**REGISTRY OF ADAPTATION PRACTITIONERS**

**December 2024**

**Application Instructions**

Thank you for your interest in applying on behalf of your organization to the Registry of Adaptation Practitioners.

**Who Should Apply:** The Registry will highlight organizations that work in the field of climate adaptation and resilience, defined as those helping people design strategies to reduce vulnerability from any climate impact. For that reason, individuals interested in applying to the Registry should submit an application on behalf of their organization, with the express consent of their organization. Please note that here we are using the term organizations to apply to any entity that provides adaptation or resilience services to others, and such entities may include non-profit organizations, government entities, academic institutions, and individual contractors/sole proprietors, among others.

If you work for a specific climate adaptation or resilience division within a larger organization, you should apply on behalf of your team rather than for the organization as a whole. Similarly, if you work with a team in a regional or state office within a larger organization, please apply on behalf of the team in that location.

**Notes on the Application:** The goal of the application is to elicit enough information about your organization (or team) to allow for holistic evaluation of the quality of adaptation services provided by your team. Please provide as much information as possible on the online application. Answers to these application questions can be drafted in this document and then copied into [the application form here.](https://www.surveymonkey.com/r/adaptation-registry) Note that all questions listed below will be required unless noted otherwise.

**Questions:** Questions: Any questions about eligibility or the application process can be sent to info@adaptationregistry.org. More information about the Registry can be found at <https://climatesmartcommunity.org/registry>.

**Team Contact**

If accepted, this person will be listed as the main point of contact for their organization (or team) on the Registry**.**

First name:

Last name:

Position:

Email address:

Phone number:

**Organizational Details**

This section provides key details about your organization. You will have an opportunity to provide descriptions of work and services in later sections**.**

Organization name*(If applying as a team within a larger organization, please include both your team and organization name)***:**

Organization address *(include full street address, city, state, and zip)*:

Organization website:

Organization social media*(e.g., LinkedIn, X, Instagram, Facebook, other)*:

Number of people within your organization or team/division focused on climate adaptation and resilience: *(select one)*

[ ]  Self-employed

[ ]  1-10 employees

[ ]  11-50 employees

[ ]  51-200 employees

[ ]  201-500 employees

[ ]  501-1,000 employees

[ ]  1,001+ employees

Organization type:*(select one)*

[ ]  Independent contractor or sole proprietor

[ ]  Non-profit organization

[ ]  Consultant agency

[ ]  Academic institution or associated program

[ ]  Other (please specify):

Would your organization qualify for one or more of the following Small Business Administration-designated small and/or disadvantaged business categories?*More information on these categories can be found on* [*this page*](https://www.sba.gov/federal-contracting/contracting-assistance-programs)*, select all that apply*

[ ]  Women-owned small business

[ ]  Small disadvantaged business

[ ]  Service-disabled veteran-owned small business

[ ]  Small business in a HUBZone

[ ]  None of the above

[ ]  I don’t know

**Specialized Training & Experience**

Are there members from your organization (or team) who have completed the [NOAA Steps to Resilience Training](https://climatesmartcommunity.org/training/)?

[ ]  Yes

[ ]  No

If yes, list their names and year they completed the training:

Have members of your organization (or team) completed any other training programs or certificates specifically related to climate adaptation or resilience?

[ ]  Yes

[ ]  No

If yes, list their names, the trainings they completed, and what year each training was done:

How many years has your organization (or team) been working in the field of climate adaptation and resilience?

With which of the following does your organization (or team) have direct, hands-on experience?*(check boxes only for work in which the staff members' experience totals at least 3 full-time months)*

[ ]  Community-level engagement/facilitation

[ ]  Community vulnerability/resilience assessment

[ ]  Hazard risk mitigation planning

[ ]  Resilience planning

[ ]  Comprehensive planning

[ ]  Resilience project implementation

[ ]  Nature-based solution planning

[ ]  Nature-based solution implementation

[ ]  Water resources planning

[ ]  Capital facilities programming or management

[ ]  Community-level project finance

[ ]  Training/capacity building

[ ]  Equity/social justice leadership

[ ]  Other (please specify):

Please provide any additional information you want us to know about your organization's (or team's) background and qualifications to provide adaptation services:

**Services Provided**

The goal of this section is to elicit information about your organization’s (or team's) services, areas of expertise, and focus, and will be used to match you with communities that are seeking assistance.

The following represents broad categories of services that you might provide:

* **Vulnerability assessment**: Identify climate hazards and assess community vulnerabilities to climate change-related impacts
* **Adaptation planning**: Investigate and prioritize adaptation actions designed to reduce community vulnerability to climate change-related impacts
* **Taking action**: Implement adaptation solutions aimed at reducing community vulnerability to climate change-related impacts (e.g., expanding or creating programmatic activities, developing nature-based solutions, building physical infrastructure, revising policies)
* **Communicating and engaging**: Effectively communicate about climate risks and potential solutions with community members and institutions, with the goal of increasing community preparedness for climate change-related impacts and ensuring effective, equitable benefits of adaptation actions
* **Financing resilience projects and programs**: Leveraging or obtaining public or private funding sources to finance climate adaptation actions in the community
* **Changing policy and law**: Revising or creating new laws, policies, or regulations that require or incentivize climate adaptation action and penalize maladaptation
* **Integrating equity**: Explicitly incorporating consideration of equity into climate resilience projects, plans, and policies

Which of the above services does your organization (or team) provide?*(Please check the boxes only for those categories that your organization would act as the lead on (i.e., do not check if your organization is typically brought on to play a supporting role in that type of project rather than guiding the process from start to finish). In the next section, we will ask for 2-3 project examples that illustrate the range of services you select.)*

[ ]  Vulnerability assessment

[ ]  Adaptation planning

[ ]  Project implementation

[ ]  Communicating and engaging

[ ]  Financing resilience projects and programs

[ ]  Changing policy and law

[ ]  Integrating equity

[ ]  None of the above (my organization is typically brought on for a specific supporting role within a larger adaptation project)

What sectors does your organization (or team) have expertise in?*(select all that apply)*

[ ]  Agriculture and food

[ ]  Biodiversity and ecosystems

[ ]  Buildings and infrastructure

[ ]  Business and economy

[ ]  Emergency preparedness

[ ]  Energy

[ ]  Equity

[ ]  Fisheries and aquaculture

[ ]  Forestry

[ ]  Land-use planning

[ ]  Policy

[ ]  Public health

[ ]  Tourism and recreation

[ ]  Transportation

[ ]  Water

What climate hazards does your organization (or team) have expertise in?*(select all that apply)*

[ ]  Air quality

[ ]  Changing seasons

[ ]  Drought

[ ]  Erosion and shoreline recession

[ ]  Extreme cold

[ ]  Extreme heat

[ ]  Flooding - coastal

[ ]  Flooding - general

[ ]  Flooding - rainfall-induced

[ ]  High winds

[ ]  Landslides

[ ]  Severe winter weather

[ ]  Shifting species/habitats/ecosystems

[ ]  Vector-borne disease

[ ]  Water quality

[ ]  Wildfire

Which U.S. states and territories would your organization (or team) be willing and able to work in?

What size communities does your organization (or team) have experience working with?

[ ]  Under 10k

[ ]  10k-50k

[ ]  50k-100k

[ ]  100k-200k

[ ]  200k-300k

[ ]  300k-400k

[ ]  400k-500k

[ ]  Over 500k

Does your organization specialize in specific types of communities?*(e.g., size, geography, economic or sociological profile)*

Are members of your organization (or team) fluent in any languages other than English?

[ ]  No other languages

[ ]  Spanish

[ ]  French

[ ]  Other (please specify):

**Project Examples**

Please provide at least 2 and up to 3 examples of projects **focused on climate change adaptation** that your organization (or team) has completed. Please provide adequate detail in these examples to demonstrate how your organization has experience undertaking the items you checked in the section above (e.g., skills, services).

**Example #1 *(required)***

Project title:

Project lead *(name, title, and email of the person within your organization who led this project)*:

Project location *(city and state)*:

Describe the problem that this project was designed to address, the approach taken, and the outcome(s) *(300-500 words recommended)*:

Did this project include stakeholder (e.g., community members) engagement? If yes, please describe the stakeholders that were engaged and how that was done. If no, please describe why not *(100-200 words recommended)*:

Did this project consider equity? If yes, please describe how equity considerations were incorporated into different aspects of the project. If no, describe why not *(100-200 words recommended)*:

External links to project website, documents, or other corroborating materials:

**Example #2 *(required)***

Project title:

Project lead *(name, title, and email of the person within your organization who led this project)*:

Project location *(city and state)*:

Describe the problem that this project was designed to address, the approach taken, and the outcome(s) *(300-500 words recommended)*:

Did this project include stakeholder (e.g., community members) engagement? If yes, please describe the stakeholders that were engaged and how that was done. If no, please describe why not *(100-200 words recommended)*:

Did this project consider equity? If yes, please describe how equity considerations were incorporated into different aspects of the project. If no, describe why not *(100-200 words recommended)*:

External links to project website, documents, or other corroborating materials:

**Example #3 *(optional)***

Project title:

Project lead *(name, title, and email of the person within your organization who led this project)*:

Project location *(city and state)*:

Describe the problem that this project was designed to address, the approach taken, and the outcome(s) *(300-500 words recommended)*:

Did this project include stakeholder (e.g., community members) engagement? If yes, please describe the stakeholders that were engaged and how that was done. If no, please describe why not *(100-200 words recommended)*:

Did this project consider equity? If yes, please describe how equity considerations were incorporated into different aspects of the project. If no, describe why not *(100-200 words recommended)*:

External links to project website, documents, or other corroborating materials:

**Additional Questions**

This section asks you to provide more detailed information about the extent of your organization's (or team's) knowledge of, and competency in, these areas. These questions ask how your organization's (or team's) background, experience, and philosophy guide your adaptation practice.

What is your organization's (or team's) approach for helping clients balance the inherent uncertainty in our work (e.g., in climate projections, lack of data on adaptation efficacy) with the need for action? *(100-300 words recommended)*

What is your organization's (or team's) approach to ensuring stakeholder engagement (e.g., community members, managers, decision makers) in a project? *(100-300 words recommended)*

What is your organization's (or team's) approach to considering equity across all dimensions of a project? *(100-300 words recommended)*

How does your organization (or team) evaluate the potential for unintended consequences or maladaptation that may stem from your projects? *(100-300 words recommended)*

Use this section to highlight any other aspects of your work or approach that are not covered above:

**If Accepted into the Registry...**

As part of the Climate Smart Communities Initiative, we provide interested communities with the name and contact information for organizations that appear well-matched based on factors such as the services provided, sector expertise, and geographic region worked in. These referrals focus on organizations that lead community adaptation projects or planning processes, rather than those that are typically brought in to support a specific component of a larger project (e.g., contractors that accomplish a single task such as outreach for an adaptation plan, economic evaluation, or invasives management).

If you are an organization that primarily provides a specific skill rather than leading community adaptation projects, we would still love to have you join the Registry! Your organization will be discoverable in the Registry by practitioners and communities seeking the specific skills you have to offer.

Is your organization (or team) interested in being matched with communities looking for an adaptation practitioner to work with on an application for CSCI funding?

[ ]  Yes

[ ]  No

[ ]  Other - my organization can provide a specific supporting skill that communities and practitioners may seek to include in their proposal (please specify the skill)

How many communities does your organization (or team) anticipate being able to work with during the June 2025 to June 2026 grant period?

Does your organization (or team) agree to respond to all inquiries from communities that receive you as a match within a reasonable amount of time?

[ ]  Agree

[ ]  Do not agree

Please submit a brief description of your organization (or team) to be displayed on your Registry profile page *(roughly 100 words/2-4 sentences recommended)*:

Please upload your organization's logo to be displayed on your Registry profile page *(jpg or png files only, limit of 1 MB)*:

By checking this box and submitting this application the organization listed above agrees to the Registry of [Climate Adaptation and Resilience Professionals Terms and Conditions](https://climatesmartcommunity.org/registry-terms-conditions/):

[ ]  Agree

**Thank You and Next Steps**

Thank you for applying to the Registry of Climate Adaptation and Resilience Professionals! You will be notified about your acceptance into the Registry within one to two months.

If you have any questions or need any support, please contact info@adaptationregistry.org.