**Application Form for a Stage 1 Review**

Before filling in this form, please read the guidance document for completing a Stage 1 review (insert link to document here), as the information within the guidance document explains in more detail what is required for each question. Please submit the completed Stage 1 application form in a Word document using the questions as headings via email to hello@biodiversityfuturesinitiative.com. Any supporting information relevant to the application should be submitted alongside the completed Stage 1 review form either 1) inside a compressed folder in the submission email, or 2) hosted online via one of the most common cloud service providers (e.g. Dropbox, Google Drive, Onedrive) preferably all inside the same folder. All supporting information requested with should be labelled using the question number which requested that information (example: 9. Project Area Habitats). Once we acknowledge the reception of your Stage 1 review application you will receive the invoice for the Stage 1 review. This review should be completed within 3 weeks of the receipt of the payment.

**SECTION 1. Applicant and beneficiary organization**

1. Name of the applicant organization.
2. Name and contact details (email and address) of the main contact person in the applicant organization.
3. Address of the applicant organization
4. Provide a short description of the applicant organization.
5. Which organization will claim the units of biodiversity gain? *Provide address if different from the applicant organization.*
6. Describe the beneficiary organization for the units of biodiversity gain. How long has it been established, type of institution (not for profit, charity, for profit company, Foundation, govt body etc.) and activities over the last 5 years.

**SECTION 2. Project description, additionality, permanence and leakage**

1. Where is the Project area and how much is the total area of the project site (s) in hectares ? Describe the site(s) and its value for biodiversity.
2. Please provide map(s) showing the boundaries of the project area describing how the site currently fits into the surrounding landscape and any important existing protected areas and wildlife habitats in the wider landscape of the project region. Also outline any improvements in connectivity because of the proposed management. Please also provide the mapping files (shapefile or .kml format) used to put together the provided maps (along with their metadata information).
3. Please provide map(s) showing the existing habitats within the submitted area. Also please describe the habitats within the submitted site(s) and the system/approach used for the used habitat classification. Please also provide the mapping files (shapefile or .kml format) used to put together the provided maps (along with their metadata information).
4. Describe the management of the project site(s) over the last 5 years and in particular any actions that will have reduced or enhanced the biodiversity of the site.
5. Identify land tenure and ownership for the whole of the site and any proposed future expansions. If there are multiple land tenure types or ownerships, please provide map(s) showing the areas owned by each person/organization. Please also provide the mapping files (shapefile or .kml format) used to put together the provided maps (along with their metadata information).

**If this application involves Biodiversity uplift measurement at your project site, please continue to question 12. If not, and this application regards an Avoided Loss project please advance to question 17.**

**Biodiversity uplift projects only**

1. What is the duration the Project Period? Please note *that its needs be a minimum of 20 years*.
2. Describe the interventions to be implemented at project initiation and how the site will be managed over the duration of the project period in order to improve biodiversity in the project site (maximum 500 words). *If it is easier, you can also reply to this question in a table format identifying the various actions and timescales*.
3. Please indicate which organization will be responsible for implementing the project interventions. Is the same organization responsible for the management and monitoring of these interventions throughout the Project period? Please also indicate the relevant experience of all named organizations that makes them eligible for these actions.
4. Has a Reference site been identified for this project? If so, please provide map(s) showing the proposed Reference site and also text description to why this site was chosen to serve as reference in this project, in terms of geology, physical location, soil type and starting biodiversity communities and management. This is very important to determine if your choice of reference site is appropriate to estimate likely biodiversity gain over the project period (*Please note that the purpose of a reference site is to identify likely biodiversity uplift over the project period and allow the assignment of relative abundance scores values*). Please also provide the mapping files (shapefile or .kml format) used to put together the provided maps (along with their metadata information). **If there is no appropriate reference site that can be used in this project indicate why (*please note that you can continue with the application if it is not possible to identify a reference site but there are implications on the claimed amount of biodiversity gain* – see guidance notes document)**.

**Avoided loss biodiversity projects only (if the project is biodiversity uplift advance to question 21)**

1. What is the duration of the biodiversity protection scheme proposed in this project? *Please note* *that the project period its needs be a minimum of 20 years*.
2. Please indicate the threats to biodiversity in the project site that urge the need for its protection? Provide evidence of how much these threats will reduce the biodiversity of the site in the absence of the proposed protection programme.
3. Describe the interventions to be implemented at project initiation and how the site will be managed to maintain or improve existing biodiversity levels by removing or substantially reducing identified threats over the duration of the project period (maximum 500 words). *If it is easier, you can also reply to this question in a table format identifying the various actions and timescales*.
4. Please indicate which organization will be responsible for implementing the project interventions. Is the same organization responsible for the management and monitoring of these interventions throughout the project period? Please also indicate the relevant experience of all named organizations that makes them eligible for these roles.
5. For avoided biodiversity loss projects, a paired development site needs to be identified. A paired development site is an example of what the site will become if there is no protection programme. Please provide map(s) showing the proposed paired development site and also text description to why this type of habitat is the most likely outcome if the submitted site is not protected (for example, is the paired development site within the same project region and adjacent to the submitted site? does the paired development site clearly demonstrates what happens to the project habitat(s) when exposed to the threats you are trying to protect it against?) Please also provide the mapping files (shapefile or .kml format) used to put together the provided maps (along with their metadata information).
6. Please identify the proposed leakage area for this project and justify why this is an appropriate selection and how will this area be protected from leakage from the project site. *Please note that in order to claim real biodiversity gain for avoided loss projects there needs to be a demonstration that the threats affecting the project site have not just been moved to adjacent areas, thus still reducing biodiversity in the project area****.*** *Like in carbon projects, a leakage area adjacent to the project site needs to be defined included in the monitoring programme. Biodiversity loss in the leakage zone identified (measured through habitat loss in that area) will then be deducted from the units of biodiversity gain awarded for protecting the site over the project period.*
7. What plans are being put in position to demonstrate permanence of the project beyond the project period?
8. If it is proposed to monetize the unit of biodiversity gain (either uplift or avoided loss) then please justify why in the absence of income from biodiversity credits, this project would not be financially viable. All other income streams for the project including carbon credits should be identified and the case needs to be made that without the extra income for biodiversity credits the other income streams are insufficient.

**SECTION 3. Proposed biodiversity metrics, survey methods and sampling strategy**

1. Identify a key structural metric (Metric 1) on which other taxa at your site are dependent (e.g. habitat, canopy cover for forests, plant communities, rugosity for coral reefs etc).
2. Describe the survey method by which this Metric 1 will be quantified and why it should be regarded as a structural metric.
3. Identify how data are collected for Metric 1 can be audited during a Stage 2 application.
4. Identify at least four other non-structural metrics (Metrics 2 – 5) where improvements taken together with the structural metric would indicate an overall biodiversity improvement in the project habitat(s). For each of the metrics identified please identify the reasons they were selected and why an improvement in their scores would reflect conservation objectives for the site.
5. Describe in detail the survey methods being used to quantify species richness and relative abundance (where possible) of Metric 2 and once these data are submitted in the Stage 2 application how they can be audited.
6. Describe in detail the survey methods being used to quantify species richness and relative abundance (where possible) of Metric 3 and once these data are submitted in the Stage 2 application how they can be audited.
7. Describe in detail the survey methods being used to quantify species richness and relative abundance (where possible) of Metric 4 and once these data are submitted in the Stage 2 application how they can be audited.
8. Describe in detail the survey methods being used to quantify species richness and relative abundance (where possible) of Metric 5 and once these data are submitted in the Stage 2 application how they can be audited.
9. If additional metrics are being used for biodiversity quantification, please identify the survey methods for each of these and how the data can be audited when submitted for a Stage 2 application.
10. Explain the logic underpinning how the site will be stratified for each of the metrics and how many replicates will be taken in total for each non-structural metric (*Please note that required stratification may differ amongst metrics*). If you can already complete the stratification exercise and identify sample sites at this stage, then please provide map(s) showing the proposed selection and spatial distribution of sample sites for each metric in both the project site and either the reference site or paired development site, including the location of each of the replicates whenever applicable. Please also provide the mapping files (shapefile or .kml format) used to put together the provided maps (along with their metadata information). *Please note that in most cases it should be already possible to design the sampling strategy at the time of submitting this application. However, we understand that for some projects it may difficult or too expensive to accurately complete this sampling strategy design until closer to the sampling period because strata used for quantifying some metrics may not be able to be quantified until closer to the time (e.g. if you are stratifying higher plants by level of grazing pressure and cutting regime). If that is the case for the project you are submitting, then it may be possible to submit a provisional sampling strategy design idea here, and then a more comprehensive strategy (including the map with location of each replicate) in a separate one-day application for review by BFI before you start the sampling.*
11. Describe how the sampling effort and timings for the surveys of each metric in the project site and either the reference or paired development site will be standardized and as close to contemporaneously as possible to avoid problems of timings or weather conditions affecting the differences between them.

***Thank you for completing this application! Please save this file as the name of your organization followed by ‘Stage 1 Application’ and email the Word document and folder of maps to*** ***hello@biodiversityfuturesinitiative.com***