



European Natura 2000 Award 2014 edition

Guidelines for Applicants

The European Commission is encouraging applications for the European Natura 2000 Award that demonstrate success and deserve to be show-cased across the European Union (EU).

Applications submitted between the launch of the Call on 16th December 2013 and the deadline on 18th February 2014 (inclusive) will be accepted.

The selection process is comprised of four separate stages:¹

1. **Admissibility:** The application must be complete and include sufficient information to allow all subsequent stages of the assessment. In the case that an application is missing required information, it will be found inadmissible.
2. **Eligibility:** All admissible applications will be assessed for their eligibility and compliance with the general rules of eligibility (more details in the [FAQs](#)).
3. **Evaluation:** All eligible applications will be assessed against five evaluation criteria (see below) by a team of experts. This will result in a shortlist of the applications scoring highest in each category.
4. **Jury:** The final decision of the winners of each category will be taken by a Jury comprised of representatives of EU institutions and other relevant stakeholders.

The results of the selection process will be announced to the applicants by the end of April 2014. The [Award](#) will be presented at a Ceremony in Brussels in May 2014.

How to apply?

Applications must be submitted using the [online application form](#). Access to the online application platform is via the "[How to apply](#)" page of the European Natura 2000 Award website.

Applications can be in any official EU language, with the exception of Gaelic and Maltese. Text should be clear and concise, including all the necessary information for the evaluation, avoiding repetition and unrelated information, and with all acronyms and abbreviations spelled out.

¹ In the case of high numbers of applications, the European Commission reserves the right to introduce a pre-selection stage, involving a preliminary assessment of the quality of the applications. In this case, not all eligible proposals might be assessed against the Award criteria.



Filling in the application form

Title of your application (EN):

The title should accurately but succinctly reflect the content of the application. The title should be in English.

Name of lead applicant:

Any entity officially registered in the EU can submit an application.² Joint applications comprising more than one applicant are permitted; however, one entity must be appointed lead applicant and be responsible for the application.

Please note that only one application per site can be accepted so, in the case of several organisations wishing to submit applications for the same site(s), a joint application should be submitted.

Fill in the name and contact details of the lead applicant, including an email address that will be checked frequently.

Description of the lead applicant:

Provide a short, concise description of the lead applicant, including its legal status, its mission/vision and main activities. This text might be used for statistical and benchmarking activities, to help us better target our future activities, so it should be factual rather than promotional.

Name and contact details of partner applicants (if any):

If you are submitting a joint application, click on “Partner applicants”. You will have to provide the same information as for the lead applicant.

Summary of the application (in EN):

Please provide an English summary of your application, highlighting:

1. The main sites, species and/or habitats covered;
2. The main activities carried out (with clear reference to the category applied for); and
3. The main achievements.

This summary will be published on the Award website if your application is eligible. Therefore, make sure it accurately reflects your application, and that it is written in a clear and concise style.³

² Exceptions include: organisations involved in the selection process of the European Natura 2000 Award 2014, and winners from the three previous years. More details on eligibility criteria can be found in the FAQs.

³ The Commission may edit the text to ensure a consistent style.



Provide at least one photo, which will be published with the summary of your application on the European Natura 2000 Award website, and possibly used for other communication purposes. Other photographs as also welcome.

If you have a video that relates closely to the activities reported in your application, you may also upload this. This video might be used for communications purposes (e.g., on the website or during the Award ceremony).

When submitting photos or videos, there are several forms that you need to consider:

1. “Grants or rights” form: this form gives the European Commission the right to use submitted photos / videos. You (or the owner of the photo / video) will be credited if we use the photo for communications purposes.
2. “Image right” forms (one for adults and one for children): if your photo / video displays people, you should obtain their authorisation to grant to the European Commission the right to use photos / videos bearing their image.

Download these forms from the application form by clicking on “Copyright forms”. You must fill in and sign these forms as necessary, and upload them with your application form.

Start date of activities covered by the application:

Applications for the 2014 Award may only cover activities completed since 01.01.2009.

End date of activities covered by the application:

Applications for the 2014 Award may only cover activities completed on or before 31.12.2013.

Official name of principal Natura 2000 site covered by the application:

Official EU code (as shown in the Natura 2000 Viewer) of the principal site:

All applications must explicitly refer to one or more Natura 2000 sites. Provide the name and official EU code (a unique code of nine characters) of the main site covered by your application (check the [Natura 2000 Viewer](#)). In the case of multiple sites, provide here the one (or one of those) which is the most relevant for your application. You can add more sites below.



Type of site:

Indicate if the site is:

1. A Site of Community Importance (SCI) / Special Areas of Conservation (SAC);
2. A Special Protection Area (SPA); or
3. Both.

Add additional Natura 2000 site(s):

If your application covers more than one Natura 2000 site, click on “Additional Natura 2000 sites”. You will need to provide the same information as for the principal site.

Scientific name of principal species covered by application (if any):

Name and official EU code of principal habitat covered by application (if any):

There is no obligation for applications to focus on particular species / habitats, and these fields are therefore not obligatory. However, if an application does focus on a (or several) particular species / habitat, it / they must be one / those for which the site is designated:

1. Species must be in the Habitats Directive (Annex II) or the Birds Directive (Annex I or commonly occurring migratory birds not in Annex I). Provide the scientific name (not the vernacular) as listed in the correct Directive Annex for the principal species covered by the application. If several species are covered, provide here the main (or one of the main) species, and add others using the link below.
2. Habitats must be in the Habitats Directive (Annex I). Provide the name and the official EU code for the principal habitat covered by the application. If several habitats are covered, provide here the main (or one of the main) habitat, and add others using the link below.

Is the species / habitat in the Standard Data Form (SDF) for the site? If yes, name the site:

For each species/habitat you listed above, you should check in the Natura 2000 Viewer and indicate if it is in the SDF for the site:

1. If yes, please indicate which site (name and code).
2. If not, please add a comment explaining why not. If you have a letter of support from the competent authority indicating that the SDF has been changed, attach it here.



Comments:

Add any comments concerning the SDF here (only for cases where the species / habitat is not in the SDF).

Add names and codes of additional species / habitats (if any):

If your application covers more than one species / habitat, click on “Additional species and / or habitats”. You need to provide the same information as for the principal species / habitat.

Please choose the category for which you are applying:

Your application can be for only one of the five categories. If you wish to apply for more than one category, you must submit a separate application under each category, and each one will be assessed independently.

Once you chose a category, you will be taken to the specific forms for that category. For all categories, you will be asked to describe the effectiveness, originality, durability, cost-benefit and replicability of the activities. There is one form per criterion, each limited to 4,000 characters. You can find suggestions on the kind of information expected for each text box in the [FAQs](#).

Further information

If you have questions about how to apply, how to use the application form, or any other issue, please **consult the [FAQs](#)** first, as you are likely to find the answer to your question there.

If you do not find what you are looking for in the FAQs, please send an email to the Natura 2000 Award Secretariat: n2000awards@adelphi.de.

The Natura 2000 Award is organised by adelphi, STELLA Consulting and ESN on behalf of DG Environment of the European Commission.