

Once the above activities are completed, the concept format can be filled up and sent to the address below:

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After GEF/SGP office receives the concept paper

STEP 1

The National Coordinator (NC) reviews and pre-screens the concept paper according to the Country Programme Strategy and project selection criteria adopted by the National Steering Committee (NSC).

STEP 2

If the concept is judged eligible, the proponent is asked to prepare a project proposal; in some cases, this step may be supported by a planning grant of not more than US\$ 2000; in other cases the NC helps the proponent in developing the proposal.

STEP 3

The proposal is screened by the NSC Sub-Committee prior to its review and approval by the NSC.

STEP 4

Completed project proposal with the incorporation of suggestions by the NSC Sub-committee is put up to the NSC.

STEP 5

The NSC reviews the proposal and either accepts it, rejects it or returns it to the proposer for further refinement.

TOOLKIT FOR COMMUNITIES FOR FORMULATING CONCEPT NOTES & PROPOSALS FOR UNDP GEF

Small Grants Programme

What is SGP?

It is the Small Grants Programme of the Global Environmental Facility (GEF) and is managed by the United Nations Development Programme (UNDP). The goal of SGP is to find solutions to environmental problems worldwide.

The UNDP GEF/SGP supports small-scale activities initiated by community-based organizations (Tshogpas) and non-governmental organizations in addressing problems related to environment.

SGP's Mission

The mission of UNDP GEF/SGP in Bhutan is to secure improved and sustainable livelihoods of people through management of environmental resources that contribute to global benefits in the areas of *biodiversity conservation, climate change, land degradation and phasing out persistent organic pollutants.*

Linking global environmental



SGP The GEF
Small Grants
Programme



For more information on SGP log on to
<http://sgp.undp.org> or <http://www.undp.org.bt/GEF/SGP>

Some suggestions of the projects supported by SGP

Biodiversity Conservation

- Reforestation and taking care of trees.
- Developing a nursery and planting trees in degraded areas.
- Gathering and sowing seeds of local species that is threatened to extinction.
- Developing a nursery of plant species that is threatened to extinction due to the livelihood dependency of the local people living around the area.
- Formulating a sustainable harvesting plan for long-term benefits along with the focus on regeneration of natural resources.
- Pasture development to avoid overgrazing.
- Conservation of habitats that are important to migratory species.

Climate Change

- Improved stoves for community schools prioritized by Ministry of Education.
- To provide household illumination with solar energy to some communities based on the Integrated Master Plan of Department of Energy where grid electrification may not be possible.
- Providing household electricity with innovative technologies such as energy from waterfall or wind.
- Demonstration project on Community-based Solid Waste Management through segregation and composting.

Land Degradation & Watershed Management

- Different indigenous soil conservation techniques.
- Demonstration activities on land management and soil conservation.
- Water source protection through plantation or reforestation.

Other Projects

- Community based Eco-tourism where conservation is given a priority.
- Projects relating to Applied Research and Policy Analysis, Information Networking and Policy Dialogue, Capacity Building are also given priority.

Let us define the timeline for the activities

Sl. No.	Activities	Months											
		1	2	3	4	5	6	7	8	9	10	11	12

What are the activities of the project and how much would each one cost? How much are we willing to put in for our project?

Work or Activities	Implementation		Materials Needed	Community Contribution			Other Contribution (Nu.)
	How many women	How many men		How many day wages or days worked	In kind (Nu.)	Cash (Nu.)	

List down the names of other stakeholders who would be willing to support us in this project other than Small Grants Programme?

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

In what way can the other stakeholders help us?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Will the Dzongkhag be able to help us? (Discuss with relevant Dzongkhag officials).

- 1. Yes
- 2. No

How much in-cash contribution is committed from Dzongkhag's side?
Nu. _____

Approximate in-kind contribution from Dzongkhag's side.
Nu. _____

We need to put up our proposal to other stakeholders and see if they would be willing to support us and inform SGP so that they could also follow-up.

To diagnose potential project related to Natural Resources of our Community

STEP 1

Get together to talk about our community, our group and the problems we face.

STEP 2

Among the problems we have, choose the ones that are related to environment (Biodiversity Conservation, Climate Change, Land Degradation, Persistent Organic Pollutants).

STEP 3

Discuss about the forest, water source, soil, wild animals and plants to see how we are using them.

STEP 4

Among all the problems make a list of problems related to natural resources around us.

STEP 5

Among all the problems listed, choose the ones that are serious and needs immediate intervention.

STEP 6

Think of things community as a whole can and want to do in order to solve the prioritized problem/s.



Let us write down the problem we want to solve or lessen:

How are we planning to solve it or lessen it?

What are we going to implement?

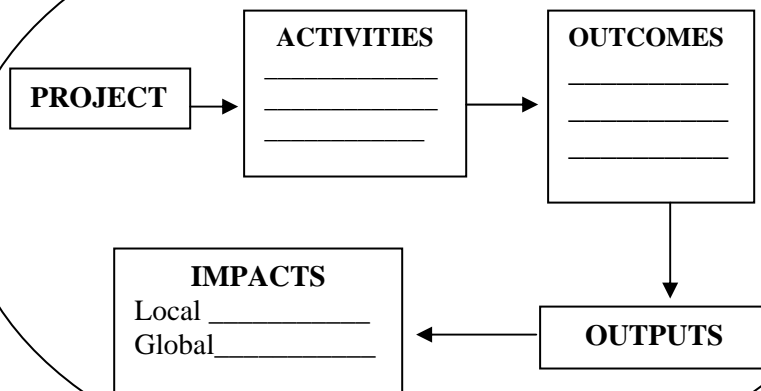
Our Project



Let us define the job responsibilities

Sl. No.	Activities	Job Responsibilities	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Let us not forget that our project works because we are committed to its goals. The community contributions are the most important aspect of our project's success.



A Proposal gets higher preference if it:

- is innovative;
- addresses livelihood issues;
- fosters local ownership;
- has high replicability value;
- is gender sensitive;
- builds institutional capabilities;
- is sustainable in the long-run;
- has co-financing from the community;
- has co-financing from other stakeholders;
- fosters public awareness on environmental issues;
- reduces local as well as global environmental threats and
- is action based and participatory.

How many people are going to benefit from the project?

1. Number of families who will benefit _____
2. Number of Men who will benefit _____
3. Number of women who will benefit _____

Gender Mainstreaming in the Project

In which stage of the project are men and women going to participate?
(Mark with an "X". Both may participate)

Women Men

- | | | |
|---|--------------------------|--------------------------|
| On deciding what the project will be and what we are going to do | <input type="checkbox"/> | <input type="checkbox"/> |
| On planning the implementation (how are we going to do it) | <input type="checkbox"/> | <input type="checkbox"/> |
| On deciding how much cash we need to complete the project | <input type="checkbox"/> | <input type="checkbox"/> |
| On deciding how much we are going to contribute for the project | <input type="checkbox"/> | <input type="checkbox"/> |
| On deciding what to do with the money | <input type="checkbox"/> | <input type="checkbox"/> |
| In reaching the goals or obtaining what we want | <input type="checkbox"/> | <input type="checkbox"/> |
| In selling our products | <input type="checkbox"/> | <input type="checkbox"/> |
| At the end of the project, in realizing if we achieved everything we wanted to (evaluation) | <input type="checkbox"/> | <input type="checkbox"/> |

Planning is very important



Everybody should give his or her opinion



All the Community Members should agree through consensus and no one in the group should dominate or suppress the opinion of others

1. Give a brief explanation of the problem statement.

2. Give a brief explanation of what the project will be.

3. Why do we want to have this project (objectives)?

4. What are the main activities that are to be carried out to complete the project?

5. What outcomes do we expect to have from the work and the activities mentioned before?

6. How many days would each activity take?
Activity 1: _____ -

Activity 2:

Activity 3:

Activity 4

Let us list down the problems that we may encounter while carrying out the activities.

How can we avoid these problems?
