

This presentation is from the LIFE Application Writing
Workshop held in Bristol on 24th May 2017.

If you would like to see more presentations from this event
or if you would like more information on LIFE
please see JNCC's LIFE webpages at:

jncc.defra.gov.uk/UKLIFE

Putting together a LIFE application

Colette Price



Why LIFE?

- You've had an idea for a really good project
- There's no money 'in-house' or not enough
- Someone's told you about LIFE

BUT

- Is it right for your project?
- Don't waste time seeking funding for something LIFE won't support
- Seek advice early

When?

- **As soon as possible**
- **It will always take longer than you think**
- **Don't wait for the 'official' launch**
- **Get management approval as soon as you have the idea!**
- **Summer holidays!**

What?

- **PLAN the application writing process**
- **Make the application writing a project in itself – from idea to submission**
- **Set up a dedicated project team**
- **Set up a project management structure for the bid writing project**
- **PLAN the actual LIFE project**
- **Use a log frame or other project planning tool**

What else?

Partners – or Associated Beneficiaries and Co-funders

- Do you need them?
- Do you want them?

If yes, get them on board as early as possible

Match funding

- Are you seeking ££ from other funds than LIFE?

If yes, then factor in extra time and add risk to your risk register

Who?

- **Clarity of roles is essential**
- **Allocate sections to individuals**
- **Coordinators to keep it all on track**
- **Involve stakeholders early**
- **Advisors – internal and external**
- **Senior management support**

Who else?

Not only the science and funding specialists

- Human resources for recruitment and employment advice
- Computer/technology staff for advice re databases etc
- Finance staff re costings and budgeting
- Communications specialists for advice on publications
- Maybe legal advisors
- Cartography
- And probably others too

Team work

- **Team work and good communication are essential ingredients for successful application writing**
- **Hold regular catch up meetings, virtual or face to face**
- **Support each other**

e-proposal

- Download all the documentation for the relevant LIFE call from the website
- Create an account on e-proposal asap
- Create a ‘dummy’ proposal to practice using the e-proposal while you’re waiting for the real info

Remember ...

Don't be afraid, or too proud, to ask for help

- **JNCC – your first port of call**
- **Other applicants – always willing to help**
- **E-proposal help desk – reply promptly**

After the submission

- Take a break – you will need it
- Then have a wash up meeting
- Plan your answers to any flaws or discrepancies that you discover in your wash up process
- Plan cover for any absences –make sure the email address you have used on the application is accessible by more than one person
- Keep fingers crossed

Top tips from the coal face ...

- **Sense of humour**
- **follow instructions for uploading and formatting maps**
- **protection from other competing demands ie ideally taken ‘off line ‘ at crucial stage**
- **a good core team of people who respect and trust each other and who all want the project to happen.**
- **keep calm, lean on people when needed and breathe**
- **take a week off after the deadline – you need to recover before continuing with your ‘day job’.**

And the prize for the most aspirational tip ..



From Christine Edwards, our Protected Sites Team Leader

- Leave around 2 weeks between completing the e proposal, printing out a copy and then use that to proof read the entire document

(ha ha if only that were possible but it is an aspiration)

And finally,



**Good luck, it will all be worth it when you
get the go-ahead from Brussels**