

GEF Small Grants Programme

Concept Paper Cover Sheet

Country: _____ Submission Date: _____

Project Title: _____

APPLICANT

Name of Organization: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Principal Officer: _____ (Name and position)

Project Contact: _____ (Name and position)

PROJECT

GEF/SGP Focal Area:
(check one category)

- Biodiversity
- Climate Change
- International Waters
- Land Degradation

GEF/SGP Activity Category:
(check one category)

- Demonstration Project
- Capacity Building Project
- Applied Research & Policy Analysis,
- Information, Networking & Policy Dialogue

Proposed Starting Date: _____ Proposed Project Duration: _____

FINANCES

Total GEF/SGP Request: _____ (local currency) _____ (US\$)

Total Project Costs: _____ (local currency) _____ (US\$)

- I. Write a brief background on the project (problems and opportunities).
- II. What is the goal of the project? What will the project accomplish? Why is this important?

Discuss the problem that the project will address, and the end result that the project is designed to achieve. In answering this question, you should refer as directly as possible to *the programming priorities set forth in the GEF/SGP Country Programme Strategy*. It is essential that you read and understand these priorities and ensure that your proposal is fully responsive. Proposals which do not respond to the established criteria and priorities, regardless of their merit, will not be funded by the GEF Small Grants Programme.

Indicate if the project is related to other initiatives or communities, NGOs, government, the GEF (including the GEF/SGP), or other institutions.

- III. What are the main activities that the project will involve? How will they be carried out?

Identify the main activities (for example, a series of training programmes, or the demonstration of an appropriate technology) and show how these activities will lead to the achievement of the project's goals.

- IV. How will you ensure that affected communities and other stakeholders participate fully in the project?

The extent of community involvement is one of the most critical indicators of project success. The quality of your involvement with the community, and your ability to articulate it clearly in the proposal will be a major factor in funding decision.

You should describe how stakeholders in the affected communities will be (and have been) involved with the project:

- As part of its planning and design;
- In its implementation;
- In assessing, monitoring, and evaluating its effectiveness and impact.

Note that community participation means much more than how the community will benefit from the project. It refers to active involvement and ownership by an appropriate spectrum of people, including – in particular – women and indigenous peoples.

- V. What is your best estimate of how much the project will cost? How much would you like the GEF/Small Grants Programme to contribute? What other potential or committed funding sources are there?