**SEVENTH OPERATIONAL PHASE OF THE GEF SMALL GRANTS PROGRAMME**

**PROJECT PROPOSAL TEMPLATE[[1]](#footnote-1)**

**GENERAL REQUIREMENTS**

**This is a standard Small Grants Programme project template for the civil society and/or community-based organizations to apply for grants. All information are required while some sections of the template are expected to be filled with support from the National Coordinator (**gef.zm@undp.org).

The Project Proposal should be as brief as possible not more than 13 pages (excluding annexes). The Proposal should be submitted in typed form. The blue font texts in this template are guidance and explanation and can be deleted once the proposal is prepared. Additional attachments may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation.

The SGP acknowledges that it is at community level where solutions and effective action can emerge, therefore, a bottom-up approach should be used in the development of the proposal. We highly encourage proponent organization to develop this proposal in collaboration with the community where the project will be implemented. Supporting documentation indicating community involvement should be attached (e.g., community consultation meeting minutes, letters from traditional leaders, etc.).

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# PART 1: PROJECT COVER PAGE

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| Country | Zambia |
| Project No.  | *For SGP Official Use as relevant. Do not write anything here* |
| Project Title[[2]](#footnote-2): |  |
| Submission date |  |

1. **CIVIL SOCIETY/COMMUNITY BASED ORGANIZATION – APPLICANT**

|  |  |
| --- | --- |
| Name of organization |  |
| Year established and registered (Attach proof or registration and endorsement letter from District Council) |  |
| Physical & Mailing Address: |  |
| Organization Telephone number : |  |
| Organization Email: |  |
| Principal Officer (name, position email and contact number) |  |
| Finance and administration (name, position email and contact number) |  |
| Technical specialist (name, position email and contact number) |  |
| M&E specialist (name, position email and contact number) |  |
| Communications officer (name, position email and contact number) |  |

1. **PROJECT LOCATION**

|  |  |
| --- | --- |
| Landscapes {optional} |  |
| District/City  |  |
| TAs/Wards |  |
| Village/Block |  |
| Coordinates (latitude/longitude) {optional} |  |

1. **GEF SMALL GRANTS PROGRAMME CLASSIFICATION (please consult NC/NSC as needed)**

Each project will **select one primary SGP Strategic Initiative and one primary Focal Area** as indicated in the below table. Projects may have secondary Strategic Initiative and Focal Areas which should be noted in the project justification and approach. Appropriate indicators should be selected in line with the primary and secondary focal areas of the project (refer to the annex 1 below)

|  |  |  |
| --- | --- | --- |
| **Primary Strategic Initiative (*choose one primary Initiative)***  |  | **Primary Focal Area *(choose one primary focal area)*** |
|  | Community-based conservation of threatened ecosystems and species  |  | Biodiversity |
|  | Low-carbon energy access co-benefits |  | Chemical and Waste Management |
|  | Catalyzing sustainable urban solutions |  | International Waters |
|  |  Local to global coalitions for chemicals  and waste management |  |   |
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1. **PROJECT DURATION**

|  |  |
| --- | --- |
| Proposed Start Date |   |
| Project duration (in months) |  |

1. **PROJECT FINANCE**

|  |  |  |
| --- | --- | --- |
| Financial sources | Local Currency  | USD currency  |
| Total fund request from GEF SGP |  |  |
| Total fund from cofinancing **Kindly state your contribution as an organization mandatory** (cash and/or in-kind) |  |  |
| Total Project Cost |  |  |

1. **ORGANIZATION – ELIGIBILITY**

Please describe proposing organization’s experience and eligibility to successfully implement the proposed project:

1. Type of organization

[ ]  Non-Government organization (NGO)

☐ Community-based organization (CBO)

 [ ]  Civil society organization (CSO), including academic/training institution

[ ]  Others (describe the nature of the organization) \_\_\_\_\_\_\_\_\_\_\_\_\_

 In addition, choose one or more of the following as appropriate:

 [ ] Women’s group

 [ ] Youth Group

 [ ] Persons with Disabilities group

1. Length of existence and project management experience if any: \_\_\_\_\_ years
2. Briefly describe purpose and core activities of the proposing organization/group: include a mission/vision statement as appropriate.

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1. Briefly describe organizational structure, governance and administrative and financial framework, including staff numbers, roles, etc. Provide an indication of the legal status with any supporting registration/legal documentation as annex. If none, provide an elaboration of its nature of existence. Provide recent audited financial statement if any.

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1. Describe previous experience relevant to the proposed project, including activities related to global environmental issues; or experience with projects that focus on sustainable development at community level.

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1. Please indicate the organization’s prior engagement with GEF SGP (e.g. grantee, partner, etc). Yes/No: If yes, describe the nature of the involvement including involvement in specific projects and grants received.

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# PART 2: PROJECT PROPOSAL

# SECTION A: PROJECT FRAMEWORK

1. **Project Summary**

Please provide a brief summary of the project, including rationale and context, project objective and key expected results, include the target site and community(ies) involved.

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1. **Project Justification and Baseline**

Please describe the following:

* What is the current situation in the area with regards to district and national environmental and development issues
* The challenges that the project intends to address in relation to district and national environmental and development issues.
* How the project relates and will be contributing to the SGP Country Programme Strategy
* How the project relates to other relevant programmes supported by government, GEF and other donors, and private sector.

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1. **Project Objectives, Results/Outputs, and Activities**

Please describe the project framework and implementation plan by completing the table 1 below:

1. What is the primary objective(goal): Proposed project should include environmental objective, along with development/livelihood objective as relevant (SMART Objectives).
2. What are the specific objectives
3. What are the intended project results i.e outcomes and impacts: Please describe measurable changes which will have occurred by the end of the project as a result of the planned intervention (e.g. XX hectares of community management conservation area established. XX community members is trained and improved on waste management).
4. What are the project Outputs and Activities: Please briefly describe what will be produced as project results and outputs. Please outline few activities for each output,
5. What Is the project Implementation Plan and Time Frame: Please include timing of the activities, required reports, project reviews and monitoring activities.

## Table 1: Project framework and Implementation Plan

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| --- | --- |
|  **Project Objective: XXXX** **Project Impact** | **Timing/Duration of Activity in Months (or Quarters)** |
| **Project Framework** | **Responsible****Party** | **Baseline, target, Indicator, including means of verification** | **Q1** | **Q2** | **Q3** | **Q4** |
| ***Outcome 1******Specific Objectives/Output 1: XXXXX*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.1: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.3: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Outcome 2****Specific Objective 2/Output 2: XXXXXX** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.1: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.2: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Monitoring and Evaluation**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Reporting
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Midterm review
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Internal end term review
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Community and Stakeholder Participation Plan

## Please describe how the stakeholders (governments, committees etc) and communities, including women, youth and PWDs where relevant, were and will be involved in: i) project planning and design: ii) project implementation and iii) project monitoring and evaluation. Please attach documentations as relevant.

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## Inclusion –Women, Indigenous Peoples, Youth, and Persons with Disabilities:

##  Please describe how the project takes into consideration:

## What are the roles and needs of both men and women (with a special focus on the needs of women),

## What other social inclusion groups (indigenous peoples, youths and persons with disabilities) are involved

## How is this inclusion reflected in the budget, results and benefits of the project.

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## Impact – Sustainability, Scale-up and Replication:

## Please describe sustainability of the project impact in a longer term, both environmentally and socio-economically. Outline possible steps to be taken before, during, and at project completion to ensure that the project results will continue for many years after the project ends (i.e. who will manage the continuation of the activities/outcome, how will it be financed, etc).

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## Innovation

## Please describe innovative aspects of the project. This may include new way of thinking, new form of organizing resources, new ways to connect within community, improvements of existing product/service/delivery process, original product/service/model of delivery, and fueling local action and organizing as groups.

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## Knowledge Management

## Please describe the plan to capture, package, share and disseminate the knowledge, lessons learned, and good practices gained through the implementation of the project. Please specify the knowledge products to be generated by this project.

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# SECTION B: PROJECT RISKS, MONITORING & EVALUATION

1. **Project Risks**

Please describe **major risk factors** that could result in the project not producing the expected results. These should include both internal factors (e.g. technology involved fails to work as projected) and external factors (e.g. climate change impacts, political and economic situation, etc). Please also propose risk mitigation measures to address the potential risks.

**Table 2: Risks and Mitigation Measures**

|  |  |  |
| --- | --- | --- |
| **#** | **Internal and External Risks** | **Possible mitigation measures** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

## Monitoring & Evaluation Plan and Indicators

1. **Project monitoring schedule**

Please identify annual, mid-term, and final monitoring schedule and incorporate in the Project Framework and Implementation Plan (table 1 above).[[3]](#footnote-3)

# Project indicators

# Please fill in Annex 1 – this is a requirement for all projects.

# SECTION C: PROJECT BUDGET

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## Project Budget (Annex 2)

Please provide budget details following the below expenditure categories, and how the funds will be spent over the project period. GEF SGP grant requests should not exceed fifty thousand United States Dollars (US$50,000) per project, and per Operational Phase. SGP projects generally should not exceed 2 years. Cofinancing of equal or more amount to the SGP grant amount should be included.

# Table 3: Project Budget (in local and/or USD currency)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditure Category**  | **Total Cost (US$)** | **Support from other Donors as confirmed co-financing**  | **Amount Requested of SGP** | **Budget Notes** |
| **Cash**  | **In-Kind** |
| \* managing and administering of the project) |  |  |  |  |  |
| Training/Seminar/Workshops/Travel |  |  |  |  |  |
| \*\*Contracts *specialized/certifiedservices-please list)* |  |  |  |  |  |
| Equipment/Material(*please list*) |  |  |  |  |  |
| \*Misc. costs *(please specify)* |  |  |  |  |  |
| **Total Project Cost** |  |  |  |  |  |

NB: \* and \*\* Together should not exceed 15% of SGP grant amount\*\*Provide listing of all specialized certified services that will be needed. Terms of Reference (ToR) for all consultants along with their Curriculum Vitas (CVs) must be submitted prior to engagement of services during project implementation

1. **Cofinancing**

Please provide details on the cost-sharing contributions (cash and in-kind) and summarized in table 4 below. Cofinancing should be directly related to the achievement of the project results, such as labor/salaries, materials, time and other quantifiable resources that count towards. This should include sources and nature of the contribution (e.g. Youth Organization contributing labor, land, cash, etc). The GEF SGP applies the principle of co- financing the target activities between the relevant partners in the project. It is therefore important that proposing organizations make some contribution towards the operational and programmatic costs of the project.

# Table 4: Co-financing

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| --- | --- | --- | --- | --- |
| **Sources of Contribution** | **Cash cofinance** | **In-kind Cofinance**  | **Cofinance is Committed or Projected\*** | **Amount (in local or USD currency)** |
| Community  |  |  |  |  |
| Proposed organization  |  |  |  |  |
|  Donor (please specify) |  |  |  |  |
|  Local government  |  |  |  |  |
|  Other (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

# ANNEX 1: INDICATORS

## GEF SGP OP7 Project Indicators (please refer to M&E guidelines for details)

All SGP project will align with at least one or more of the below global environmental indicators. The SGP priorities are aligned to that of the GEF-7 Programming Directions Paper and its outcomes to meet the GEF-7 targets. To capture global environmental benefits, in GEF-7 SGP is aligned with 6 of the 11 GEF-7 core indicators.

# SMALL GRANTS PROGRAMME INDICATORS FOR GEF-7

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| **PROJECT LEVEL INDICATORS** |
|  **MANDATORY Global Environmental Indicators: at least one indicator and no more than three (aligned with GEF 7 Core Indicators)** | **Type** |
| 1 | Marine protected areas under improved management effectiveness (hectares) | Mandatory: A given project can be linked to at a minimum one indicator; and *at most* three of these GEF-7 core and sub-indicators  |
| 3.1 | Area of degraded agricultural/range/protected/forest lands restored (hectares) |
| 4.1 | Area of landscapes under improved management to benefit biodiversity (hectares) |
| 4.3 | Area of landscapes under sustainable land management in production systems (hectares) |
| 5 | Area of marine habitat under improved practices to benefit biodiversity (hectares; excluding protected areas) |
| 9 | Solid and liquid Persistent Organic Pollutants (POPs) and POPs containing materials and products removed or disposed) (indicator 9.6 which is contextual) |
| 11 | Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment (this is also put below under mandatory socio-economic indicators) |
|  **MANDATORY: Socio- Economic Benefit Indicators** | **Type** |
| 1 | Number of direct beneficiaries with improved livelihoods and well-being  | Mandatory |
| 2 | Number of direct beneficiaries benefitting from SGP intervention  | Mandatory |
| 3 | Breakdown number of beneficiaries reached by social inclusion groups (using 0 in case a category not applicable): |  |
|   | * Number of Women;
 | Mandatory |
|   | * Number of Indigenous Peoples;
 | As relevant |
|   | * Number of Youth;
 | As relevant |
|   | * Number of Persons with Disability
 | As relevant |
| 4 | Is the project tagged (for expected contribution at project commitment stage/ report on results in final report) to closing gender gaps in one or more of the following categories (check all applicable)?  | As relevant |
|   | * *contributing to equal access to and control of natural resources of women and men*
 |   |
|   | * *improving the participation and decision-making of women in natural resource governance*
 |   |
|   | * *targeting socio-economic benefits and services for women*
 |   |
| 4 | Does the project include sex-disaggregated and gender sensitive indicators (*at commitment stage*) | As relevant |

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| **PROJECT LEVEL INDICATORS** |
| **AS RELEVANT/OPTIONAL: Additional Indicators**(These include both Global Environmental Benefit and Socio- Economic Benefit indicators) | **Type** |
| ***SGP projects are multi- focal. Checkmark focal area strategy used (biodiversity, climate change mitigation/ adaptation, land degradation, sustainable forest management, international waters, chemicals and waste)*** | *Due to multi-focal nature of SGP interventions, projects can select from all indicators across all focal areas while highlighting the focal area that will be their primary strategy.* |
| 1 | Names and Number of target landscapes/seascapes under improved community conservation and sustainable use  | BD |  *While primary focal areas for each indicator area listed, please note irrespective of focal area selected, a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note these are optional are optional in nature.**While primary focal areas for each indicator area listed, please note irrespective of focal area selected, a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note these are optional are optional in nature.* |
| 2 | Number of Protected Areas (PAs)  | BD |
| 3 | Number of ICCAs; Hectares of ICCAs | BD |
| 4 | Number of sustainably produced biodiversity and agrobiodiversity products  | BD |
| 5 | Number of significant species with maintained or improved conservation status  | BD |
| 6 | Number of community members with improved actions and practices on agriculture, land and water management | LD |
| 7 | Number of *new or sustained* farmer leaders adopting and demonstrating improved agriculture and agroecological practices.  | LD |
| 8 | Number of *new or sustained* farmer groups or networks, advocating and disseminating improved agriculture approaches and practices.  | LD |
| 9 | Number of projects working on: renewable energy (biomass, hydro, solar photovoltaic, solar thermal, other); energy efficiency, sustainable transport; and conservation/ enhancement of carbon stocks. | CC |
| 10 | Number of low carbon typologies that are community-oriented and locally adapted  | CC |
| 11 | Number of households achieving energy access and co-benefits (such as, ecosystem effects, income, health and others)  | CC |
| 12 | Area of Forests and non-forest lands with restoration and enhancement of carbon stocks initiated through completed projects (hectares) |  |
| 13 | Number of projects working on (check mark categories applicable): awareness and outreach solid waste management (reduce, reuse, recycle); sustainable pesticide management; organic farming; development of alternatives to chemicals | C&W |
| 14 | Checkmark and report all that apply: Kg of pesticides avoided, reduced or prevented; Kg of solid waste prevented or reduced (such as plastics, domestic waste, agricultural waste etc); Kg of harmful chemicals avoided from utilization or release; Kg of e-waste collected or recycled; Kg of mercury avoided, reduced or sustainably managed | C&W |
| 15 | Number of *new or sustained* local to global coalitions and networks on chemicals and waste management established or strengthened | C&W |
| 16 | Names and Number of Seascapes/inland freshwater Landscapes. These include local names of marine parks, marine sanctuaries, gulfs, bays, lakes, rivers, and underground waters. | IW |
| 17 | Tons of land-based pollution (such as solid waste, sewage, waste water, and agricultural waste etc.) avoided, reduced or prevented from entering the waterbodies | IW |
| 18 | Hectares of river/lake basins applying sustainable management practices through projects’ intervention | IW |
| 19 | Names of regional transboundary waterbodies/ Strategic Action Plans (SAPs) if applicable  | IW |
| 20 | Number of organizations with capacities built or developed (record for both): number of civil society organizations (CSOs), number of community-based organizations (CBOs) | All focal areas |
| 21 | Number of beneficiaries with improved capacity | All focal areas |
|  **Cross-cutting social inclusion project level indicators** |
| 22 | Project led by women and/or institutes mechanisms for increased participation of women in decision-making? (Yes/ No) | GENDER |  |
| 23 | Number of indigenous leaders with higher capacities (to deliver local solutions and have strong policy advocacy representation)  | IP |
| 24 | Number of youth organizations engaged with as part of SGP intervention  | YOUTH |
| 25 | Number of PWD (persons with disabilities) organizations engaged as part of SGP intervention  | PWD |

1. This proposal template was updated in July 2021 through close consultations among SGP staff globally. [↑](#footnote-ref-1)
2. The title must capture the essence of project and aligns to GEF focal areas [↑](#footnote-ref-2)
3. Among the key issues to be addressed as part of M&E are: a) performance of the project in terms of activities and outputs; b) results of the project, in terms of achieving the outcomes and objective(s); c) mid-course correction and adjustment of the project design and plans; and d) participation of community members in the project monitoring and evaluation processes. [↑](#footnote-ref-3)