

# Late Submission of Applications

## Policy & Procedures



### Coordinator



### Regional hubs



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## Purpose

The purpose of this policy is to ensure **fairness, transparency, and equal opportunity** for all applicants to BESTLIFE2030. Timely submission of applications is essential for an efficient and consistent evaluation process. Late submissions undermine these principles and will therefore only be considered in **extraordinary circumstances** beyond the applicant's control.

## Deadline

- a. The official deadline for the submission of Concept Notes and Full Proposals is **30<sup>th</sup> May 2025** and **14<sup>th</sup> November 2025**, at 14:00 CET (Brussels time) respectively.
- b. Any submission received after this time **is considered late**.
- c. In case of technical difficulties upon submission, applicants must:
  - Notify the relevant regional hub **before the deadline**, and
  - Send the complete draft application (pdf format) **via email to the programme coordinator IUCN ([bestlife2030@iucn.org](mailto:bestlife2030@iucn.org))**, before the deadline, **copying your regional hub**. This ensures the application cannot be altered or edited after the deadline.

## Acceptable reasons for consideration of late submission

- d. Late submissions will only be considered if the delay results from unforeseen and verifiable circumstances outside the applicant's control, such as:
  - Documented technical failures of the IUCN Grants Portal;
  - Power outages or force majeure events;
  - Other serious emergencies with proof provided.
- e. Applicants must provide an explanation and any supporting evidence.

## Handling of late submissions

- f. Applications received after the deadline without prior notification and supporting evidence will **not** be accepted.
- g. Each case will be reviewed individually, based on the principle of fairness to all applicants.
- h. Submission times are to be recorded for transparency.

## Fairness and equal treatment

- i. To ensure fairness, BESTLIFE2030 will **not** accept late submissions if:
- j. The applicant did not notify the programme coordinator and regional hub before the deadline and did not provide verifiable documentation to justify the delay.
- k. The extra time may have provided an unfair advantage over applicants who respected the deadline. Furthermore, it is not acceptable for an applicant to notify the programme coordinator of an issue only a very short time before the deadline (e.g. two hours prior), as this does not allow for a fair and reasonable resolution.
- l. This policy is comparable to exam conditions: once the deadline has passed, no additional work can be submitted unless a legitimate disruption can be proven.

## Evaluation and communication

- m. Reviewers will be informed if an application has been exceptionally accepted after the deadline.
- n. Applicants will be promptly notified whether their request for late submission has been accepted or rejected.

## Escalation of exceptional cases

- o. Exceptional or disputed cases will be referred to the Programme Manager for final decision.

## Review of policy

- p. This policy will be reviewed as needed to ensure continued fairness and effectiveness.

## Resources

- q. Applicants are strongly encouraged to read the Guidelines for Applicants thoroughly before preparing and submitting their applications.

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Coordinator



Regional hubs



Comité Français



National Committee of The Netherlands



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