10,000.** Please note that only in exceptional circumstances will the maximum award be granted.
- ❑ **Applications requesting more than CHF 10,000 will not be considered.**
- ❑ **If costs of course are higher, the balance must already be secured from another source and written/signed proof of additional funding provided by that source.**
- ❑ **Irrespective of the costs, please indicate at least one additional source of funding you have already secured.**

SECTION IX – STATEMENT OF PROFESSIONAL ACHIEVEMENT

- ❑ In this space you should provide brief details of a maximum of two personal achievements in the field of conservation, of which you are most proud.
- ❑ This is different from the next section (Personal Statement) where you should express details of your 'track record' in conservation.
- ❑ Where possible, include evidence of these achievements with your application. Examples include papers published, samples of materials produced, prize or award certificates, letters of recognition, photographs or newspaper reports of your work. Please note this list is not exhaustive and you may well have other ways of demonstrating the conservation success you have achieved.

SECTION X – PERSONAL STATEMENT

- ❑ This space provides you with an opportunity to highlight your skills and interests, your conservation aims, your chosen course of study, e.g. why at this point in your career you feel it is important to pursue additional studies; or to anything else about yourself, which you believe may be important for the PBS Selection Committee and which is not given elsewhere on the form.

SECTION XI – WHAT WILL YOU DO AFTER THE COURSE OR TRAINING?

- ❑ Describe what you intend to do afterwards and how you will use the knowledge and skills acquired through the course. For example, you may go back to your work if you are on paid or unpaid leave. You may also look for new employment or continue your studies.

SECTION XII – WHAT IS YOUR AWARENESS OF WWF'S MISSION & WORK?

- ❑ Describe what you know about WWF's mission and conservation priorities; whether and why you would be motivated to apply to work for WWF at a future date.

SECTION XIII – ATTESTATION FROM THE APPLICANT

- ❑ This is where you certify and sign your application form.

SECTION XIV – RECOMMENDATION FROM THE NEAREST WWF OFFICE

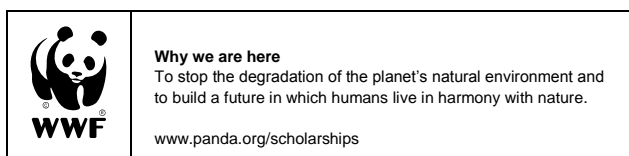
- ❑ **Leave this section to be filled in by the WWF or Associate Office where you submitted your application.** The PBS Selection Committee will only consider an application that has passed the initial screening by a candidate's nearest WWF Office. A recommendation from a WWF Associate will also be accepted. **Applications that have not been through this process will not be considered.**
- ❑ **To find out your nearest WWF office to send your application, a list of WWF and Associate Offices contacts is available on the website www.panda.org/scholarships**
- ❑ If you live in a country without a WWF or WWF Associate Office, please send your application to the WWF Office/Associate nearest to your home country. If you have difficulty getting in touch with one of them, please contact the coordinator at WWF International.
- ❑ If you are living or studying outside your country/region (e.g. in Europe or North America), **you should send your application to the WWF Office/Associate in your home country/region.**

Should you have any questions, please contact:

Vanda Fejes (Mrs)
Programme Coordinator
WWF Prince Bernhard Scholarships for Nature Conservation
WWF International
1196 Gland, Switzerland
Direct: +41 22 364 9205
E-mail: vfejes@wwfint.org
Web: www.panda.org/scholarships

Deadline FOR RECEIPT at your nearest WWF Office or WWF Associate:

13 January 2018



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For more information

Vanda Fejes
WWF International
Programme Coordinator
vfejes@wwfint.org
+41 22 364 9205
www.panda.org/scholarships



Last name/Family name

WWF PRINCE BERNHARD SCHOLARSHIPS FOR NATURE CONSERVATION

APPLICATION FORM – PLEASE COMPLETE IN ENGLISH

YEAR 2018

→ → → **VERY IMPORTANT** ← ← ←
**PLEASE CAREFULLY READ THE INFORMATION FOR APPLICANTS BEFORE
 COMPLETING THIS FORM**

I. PERSONAL DETAILS

Last Name or Family Name →			
First Name →			
Initial of Second Name →			
Current Address: ↓	Home Address: <i>(only if different to current address)</i>		
Street: City: State: Country:	Street: City: State: Country:		
Tel: Fax: E-mail:	Tel: Fax: E-mail:		
Date of Birth dd/mm/yy →		Sex (M/F) →	
Nationality →		Country of Residence →	

II. ACADEMIC OR PROFESSIONAL QUALIFICATIONS

Name and Type of Qualification	Class	University or Institution	Dates Attended	Main Subject(s) Studied



Last name/Family name

III. EMPLOYMENT AND EXPERIENCE

Date		Name & Address of Employer	Position Held
From	To		

IV. LETTER(S) OF REFERENCE

I enclose letter(s) of reference with this application form	<input type="checkbox"/> YES	Will forward letter of reference on:
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V. DETAILS OF STUDY TO BE UNDERTAKEN IF SCHOLARSHIP AWARDED

Type of Study →			
Name of Institution →			
Address ↓			
Street:			
City:			
State:			
Country:			
Tel:			
E-mail:			
Course Name →	→		
Short Description of the Course ↓	↓		
Exact Start Date dd/mm/yy →		Exact End Date dd/mm/yy →	
If multiple-year studies, is this a request for support for your final year starting no earlier than 1 July 2018 and no later than 30 June 2019?	<input type="checkbox"/> YES	<input type="checkbox"/> NOT APPLICABLE	



Last name/Family name

VI. ADMINISTRATIVE DETAILS

(circle where appropriate)

Have you been accepted for the above course?	YES	NO
I enclose documentary evidence of my acceptance	YES	Will forward proof of acceptance on:
Have you applied to an institution in your own country or region?	YES	NO
If you have chosen an institution outside your country or region, please specify the reason:		
Indicate employment status whilst studying (please tick the relevant box)	<input type="checkbox"/> No Employment	<input type="checkbox"/> Unpaid Leave
	<input type="checkbox"/> Working while studying	<input type="checkbox"/> Paid Leave

VII. DETAILS OF THE COSTS OF THE COURSE

(please fill in CHF only)

Course Fees (as per information provided by the institution)	→	CHF
Registration or Administrative Expenses	→	CHF
Accommodation (if not already included in course fee)	→	CHF
Subsistence (if not already included in course fee)	→	CHF
International Travel	→	CHF
Local Travel	→	CHF
Insurance Costs	→	CHF
Visa Costs	→	CHF
Compulsory Books for the Course	→	CHF
Photocopies/Paper/Stationary	→	CHF
Other costs: please specify	→	CHF
.....	→	CHF
.....	→	CHF
Total cost of the course (in CHF only)	→	CHF

Please note the budget information will be checked. It should therefore be correctly filled in.



Last name/Family name

VIII. TOTAL AMOUNT OF SCHOLARSHIP APPLIED FOR
(please indicate the amount in CHF only)

WWF wishes to see that financial support provided by a PBS will be supported by funding from other sources. Below, please indicate at least one additional funding source you have secured towards the cost of your course, and then show the total amount you are requesting from WWF's PBS.

Names & Addresses of Funding Sources	Amount	Duration
1.	CHF	
2.	CHF	
3.	CHF	
If you are a WWF staff member, have you also applied to your WWF office for financial support?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
AMOUNT OF PRINCE BERNHARD SCHOLARSHIP APPLIED FOR →	CHF	
Have you applied for a PB Scholarship before?	<input type="checkbox"/> YES / which year?	<input type="checkbox"/> NO

IX. STATEMENT OF PROFESSIONAL ACHIEVEMENT RELEVANT TO CONSERVATION



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Last name/Family name

X. PERSONAL STATEMENT
(Please do not exceed space given)



Last name/Family name

**XI. DESCRIBE WHAT YOU WILL DO AFTER THE COURSE OR TRAINING
(Please do not exceed space given)**

XII. WHAT IS YOUR AWARENESS OF WWF'S MISSION & WORK, AND WHAT WOULD BE YOUR MOTIVATION TO APPLY FOR A POSITION WITH WWF IN THE FUTURE?

XIII. ATTESTATION FROM THE APPLICANT

I certify that I have read the "Information for Applicants" and that the information given in this application is correct and complete.

Date : Signature:

Please send your application to the nearest WWF Office or WWF Associate in your country/region (check list of WWF contact addresses on www.panda.org/scholarships)

Deadline FOR RECEIPT at WWF Office or WWF Associate: 13 January 2018



Last name/Family name

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XIV. RECOMMENDATION TO BE COMPLETED BY WWF OR WWF ASSOCIATE OFFICE
(Please tick the boxes and respond to questions)

1. Do you know the candidate? YES NO
If yes, in what capacity and for how long?

.....

2. Is the candidate a WWF staff member? YES NO
If yes,

a. How long has this person been a WWF employee and what is their position?

.....

b. As part of their development in WWF, what kind of financial support can your office contribute for their programme of study (e.g. paid leave, course fee, travel costs)?
Please specify:

.....

3. What specific criteria within WWF's Global Goals, Priority Places/Species and Drivers were most relevant in the selection of the candidate?

.....
.....

4. Please explain the relevance of the training for WWF, as well as the desired impact for WWF's work in your region or at national level?

.....
.....
.....
.....

5. How do you rate your level of support for this candidate? VERY HIGH HIGH

Please use a 2nd page for any further comments

Signature and endorsement: CEO, Conservation Director or most appropriate WWF staff member

Name : Position:

Date : WWF Office:

Stamp of the WWF Office: Signature: