



## **Global Environment Facility (GEF), Small Grants Programme (SGP)**

### **Guidance Notes: Submission of a Project Concept Paper**

Preparation and submission of a Concept paper is the *first step* in the application process for Global Environment Facility (GEF) Small Grants Programme (SGP) support. A Concept paper is a brief description of the idea for the project – **no more than three pages long**, which is reviewed by the GEF National Coordinator. The National Coordinator can then discuss the idea with the proposing organization and others and can advise whether the idea can be considered for GEF SGP.

After being reviewed and pre-screened according to the GEF SGP criteria and Country Programme Strategy, shortlisted proponent organisations will be provided with further advice and guidelines to prepare a full proposal. Full proposals will then be reviewed, and grants awarded to successful applicants.

The Concept paper is intended to begin dialogue between potential project implementers and the GEF SGP to clarify and refine project ideas, before the investment by the proposer of substantial time and resources into fully elaborated proposal development.

If you have any questions about the eligibility of your idea for GEF SGP support, or about the preparation of the Concept paper do not hesitate to contact the National Coordinator, GEF SGP.

### **Instructions**

1. The concept should be written in straight forward narrative form. It must be typed, single spaced, on one side of not more than three sheets, not including the standard cover sheet. Any charts or diagrams will be counted as part of the page limit.
2. Be sure that the paper is easily readable. Each page should have the name of the project on it, along with a page number and date.
3. Submit one original of the Concept paper to the GEF SGP National Coordinator. **Keep a copy of your paper for your own records, as the one you submit will not be returned.**
4. In preparing the Concept paper, you should follow the format provided. Ensure that all points included in the outline are addressed, as these cover the major issues which will be considered during the review of the Concept paper. **Incomplete submissions will not be considered for full project application.**

### **Eligible Organisation should be:**

1. Locally registered Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs) and Civil Society Organizations (CSOs). GEF SGP Zambia grants are available **ONLY** for **not-for-profit NGOs/CBOs/CSOs**, etc. Applicants who fail to provide a copy of the **certificate of registration** will not be considered for evaluation.
2. Local registered bank account of the organization.



3. Organization must have a strong organizational capacity to implement SGP grant projects and meet SGP requirements.

### **Eligible Project Activities**

All concept papers submitted to SGP need to demonstrate:

1. How the proposed project ideal meets the SGP GEF criteria by articulating how project objectives would have an impact in the SGP areas of work -GEF focal areas.
2. How the proposed project responds or are aligned to the targets and objectives of the **SGP Zambia Country Programme Strategy (CPS)**. Please visit our website and download a copy of the CPS or contact the National Coordinator.
3. Demonstrate strong community involvement in the proposed project.
4. Focus on environmental issues and community livelihood improvement.



**GEF Small Grants Programme**

Concept Paper Cover Sheet

Country: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Principal Officer: \_\_\_\_\_ (name and position)

Project Contact 1: \_\_\_\_\_ (name and position)

Project Contact 2: \_\_\_\_\_ (name and position)

Concept Writer: \_\_\_\_\_ (name and position)

Concept approved by: \_\_\_\_\_ (name and position)

**ABOUT THE PROJECT:**

**GEF SGP STRATEGIC PRIORITIES** (Check **ONE** category)

1. \_\_\_\_\_ Biodiversity Conservation,
2. \_\_\_\_\_ Protection of International Water,
3. \_\_\_\_\_ Prevention of Land Degradation
4. \_\_\_\_\_ Sustainable Forest Management,
5. \_\_\_\_\_ Climate Change
6. \_\_\_\_\_ Use of Persistent Organic Pollutants (POPs).

**GEF SGP PROJECT TYPES** (Check **ONE** category)

1. \_\_\_\_\_ Demonstration Project
2. \_\_\_\_\_ Capacity Building Project
3. \_\_\_\_\_ Applied Research & Policy Analysis
4. \_\_\_\_\_ Information, Networking & Policy Dialogue

Proposed Starting Date: \_\_\_\_\_

Proposed Project Duration: \_\_\_\_\_

**FINANCES:**

1. Total GEF SGP request estimate (how much funding are you requesting for?  
\_\_\_\_\_ (K) \_\_\_\_\_ (US\$)
2. Total Co-financing estimate (how much will you/other partners contribute (cash/in-kind) ?  
\_\_\_\_\_ (K) \_\_\_\_\_ (US\$)



## **GEF Small Grants Programme: Concept Paper Content**

### **Outline**

[Note: This outline contains many points, which may be addressed in each section. These are provided as examples. Do not feel that you need to address every point in detail. You will have the opportunity to do so in the full project proposal. **For the Concept paper, each section may consist of one or two concise paragraphs.**]

**Briefly describe your organization and other organizations, which would participate in implementing the project. (1/2 page) Address questions such as:**

- 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 country?
  - A research or training institution?
- 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 peoples?
  - Persons with disabilities
  - Another specific population group?
- What is the organization's total annual budget? What are the sources of funding for the organization?
- What previous experience does the organization have that is specifically relevant to the proposed project, including:
  - Experience in implementing projects that address problems of global warming, loss of biodiversity, and pollution of international waters?
  - Experience in implementing projects that focus on the relationship of environmental protection to building sustainable livelihoods at the community level?
  - Experience in fostering community participation and commitment to development and environmental protection initiatives on a sustainable basis?
  - Experience working with the particular techniques or technologies being proposed for this project?
  - Experience working with the specific communities, which will be participating in and affected by the proposed project?

**II. What is the goal of the project? What will the project accomplish?**



**Why is this important How does the project meet the objectives of the Small Grants Programme? (1/2 page)**

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 Zambia. It is essential that you read and understand these priorities and ensure that your proposal is fully responsive. The GEF Small Grants Programme will not fund proposals which do not respond to the established criteria and priorities, regardless of their merit.

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? (1/4 page)**

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. What are the proposed outputs? What results will the project produce? (1/4 page)**

List the target outputs and specify the deliverables that are being planned. Outputs are defined as the direct tangible products and services which result from the completion of a project's activities. Outputs relate to the completion of activities and are the results over which project staff have a high degree of influence.

**V. How will you ensure that affected communities and other stakeholders participate fully in the project? (1/2 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 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.