

# GEF Small Grants Programme

## Project Proposal Cover Sheet

Country: \_\_\_\_\_ Project No. \_\_\_\_\_

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: \_\_\_\_\_

### FINANCE

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

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

# GEF Small Grants Programme

## Project Proposal Content Outline

### 1. EXECUTIVE SUMMARY (2 pages)

Write a brief summary of the key points contained in the Proposal, including background on your organization, project objectives, activities and rationale, including relationship to the GEF/SGP Country Programme Strategy. You should also include in the Executive Summary a statement of the total cost of the project, the amount of funding requested from the GEF Small Grants Programme, how those funds are to be used, the amount, nature, and status of community contributions, and the status and sources of additional funding required.

### 2. ORGANIZATIONAL BACKGROUND AND CAPACITY (2 pages)

This section should clearly demonstrate that your organization has *the experience, capacity, and commitment* to implement successfully the proposed activity. Among the questions you should address are:

- What is the principal purpose of your organization?
- How long has it been in existence?
- What other activities does the organization conduct?
- Is your organization:
  - A community organization?
  - A national or sub-national NGO with headquarters in the community?
  - A research or training institution?
- What is its legal status, structure, membership, and governance?
- Does the organization have paid staff members? If so, how many?
- Is the organization a member of any NGO associations or umbrella groupings?
- Is the organization registered with the government (where appropriate)?
- Is your organization particularly concerned with:
  - Women?
  - Indigenous people?
  - Another specific population group?
- What is the organization's total annual budget?
- What previous experience does the organization have that is specially relevant to the proposed project, including:
  - Implementing projects that address problems of global warming, loss of biodiversity, and pollution of international waters?
  - Implementing projects that focus on the relationship of environmental protection to building sustainable livelihoods at the community level?
  - Fostering community participation and commitment to development and environmental protection initiatives on a sustainable basis?
  - Working with the particular techniques or technologies being proposed for this project?

- Working with the specific communities, which will be participating in and affected by the proposed?

Proponents should fall under either of the following categories: ***Non-Governmental and Community-based Organizations including people's association and other grassroots groups***. Project activities should not duplicate the existing ongoing initiatives in the given area.

### 3. PROJECT OBJECTIVES AND INTENDED RESULTS (2 pages)

In this section you should state clearly and specifically what the proposed project will accomplish and why it is important. In doing so, you should refer as directly as possible to the programming priorities set forth in the GEF/SGP Country Programme Strategy. 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. Among the key questions you should address are:

- What is the *problem* or *challenge* the project is intended to address? Describe the situation and context in which the project is to take place.
- What are the primary *objective(s)* of the proposed project? (An objective is a statement of intention describing the purpose of the proposed project, such as the following: “To support the Madiba Village women’s cooperative in developing a viable enterprise in the production and marketing of solar fuels, reducing the burning of fossil fuels, thereby reducing greenhouse gas emissions leading to global warming while enhancing community quality of life.”)
- What is the *rationale* for the project? Why is this objective important to the GEF Small Grants Programme? What contribution will it make to the Programme’s stated goals and priorities? What relationship does the project have to:
  - local, district or national government activities or programmes
  - other GEF projects
  - other UNDP projects or other multilateral or bilateral and agency projects
  - other community based, NGO, or private sector activities?
- What are the *specific results* that you intend the project to produce? (Intended results are the measurable changes, which will have occurred by the end of this project. There are ordinarily several related results, such as “By the completion of the project, 50 women will have been trained in the use of photovoltaic, water extrusion, domestic fossil fuel used in Madiba will have decreased by 35%, the members of the cooperative will have built a 400kw nuclear power plant and the infant mortality rate in Madiba will have dropped to below 50.”)

### 4. DESCRIPTION ON PROJECT ACTIVITIES (4 pages)

In this section, you should describe *what you will actually do* to produce the intended results and accomplish the project’s objectives. There should be a clear and direct linkage between the activities and the outcomes (weakness in this area has been a major reason proposals have failed to receive funding in the past).

Activity description should be as specific as possible, identifying *what* will be done, *who* will do it, *when* it will be done (beginning, duration, completion), and *where* it will be done. A project normally consists of a series of related activities, each of which depends upon the others.

In describing the activities, be sure to also indicate organizations and individuals involved in or benefiting from the activity, with specific reference to:

- roles and responsibilities of the various participants/organizations;
- whether and how women will be involved;
- whether and how the activity relates to indigenous peoples and practices.

## **5. IMPLEMENTATION PLAN AND TIMELINE (2pages)**

This section may be presented in narrative or graphical form, and should indicate the *sequence of all major activities and implementation milestones*, including targeted beginning and ending dates for each step. You should provide as much detail as possible.

The implementation plan should show a logical flow of steps, indicating that you have carefully thought through all the things that need to happen to get from the current situation to the end of project situation. Do not forget to include and allow time for all the necessary consultations that will need to occur. Be sure to include in the Implementation Plan all required reports, project reviews and evaluation activities.

## **6. PLAN TO ENSURE COMMUNITY PARTICIPATION (1 page)**

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 decisions.

You should describe how stakeholders in the affected communities will be (and have been) involved in (i) project planning and design; (ii) project implementation; and (iii) in monitoring and evaluating project 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. You should describe *the specific steps* that you are taking/planning to take to maximize this involvement.

## **7. RISKS TO SUCCESSFUL IMPLEMENTATION (1 page)**

Identify and list the major risk factors that could result in the project not producing its intended results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, the currency exchange rate drops, changing the economics of the project). Your analysis should be careful, and should demonstrate that you have thought through not only your own plans, but the range of things that could interfere with them.

You may also include in this section the key *assumptions* on which the project plan is based. In this case, the assumptions are mostly related to external factors (for example,

government environmental policy remaining stable) which are anticipated in project planning, and on which the feasibility of the project depends to a greater or lesser extent.

## 8. EVALUATION PLAN AND INDICATORS (1 page)

In this section you should explain your plan for monitoring and evaluating the project, both during its implementation and at completion. Among the key questions you should address are:

- How will you track *performance* of the project in terms of achievement of the steps and milestones set forth in the Implementation Plan?
- How will you assess the *impact* of the project in terms of achieving the project's objective(s)?
- How will you facilitate mid-course correction and adjustment of the project design and plans based on feedback you receive?

You should pay special attention to the need to involve community members in the monitoring and evaluation process and how this will be achieved.

Finally, you should propose specific, **measurable indicators** relating to project performance and impact which can form the basis for monitoring and evaluation. (These indicators will be refined in consultation with the National Coordinator, and will form an important part of the contract between your organization and the GEF Small Grants Programme. In essence, you are agreeing to be judged on the basis of the indicators. In some cases, the Indicators will be tracked by involved community members as an Integral part of the project. In other cases, the proposer and the National Coordinator may agree that additional external evaluation of project indicators is required. Costs for these external evaluations need not be included in the proposals).

## 9. SUSTAINABILITY PLAN

How would the Community continue the project after the fund gets exhausted?

Options could be formation of a management committee along with the formulation of a management plan, which would legally guide the community in future. It should reflect Community ownership.

***Priority shall be given to projects that:***

- Provide for community participation in planning, implementation, monitoring and evaluation of the project;
- Include local contribution and **cost sharing** by stakeholders;
- Draw on indigenous knowledge, experience and traditional practices of communities and support their role as environmental managers;
- Improve household income and increase employment opportunities;
- Benefit marginalized and isolated communities;
- Consider different impacts of development on women and men because of their varying gender roles, gender division of labour, access, power relations and gender needs;
- Draw on local scientific and technical resources;
- Are innovative, sustainable and replicable;
- Include capacity-building element; and,
- Include environmental assessment, which should provide the basis for a community-based monitoring and evaluation system.

## GEF Small Grants Programme Project Budget Information Sheet

The Project Budget Information Sheet is an integral part of every GEF/SGP project proposal, and must be completed prior to consideration of a proposed project for funding. Once a project has been approved for funding, the budget information becomes part of the binding contract between the GEF/SGP and the proposing organization.

The creation and management of a realistic budget is an important part of developing and implementing a successful GEF project. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project. In keeping with the role of the GEF/SGP as a support mechanism for community level initiatives, every effort has been made to keep financial management requirements as straight forward and non-burdensome as possible.

A few important principles should be kept in mind in preparing a project budget:

- ❑ Include in the GEF/SGP budget only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
- ❑ Be realistic in your budgeting. Find out what planned activities will actually cost, and do not assume that you will be able to make do for loss. An unrealistically low budget is just as likely as an overly high budget to result in failure of the proposal and the project.
- ❑ The budget should include all costs associated with managing and administering the project. In particular, be sure to include the cost of monitoring and assessment.
- ❑ “Indirect costs” or administrative overhead are not funded by the GEF/SGP, and should not be part of the funding request.
- ❑ Remember that when you agree to accept GEF/SGP funds you are also agreeing to be accountable for how these funds are spent, and to make available all financial relevant records. These may be independently audited, and may become public information.
- ❑ The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under Other Costs, and state what the money is to be used for.
- ❑ Be sure that the figures contained in the Budget Information Sheet agree with those on the Proposal Cover Sheet and the text of the proposal itself.

### 1. PROJECT FUNDING SUMMARY

FUNDING SOURCE	YEAR 1	YEAR 2	TOTAL	US\$
Amount requested from GEF/SGP				
Community contributions*				
Proposing organization contributions				
Other contributions				
<b>Total Project Cost</b>				

\*All cost sharing contributions, including cash and in kind contributions, should be itemized below, including the source of the contribution (e.g. village women's association), the nature of the contribution (e.g. labour, land, cash), and an indication of whether the contribution is already committed. In some cases, projects may be conducted over a three year period.

Community Contributions:

Source of Contribution	Type of Contribution	Committed or Projected	Value of Contribution
<b>Total Community Contribution:</b>			

Proposing Organization Contributions:

Source of Contribution	Type of Contribution	Committed or Projected	Value of Contribution
<b>Total Organization Contribution:</b>			

Other Contributions:

Source of Contribution	Type of Contribution	Committed or Projected	Value of Contribution
<b>Total Other Contribution:</b>			

Exchange Rate (local currency/US\$):

Notes and Remarks:

### 3. BANK DETAILS

Provide information on bank account into which GEF/SGP funds would be deposited:

Account Name/title: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name/Address: \_\_\_\_\_