Appendix 1

Request Form

Please fill out the relevant sections of the following form to invite the OSPAR Commission to support or participate in projects and send the request to the OSPAR Secretariat (secretariat@ospar.org). We invite you to consider the OSPAR selection criteria in Section D when filling out this request form.

|  |  |  |
| --- | --- | --- |
| **Question/field** | **Input required / To be filled-in** | **Explanation** |
| **PROJECT** |
| Name and organisation making the request | Free text |  |
| Title of project | Free text |  |
| Planned project start and end | Date range | Project start & end date |
| Brief description of the project | Free text (max. 250 words) |  |
| Key objectives of the project | Free text (max. 250 words) |  |
| Project coordinator/lead | Name, Email & phone number |  |
| Participating partners in the project | Free text | Include name(s), organisation and country |
| OSPAR’s role in the project | Drop down and free text for added information (max. 250 words) | Letter of Support; Advisory Board; Associate Partner; Implementing Partner; Project Coordinator |
| How will this project support and/or contribute to OSPAR’s objectives? | Free text (max. 250 words) |  |
| Geographical scope of the project | Free text (max. 250 words) | Sub regional, regional, inter regional |
| **FUNDING** |
| Funding source and call | Free Text (max. 250 words) |  |
| Date of funding call | dd/mm/yyyy | Date of call being issued |
| Project application deadline | dd/mm/yyyy | Deadline for application |
| Total project cost | Local currency & GBP |  |
| What are the financial requirements and implications for OSPAR? | Free text (max. 250 words) | Co funding, staff resources, time resources. |