# ANNEX 1 **UNDERSTANDING PLASTIC POLLUTION.**

# **GEF/SGP STRATEGY PAPER**

## BACKGROUND

Plastic pollution, if not curbed, will threaten the achievement of many Sustainable Development Goals. While none of the 17 Sustainable Development Goals (SDGs) has plastic pollution as a main theme, it is clear that plastic pollution affects many of these goals, including SDGs 3, 6, 11, 12, 13, 14 and 15. Plastic pollution is a global challenge that requires international cooperation and global partnerships to collectively deal with (SDG 17). Specific explanations are drawn below on the impact of plastic pollution on health, marine and terrestrial ecosystems, and climate change.

* ***Plastics and human health risks (SDG 3)***. Plastic poses distinct risks to human health (SDG 3) at every stage of its lifecycle from oil extraction, production, use, recycling to disposal.[[1]](#endnote-1) Plastic production results in the release of many toxic substances, as many of the chemicals that are integral to the production of plastics are hazardous air pollutants. Over 170 fracking chemicals that are used to produce the main feedstocks for plastic have known human health impacts, posed direct human risks and impaired human immune systems, and more. Over time, plastics fragment into microplastics and nano plastics, contaminating food, water, and soil. According to a World Wildlife Fund (WWF) report, every human is eating, swallowing, or breathing in about 2,000 tiny pieces of plastic each week, an amount equal to the weight of one credit card.[[2]](#endnote-2) Through skin contact, inhalation, and ingestion, plastics can result in cancers, reproductive disorders, and eye and skin irritation and other health risks.
* ***Impact on marine, coastal and terrestrial ecosystems (SDG 14 and 15)***. Every year, up to 13 million tonnes of plastic - the equivalent of one garbage truck per minute - leak into the ocean.[[3]](#endnote-3) It is estimated that more than 100,000 marine animals are killed by plastics each year[[4]](#endnote-4) and about 40 percent of cetaceans such as whales and dolphins have ingested plastics.[[5]](#endnote-5) Most plastic disintegrates into particles smaller than five millimeters, referred to as microplastics, and breaks down further into nanoparticles, which are less than 0.1 micrometer in size. Chemicals leaching from plastics can affect the hormone systems of vertebrates and invertebrates. Microplastics also interact with soil fauna, affecting their health and soil functions.
* ***Plastics and Climate Change (SDG 13)***. Plastics originate from fossil fuel feedstocks and can emit greenhouse gases from cradle to grave. The 400 million tonnes of plastics produced each year consume approximately 6% of the world’s oil: 3% as raw material and 3% as energy for their production, transportation, and incineration, leading to huge emissions of CO2. In 2019 alone, the production and incineration of plastic waste added an estimated 850 million metric tons of GHGs to the atmosphere—equal to the emissions from 189 five-hundred-megawatt coal power plants.[[6]](#endnote-6) By 2050, the GHG emissions from plastics could reach over 56 gigatons—10-13 percent of the entire remaining carbon budget.[[7]](#endnote-7)

**The Plastic Waste Menace in Ghana**

Ghana, like many other African counties, has a huge backlog of unmanaged plastic waste found in open spaces, drains and water bodies. It is estimated that 2,800 metric tons of municipal solid waste are generated daily in urban cities. Approximately 2,200 metric tons are collected leaving a backlog of 600 tons. The Municipal and District Assemblies can process only 10% of the waste (excluding plastics). The remaining 90% are discarded either in landfills or elsewhere in the environment.

Plastic waste has become a financial and environmental burden with no value, and due to improper management, the waste is becoming hazardous to humans, the economy, and the environment. Municipalities and District Assemblies in Ghana face a huge challenge of dealing with plastic waste, due to inadequate facilities, improper maintenance/faulty equipment, scarce collection points, poor enforcement of regulations, over-reliance on landfill disposal and open burning. There is mounting evidence that plastic wastes have virtually choked the drainage system in the urban centers of the country to such an extent that it takes only the slightest of rainfall to precipitate floods in the major cities. Plastics are non-biodegradable and contain different antioxidants and stabilizers that prolong their lifespan. The antioxidants and stabilizers that make plastic so durable make it equally resistant to natural processes of degradation thus slowing the degradation of plastic waste[[8]](#footnote-1). It is estimated that since the 1950s, one billion tons of plastic have been discarded and may persist for hundreds or even thousands of years. In some cases, burning plastic can release toxic fumes. Burning the plastic polyvinyl chloride (PVC) may create dioxin. Also, the manufacturing of plastics often creates large quantities of chemical pollutants. Moreover, the production, transportation and management of plastic are often associated with greenhouse gas emissions as these are fossil fuel dependent.

Prior to the ban on the use of chlorofluorocarbons (CFCs) in extrusion of polystyrene (and general use, except in life-critical fire suppression systems); the production of polystyrene contributed to the depletion of the ozone layer; however, non-CFCs are currently used in the extrusion process. The amount of plastic waste generated in Ghana in recent times is overwhelming. The major plastic waste generated in the country amongst others includes plastic bottles, polythene bags, sachets, and wrappers. It is estimated that there are over 40 plastic-producing industries in the country producing over 31,000 metric tons of assorted plastic products per annum. In addition, about 12,000 metric tons of finished plastic products are imported annually into the country. These add to compound the plastic waste problem in the country. At least about 20-30% of these end up as waste in the streets. With very few recycling facilities in the country, the issue of post-consumer plastic waste has become a major issue of concern. In many cases, plastic waste is downcycled.

The Global Environment Facility Small Grants Program (GEF-SGP) has received core funds under the GEF-7 to support countries to undertake initiatives towards the attainment of zero-plastic pollution. Due to the limited success of previous interventions – which were predominantly downstream-focused – to substantially address the problem, the new funding support seeks to promote a multipronged strategy that combines pre-consumption and post-consumption measures to address the problem at source (upstream) and end-of-pipe (downstream). This is a drastic shift from the predominant focus on downstream measures. The latest available evidence suggests that leakage from coastal populations (within 50 kilometers of the coast) is between 4.8 to 12.7 million tons per year[[9]](#footnote-2). Therefore, coastal countries, cities and communities will form the priority geographic areas. In addition to grantmaking, the GEF-SGP will provide strategic services to local governments, civil society, and community organizations by enhancing their institutional, logistical, and technical capacities; develop platforms and networks; and support project upscaling.

# THE COUNTRY PROGRAM STRATEGY

## The Problem

There is also an increasing accumulation of recyclable materials such as plastic and glass containers that end up floating in the ocean. Waste accumulation in the ocean has steadily increased with the development and growth of the tourist industry. This has caused habitat depletion along the coastlines and several marine species have become critically endangered, including the green and hawksbill marine turtles. With the depletion of fish habitat, the livelihoods of fishermen have been impacted negatively. Marine pollution reduces the recreational value of water resources and increases the treatment cost of water for household and other uses.

The poor management approach to plastic waste management in Ghana is the result of negative attitudes of the general public towards the environment in general. There is an inadequate waste infrastructure to transform the waste into other uses. There are inadequate equipment and operational funds to support waste management activities (particularly the operations of waste pickers). This coupled with low planning for plastic waste management program and lack of political will to enforce bye-laws on sanitation and building regulations by the Municipal and District Assemblies’ calls for immediate intervention.

The problem of plastic waste menace in Ghana could be summarized as:

* ***Low community awareness, knowledge, and technical capacity*** to deal with chemicals, heavy metals, and wastes. The impacts of chemicals and heavy metals on humans and ecosystems are not always obvious to local communities, with low recognition until scientific or medical tests are done, which poor and vulnerable communities lack. Moreover, even where knowledge of the problem exists, it is often simplistic – typically framed as a litter problem. This simplistic understanding has contributed to the popular perception that recycling can address plastic pollution and its associated impact. Efforts are required to improve people’s understanding of plastic pollution to help them appreciate the fact that plastic production, transportation, and management also create environmental problems through greenhouse gas emissions.
* ***An inadequate integrated approach to managing plastic waste.*** The disjointed approach to dealing with plastic management menace in Ghana contributes in part to the failure to systematically address plastics and solid waste issues. There is evidence that suggests that economic policies such as tax exemptions on the importation of some raw materials for plastic production contribute to plastic pollution in Ghana[[10]](#footnote-3). There is a need to depart from dealing with environmental and social considerations in isolation from mainstream economic policies.
* ***Insufficient national and local policies, standards, and procedures in chemicals, heavy metals, and handling of plastic wastes.*** Policies such as extended producer, importer, and exporter responsibility – making producers, importers and exported pay for the cost of pollution – have been suggested as good instruments to promote circular economy and to reduce plastic pollution. This is expected to provide incentives for producers to design resource-efficient and low-impact materials and ensure effective end-of-life collection, environmentally sound treatment of collected products and improved reuse and recycling. Despite these expected benefits, such policies are lacking in Ghana. Policies to regulate the production and use of single-use plastics are also lacking.
* ***limited alternative livelihoods and environmentally friendly alternatives to the use of plastics, chemicals, and heavy metals.*** Communities sometimes use plastics and other harmful chemicals and heavy metals for their economic activities and choose to take negative effects because they depend on these harmful substances for their economic survival. The use of pesticides for crops, mercury in artisanal gold mining, and handling of e-waste are examples of such behaviors.

**Project Design Strategy**

This project seeks to apply an integrated approach to plastic waste management in Ghana. Adopting an integrated approach for policy development and implementation will ensure the integration of environmental and social considerations in sectoral and macroeconomic policies. There is a need to depart from dealing with environmental and social considerations in isolation from mainstream economic policies. Financial and short-term economic gains should not be the primary driving force in designing sectoral and macroeconomic policies as, for instance, policies on import exemptions have been shown to have contributed to plastic pollution in Ghana. Key considerations such as social justice, job creation, poverty reduction, and equitable distribution of wealth, preservation of the environment, and human welfare should be at the heart of the policy formulation process if genuine sustainable development is to be achieved. Integrated assessment and policymaking for sustainable development should be one of the main tools used and promoted by national institutions to facilitate a transition to a Green Economy. The development dimension, as well as the social and environment, should be fully considered in the design of strategies and policies for greening the solid waste management (SWM) sector.

The project design strategies and policies for greening the solid waste management sector will seek to:

* reduce the consumption of plastics, reduce the number of toxics in plastics, and help to eliminate or reduce the use of plastics that are not needed. As part of efforts to promote upstream measures, the project will embark on awareness creation through town and beach clean-ups, outreaches to educate the public and households on the impact of plastic (waste) on health, ecosystems, marine life and climate change, the need to reduce plastic consumption, and best management practices. Following this, the capacities of public and private businesses will be built to explore alternative sources of materials, as well as redesign plastic; reduce the number of toxics in plastics. The project will also focus on building the capacity of national and city authorities to develop and implement policies on the extended producer, importer and exporter responsibility and policies to regulate the production and use of single-use plastics.
* solve the plastic waste menace by collecting and processing non-degradable plastic waste. The project will set up a social enterprise that will work with Municipal and District Assemblies through social enterprises. They will distribute waste collection bins at vantage points in market, residential, recreation and religious grounds and educate the populace on sorting and collection of plastic waste.
* set up waste collection centers at the various dumping grounds in the suburbs to sort out the degradable and non-degradable waste for processing. Multiple mobile shredders will be procured to shred and reduce the plastic particles into smaller pellets for use in the building industry.

**Project Expected Outcomes**

Based on the project design, the project will produce three main outcomes as follows:

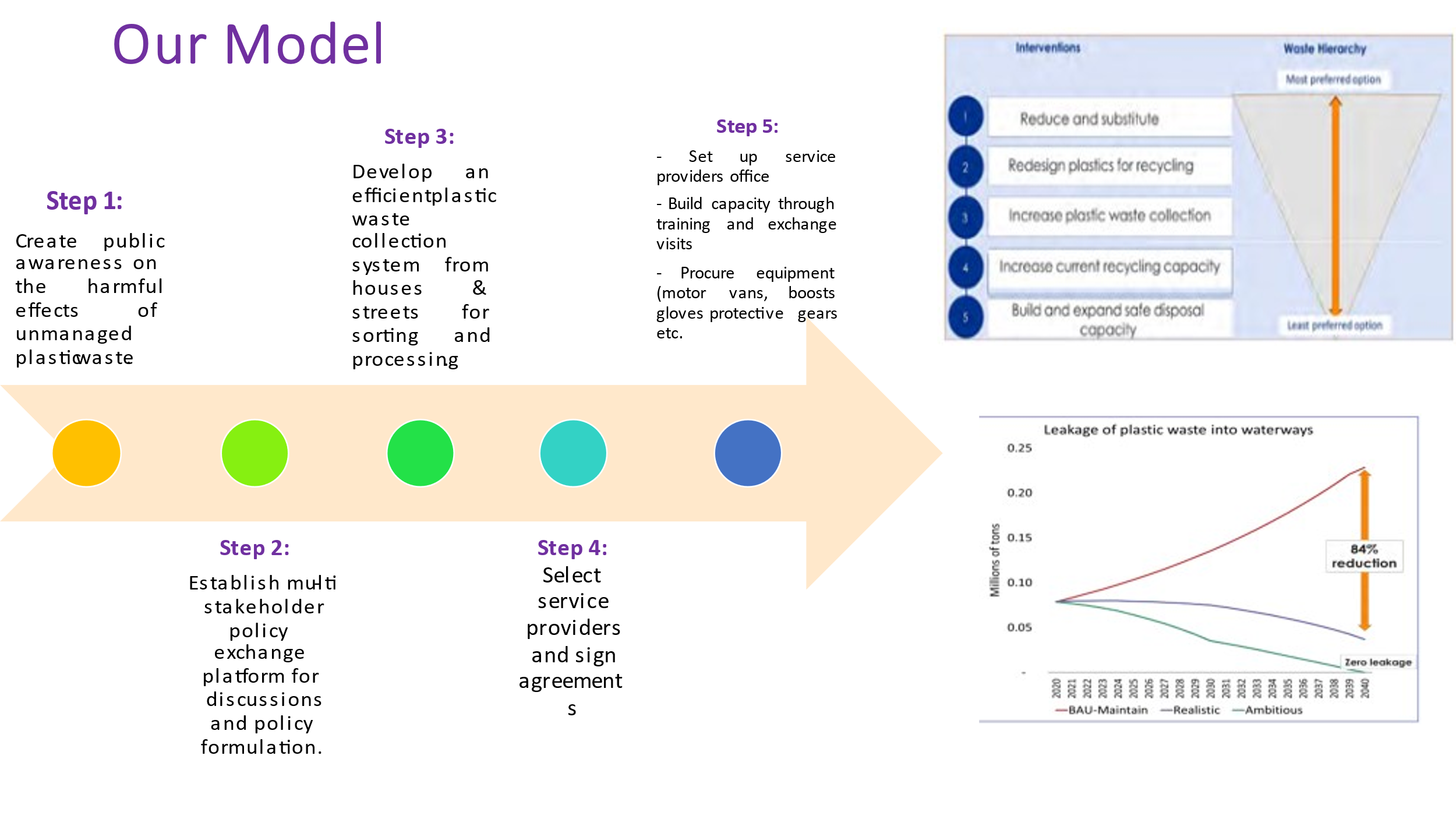
Output 1: Capacities of one Municipal/District Assemblies in the coastal savannah landscape developed to adopt integrated plastic waste management systems that avoid open burning of solid plastic waste, but invest in education, awareness creation, and behavioral change.

Output 2: At least 20 Town/Beach clean-ups groups organized in five (5) coastal cities covering 10,000 city dwellers to embark on public awareness and education on the impact of plastic (waste) on human health, marine life, ecosystems, and the climate environment, and to introduce best management practices, and the need to reduce plastic consumption.

Output 3: The capacity of three (3) public and private businesses built to explore alternative sources of materials, as well as redesign plastic; reduce the number of toxics in plastics.

**Project Results & Measurement**

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| --- | --- |
| **Areas of Interventions** | **Indicators and Measurement of Results** |
| Baseline analysis of a Municipal/District Assembly and a Municipal/District Action Plan for plastic waste management | * Reports produced * Number of consultation meetings (with number of participants) conducted * Commitment letter written and signed. |
| Development, adoption, and implementation of zero plastic waste strategy for communities. | * Number of communities and people having benefited. * Number of community organizations involved in the awareness creation * Tons of plastic waste avoided or reduced. |
| Municipal Policy for elimination, innovation, circulation, and waste management | * Number of Municipal/District Policies (plastics bans, fines, and incentives etc.) drafted, introduced, and discussed. * Number of government-civil society-private sector dialogues and meetings conducted. |
| Awareness-raising, campaigns, and capacity development programs implemented. | * Number of communications materials produced. * Number of communities to cabinet clean-up organized. * Tons of plastic waste removed from the environment. |



Planned interventions

**The first step** is to develop an efficient waste collection system where sorting of waste would be done at household levels. This approach requires the supply of two different waste collection bins for degradable and non-degradable materials to registered homes. This will be preceded by an intensive public education system utilizing local FM, town hall meetings, house to house meetings and discussions to teach and train households on the waste sorting system.

In each designated district or municipality, the project will engage at least 150 Youth (60% women) and train them as enviro-entrepreneurs. They would be equipped, empowered, and engaged to undertake the following:

1. Organize training and awareness-raising for beneficiaries
2. Undertake door-to-door outreach campaign to inform the households about waste sorting, recycling, as well as the economic benefits for the larger community and to register interested households.
3. Organize training for local professionals (schoolteachers, association members, housekeepers, etc.) through workshops designed to help them promote eco-citizenship, and to present a profitable approach to waste management, based on rational management of resources. The training sessions will demonstrate, through real examples, that waste can be a source of revenue and can create jobs at levels of localities.
4. Install special bins to accommodate the different types of plastic waste (glass, tin, plastic, paper) in each neighborhood.
5. Procure new high-quality waste collection tricycles designed to prevent leakage of sludge.
6. Install sorting lines at the strategic designated areas within each district, where the plastic waste will be sorted before being recycled by specialized operators

**The second step** is to build an efficient brigade that collects the waste from houses and designated streets to the main sorting centers. The project will select and train 100 Youth (40% women) and in the use of new high-quality waste collection tricycles to collect waste under very hygienic conditions from homes and designated points within the town. The collection would be done on daily basis to avoid decay and decomposition which can create an atmospheric nuisance. All the collected waste will be sent to the designated sorting and processing centers.

**The third step** is to establish five collection and sorting centers. The waste collected would be sent to the sorting center where facilities for further sorting out would be done. Trained enviro-entrepreneurs would be on hand to further sort the waste into degradable and non-degradable materials. Multiple mobile shredders would be procured to shred and reduce the waste into smaller sizes for easy decomposition and further processing.

**The fourth step** is to register all the households that would agree to be part of the business setup. They would be expected to help sort out waste at household levels. They would be supplied with free dustbins and would be given a minimal reward for well-sorted and packaged waste every quarter. The project will set up plastic waste buying centers, to collect plastic waste from households or individuals who may invest in plastic waste collection and sale.

**The fifth step** is to set social enterprises to be responsible for plastic waste management to minimize pollution.

**The sixth step** is to adopt a two-prong complementary approach to identify and support policy measures that will ensure that the circular economy model where waste is considered as a resource and integrated into urban management. The first stage would be a policy and legislative audit of existing policies. This analysis will lead to the synthesizing of the intendment for legislative changes and also the highlighting of the gaps in the existing legislation that needs to be remedied. The information generated will be categorized into explicit and implicit intentions for legislative intervention.

Thereafter, the project will adopt consultative processes targeting the main stakeholders in the district including but not limited to industry, policymakers and civil society organizations. The information gathered from the stakeholder consultations will form the basis for making final proposals for legislative reforms. Due to the nature of the assignment and its possible effects on the legal framework for the regulation and management of forest and wildlife resources, the consultant has involved to a large extent the stakeholders in all phases of the assignment.

As part of upstream interventions, the project aims to create awareness of city dwellers on the impact of plastic (waste) on human health, marine life, ecosystems, and the climate environment, and educate them on best management practices, and the need to reduce plastic consumption. Next, the capacities of public and private businesses would be built to explore alternative sources of materials, as well as redesign plastic; reduce the number of toxics in plastics.

Relevance of the actions

Relevance to the objectives/sectors/themes/specific priorities

The project is relevant to the global strategy because the project is based on circular economy concept that will create a more sustainable and healthier environment while creating local employment opportunities for the youth and vulnerable. The project will lead to the development of appropriate technologies for the management of community waste that will improve sanitation and generate income. It will be a collaborative effort among Municipal Assemblies; small farmers associations, federations, groups, and farmer-based organizations. The relevance of the project to the Sustainable Development Goals is summarized in Table 1.

Table 1. Relevance of project to the SDGs

|  |  |
| --- | --- |
| **SDG** | **Justification** |
| 1 (No Poverty) | The project contributes to reducing poverty through job creation. |
| 2 (Zero Hunger) | By converting solid waste to organic fertilizer, the project has the potential to supply raw materials to boost food production and contribute to improving food security. This will take some households out of hunger and help provide enough food on the market. |
| 8 (Decent Work and Economic Growth) | This project aims to improve the working conditions of waste pickers through training and the provision of protective equipment. This is expected to help such marginalized groups to obtain decent employment, and to earn incomes. |
| 12 (Responsible Consumption and Production) | The project aims to promote responsible consumption among the citizenry as it is expected to cause behavioral changes regarding plastic consumption and management. Following this project, city dwellers are expected to only use plastic when it is necessary, sort their household waste, and dispose of them safely at designated centers. |
| 13 (Climate Action) | By helping to reduce plastic consumption and waste, this project contributes to reducing the amount of greenhouse gas emissions associated with plastic production, transportation, and management. Increasing recycling rates may also help to reduce emissions associated with other dominant disposal methods (such as open burning which releases relatively more greenhouse gases). |
| 15 (Life on Land) | Reducing the amount of (toxic) plastic waste on land or in the soil helps to reduce the rate of land degradation and associated impact on living organisms. |
| 17 (Revitalize the global partnership for sustainable development) | Plastic pollution is a complex issue requiring collective action. By bringing a wide range of stakeholders together to work on this idea, the project advances partnership between the public and private sectors which is needed to address plastic pollution and other critical development problems. |

Target Area and final beneficiaries

Municipal and District Assemblies (MDAs)

This project will enable three of the MDAs to sort out and create community awareness in minimizing plastic waste, maximizing resources recovery, and minimizing negative environmental impacts of the system. It will save the MDAs half the cost in managing plastic waste under the current arrangement. Reducing waste matters will protect the environment, protect health, and save money. Adopting an integrated approach for solid waste management will ensure the integration of environmental, economic, and social considerations within the sectoral and macroeconomic policies. Key considerations are social justice, job creation, poverty reduction, and equitable distribution of wealth, preservation of the environment, and human welfare at the heart of solving the waste management problem if genuine sustainable development is to be achieved. The preferred Municipalities are: [Korle-Klottey Municipal](https://en.wikipedia.org/wiki/Korle-Klottey_Municipal_District) (Capital: [Osu](https://en.wikipedia.org/wiki/Osu,_Accra" \o "Osu, Accra)) [Krowor Municipal](https://en.wikipedia.org/wiki/Krowor_Municipal_District) (Capital: [Nungua](https://en.wikipedia.org/wiki/Nungua)), [La-Dade-Kotopon Municipal](https://en.wikipedia.org/wiki/La_Dade_Kotopon_Municipal_District) (Capital: [La](https://en.wikipedia.org/w/index.php?title=La,_Accra&action=edit&redlink=1)) and [Ledzokuku Municipal](https://en.wikipedia.org/wiki/Ledzokuku_Municipal_District) (Capital: [Teshie-Nungua](https://en.wikipedia.org/wiki/Teshie-Nungua))

Graphical user interface, application

Description automatically generated

The applying Civil Society Organizations will consult with MDA to get confirmation letters to apply to the GEF/SGP for the grant to implement their strategies. GEF/SGP steering committee will review and evaluate the proposal and recommend grant award.

Coastal households and artisanal fisher folks

Preference will be given to the coastal towns, especially in poor plastic waste-managed communities. This project will help rid the coastal towns of plastic waste (especially around the beaches) and the mangrove areas.

**Annex 2: CALL FOR PROPOSAL PROCESS**

The GEF-SGP “call for proposal” will follow four steps in the selection of the best proposal:

***Discovery***

* The call is open to all eligible civil society organizations who reside and operate in Ghana, including community-based organizations. All interested CSOs may first express interest in undertaking the assignment by submitting a concept paper. [Annex 3]. An internal team will interact with the CSO to review the concept paper based on the eligibility criteria as indicated in the call for proposal. All these must be done within the specified time
* Alternatively, qualified CSOs must submit a full proposal document [Annex 4] within a specified time.

***Draft and issue***

* The CSO’s responses will allow for a collaborative review and interaction with the SGP secretariat to get the necessary briefing on the project.
* The SGP secretariat will make sure that applicants understand the project so that their responses could be measured against the evaluation criteria. They shall ensure prompt responses to clarify any questions that come in from the applicant about the project.

***Score and shortlist***

* A Project Proposal (PP) format is indicated in this document (Annex B). The criteria, sub-criteria, and point system for the evaluation of the Proposals have been specified.
* All proposals would be evaluated by the National Steering Committee of the GEF Small Grants Program. They will recommend the selection of CSO/CBO for the grant award. Only selected/shortlisted applicants would be informed.
* The scoring criteria is described in table 1.

Table 1 The criteria, subcriteria and point system for evaluation.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Simplified Technical Proposal** | The criteria, sub-criteria, and point system for the evaluation of the Proposals are as follows:   |  |  | | --- | --- | | **Criteria** | **Points** | | **Adequacy of the Technical Approach and methodology** | **50** | | 1. Alignment to the corresponding Priority Area as indicated in the call for proposal/concept (CfP). | | 1. Clear definition of the problem as identified in the project area. | | 1. Quality, clarity, and linkages between the identified issues and opportunities, and the objectives proposed to tackle them. | | 1. Solutions (strategies) proposed related to the identified problems. | | 1. Work plan to implement the project strategies | | 1. Monitoring and evaluation system | | 1. Potential for scaling-up the results after grant completion | | **Institutional Capacity** | **25** | | 1. Experience in undertaking a similar assignment. | | 1. Implementation capacity, both technical and financial management. | | 1. Experience of Team Leader in the related field being applied for | | 1. Partnership and working experiences with other CSOs. | | 1. General qualifications of other staff dedicated to the project. | | 1. Experience of project team in innovative activities and working with local communities within landscapes. | | **Finance and Budgeting** | **25** | | 1. Alignment of proposed activities to the project. | | 1. Responded to the budget requirements. | | 1. Raised the needed matching funds. | | **TOTAL SCORE** | **100** |   The minimum technical score required to pass is 70 points. At this point, the CSO is deemed to have the requisite experience to carry out the assignment.  The applications scoring 70% and above would be sent to the National Steering Committee for evaluation and final selection. |
| **Documentation** | For the evaluation, all applicants are expected to attach photocopies of all relevant certificates and reports. |
| Negotiations and Signing of Memorandum of Understanding would be documented. |
| Projects would be shortlisted, and qualified applicants would be informed. |
| Expected date for the completion of the project will be February 28, 2022. |
| **Total Estimated Budget** | The estimated total project budget should not exceed cedi equivalent of US$50,000.00. This is the fixed budget amount. It includes monitoring and project management/administration. |

***Select the winner and contract***

* The selected CSO would be contacted to accept the grant offer.
* The SGP will work with the selected CSO on the assignment and complete realistic timelines and activity budgets.
* The UNDP will sign a Memorandum of Agreement (MoA) with the selected CSO/CBO.
* Funding disbursement would be made in three tranches of 50-40-10 over two years.

The project would be subjected to strict monitoring and meeting of timelines.

**Annex 3.1: Standard Project Budget Format**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BUDGET CATEGORY** | **Unit** | **No.**  **of units** | **Cost per**  **unit (GHS)** | **Total**  **(Ghs)** | **Amount Requested from SGP (Ghs)** | **Other Sources Of Contribution** | | | **Remarks** |
| **Cash (specified)** | **in-kind** | **Total contributed (in-kind & cash)** |
| **PERSONNEL (gross salaries):** |  |  |  |  |  |  |  |  |  |
| *Project Manager* | Month |  |  | 0.00 |  |  |  | 0.00 |  |
| *Project Coordinator* |  |  |  | 0.00 |  |  |  | 0.00 |  |
| *Accountant* |  |  |  | 0.00 |  |  |  | 0.00 |  |
| *Employers' Social tax from total salaries* |  |  |  | 0.00 |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **EQUIPMENT/MATERIALS:** |  |  |  |  |  |  |  |  |  |
|  | Unit |  |  | 0.00 |  |  |  | 0.00 |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **TRAININGS/SEMINARS/WORKSHOPS/INFORMATION CAMPAIGNS/OTHER:** |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **SERVICES CONTRACTUALS:** |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **TRAVEL AND ACCOMODATION:** |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **PROJECT MANAGEMENT/ OTHER EXPENSES (Specify):** |  |  |  |  |  |  |  |  |  |
|  | Unit |  |  | 0.00 |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **GRAND TOTAL** |  |  |  | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex 3.2: Project Activity Budget Format** | | | | | | | | | | |
|  |  |  |  |  | **Personnel/ Labour** | **BUDGET CATEGORY (Ghs)** | | | |  |
| **Planned Project Activity** | **Unit** | **Number of Units** | **Cost Per Unit (Ghs)** | **Total (Ghs)** | **Equipment/ Materials** | **Training, Seminars, Travel and Workshops** | **Contracts** | **Project Management** | **COMMENTS ON CONTRIBUTION** |
| **Output 1** |  |  |  |  |  |  |  |  |  |  |
| *Activty 1.1* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activty 1.2* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activty 1.3* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activty ??* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 2** |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.1* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 2.2* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 2.3* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity ??* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 3** |  |  |  |  |  |  |  |  |  |  |
| *Activity 3.1* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 3.2* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 3.3* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 3.??* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 4** |  |  |  |  |  |  |  |  |  |  |
| *Activity 4.1* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 4.2* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 4.3* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 4.??* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 5** |  |  |  |  |  |  |  |  |  |  |
| *Activity 5.1* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 5.2* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 5.3* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 5.??* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 6** |  |  |  |  |  |  |  |  |  |  |
| *Activity 6.1* | Unit |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 6.2* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 6.3* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 6.??* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 7** |  |  |  |  |  |  |  |  |  |  |
| *Activity 7.1* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 7.2* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity 7.3* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| *Activity ??* |  |  |  | 0.00 |  |  |  |  | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **GRAND TOTAL** |  |  |  | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |

**Annex 4: OUTLINE OF PROJECT CONCEPT PAPER**

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| PROJECT GRANT CONCEPT PAPER |

A.1. Purpose

The Global Environment Facility Small Grants Programme (GEF/SGP) Grant Concept Paper Templateis designed to gather basic information about the Applicant (Grantee) and grant activity proposed under GEF/SGP-Country Programme Strategy.

A.2. Instructions by Section

Items 1: Organization background: name, address date organization was founded, and current registration status. Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is responsible for communications between GEF/SGP and the Applicant. This applies to all aspects of the grant application, from initial summary through negotiation and award. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.

Item 2: Briefly describe the organization and its activities—This section should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and clients. This section must not exceed 2 pages in length.

Item 3: Grant activity title—The title given to the activity should relate to the grant activity objective. For purposes of this application, a project can also mean program initiative, campaign, or Advocacy. Background—Identify the problem that the grant’s activities propose to address. This section must not exceed 2 pages in length.

State the grant objective; describe the activities that are proposed to meet this objective, the expected results to be achieved through the grant activities, and how the activities are linked to the grant objective. The grant objective and activities must be linked to GEF/SGP objectives as described in the solicitation. This should be the most detailed section but must not exceed 3 pages in length.

Item 4: Identify beneficiaries, disaggregated by gender if possible, estimated number, location, how the grant activities will reach the intended beneficiaries, and how they will benefit from the grant.

Item 5: Anticipated duration of the activity should be stated with a degree of accuracy of plus or minus two weeks.

Item 6: Main task phases of the activity—Provide details regarding the subtasks of the activity.

Item 7: Approximate cost of this activity (cash, in-kind, and third-party sources)—Applicant must submit a rough estimate of the cost of the proposed activity and sources of funds, specifying how much will come from GEF/SGP, the Applicant’s contribution, and any third-party contributions.

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| --- |
| .1 ORGANIZATION BACKGROUND |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  | Date |
| Street |  | | |
| City |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proposal Contact |  |  | Email: | |
| Telephone |  |  |  |  |
| Website |  | | | |

|  |  |
| --- | --- |
| Registration ID Number (s) | Registrar-General no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Social Welfare no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year Founded |  | | | Number of Staff: |  |
|  | |  |  | | |
| Organizational Budget (From the last 2 years Audited report) | | GHC (2019) |  | | |
| GHC (2018) |  | | |
| Evidence of full authority and responsibility to act on behalf of the Applicant/beneficiaries. (attach letter or signed minutes of meeting held) | | |  | | |

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| 2. BRIEF DESCRIPTION OF THE ORGANIZATION |

Please provide a brief paragraph of your organization’s history, vision, mission, goal and significant past activities.

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|  |

**Project Team members** *(2-3 sentences about key organizations and individuals)*

Who are they key organizations and individuals to be involved in this project?

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|  |
| 3**. PROJECT DESCRIPTION** |

|  |  |
| --- | --- |
| Project Name/Title |  |

|  |
| --- |
| Brief Description of the problems that the project will address |

**Project Objectives**

What are you trying to achieve under this project?

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**Scope**

What is the geographic and thematic scope?

Examples: Community landscape/waterscape, wetlands, forest lands.

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**Main project Targets, Outputs and Activities,**

What does your project propose to conserve or protect or achieve?

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|  |

**Critical Threats**

What are the critical threats you plan to address with this project?

Examples: pollution, withdrawal of water for agriculture, species restorations, wildfire etc.

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**Strategies & Actions (Summary).**

What strategies do you use to achieve your objectives?

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**Assumptions *(5-10 sentences maximum)***

Please describe how you believe your strategies can achieve your conservation goals. This can be as a text narrative or in the form of a theory of change or results chain.

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**Who are the intended beneficiaries, (disaggregated by gender)**

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| 5. ESTIMATED PROJECT COST |

Give the best estimate of the cost of this project (Ghana Cedis) and US Dollars using the prevailing exchange rate.

|  |
| --- |
|  |

**ANNEX 5 SEVENTH OPERATIONAL PHASE OF THE GEF SMALL GRANTS PROGRAMME**

**PROJECT PROPOSAL TEMPLATE**

[](http://www.thegef.org/)![Logo

Description automatically generated with medium confidence](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAeAB4AAD/4RD0RXhpZgAATU0AKgAAAAgABAE7AAIAAAAOAAAISodpAAQAAAABAAAIWJydAAEAAAAcAAAQ0OocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAE5vZWwgTWF6enVjY28AAAWQAwACAAAAFAAAEKaQBAACAAAAFAAAELqSkQACAAAAAzE0AACSkgACAAAAAzE0AADqHAAHAAAIDAAACJoAAAAAHOoAAAAIAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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**GENERAL REQUIREMENTS**

**This is a standard Small Grants Programme project template for civil society and/or community-based organizations to apply for grants. The template can be adopted and customized with further details and information as needed in accordance with country needs and context. All information is required while some sections of the template are expected to be filled with support from the National Coordinator and National Steering Committee.**

The Project Proposal should be brief as possible. 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.

Please submit a copy of the proposal to the *National Coordinator, GEF Small Grants Programme Ghana.*

# PART 1: PROJECT COVER PAGE

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| Country |  |
| Project No. | *For SGP Official Use as relevant. Do not write anything here* |
| Project Title[[11]](#footnote-4): |  |
| Submission date |  |

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

|  |  |
| --- | --- |
| Name of organization |  |
| Year established |  |
| Physical & Mailing Address: |  |
| Telephone |  |
| Email |  |
| Principal Officer (name and position) |  |
| Project contacts (names and positions) |  |

1. **PROJECT LOCATION**

|  |  |
| --- | --- |
| Landscapes/Seascape (name) |  |
| State/District and Town/Village |  |
| Coordinates (latitude/longitude) |  |

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 |
|  | Sustainable agriculture and fisheries, and food security |  | Climate Change Mitigation |
|  | Low-carbon energy access co-benefits |  | Land Degradation/Sustainable Land and Forest Management |
|  | Local to global coalitions for chemicals and waste management |  | Chemical and Waste Management |
|  | Catalyzing sustainable urban solutions |  | International Waters |

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 co-financing (cash and 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

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:

Indigenous Peoples organization

Women’s group

Youth Group

Persons with Disabilities group

1. Length of existence and project management experience if any: \_\_\_\_\_ years
2. Briefly describe the 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 framework, including staff numbers, roles, etc. Provide an indication of the legal status with any supporting registration/legal documentation as an 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 the 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 summary of the project in one paragraph, including rationale and context, project objective and key expected results, including the target site and community(ies) involved.

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1. **Project Justification and Baseline**

Please describe the following:

* The challenges that the project intends to address in relation to global 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 the government, GEF and other donors, and the private sector.

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

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

1. Primary objective: The proposed project should include an environmental objective, along with development/livelihood objective as relevant.
2. Project results: 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).
3. Project Outputs and Activities: Please briefly describe what will be produced as project results and outputs. Please outline a few activities for each output,
4. 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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Objective: XXXX** | | | **Timing/Duration of Activity in Months (or Quarters)** | | | | | | | | | | | |
| **Project Framework** | **Responsible**  **Party** | **Indicator, including means of verification** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| ***Component/Output 1:***  ***XXXXX*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.1: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.3: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Component 2/Output 2: XXXXXX** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.1: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.2: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Monitoring and Evaluation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Mid-term review and reporting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Final review and reporting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Community and Stakeholder Participation Plan

Please describe how the stakeholders and communities, including indigenous peoples where relevant, were and will be involved in: i) project planning and design: ii) project implementation and iii) project monitoring and evaluation. Please attach documentation as relevant.

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

Please describe how the project takes into consideration:

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

Other social inclusion groups (indigenous peoples, youths and persons with disabilities), and

How this would be reflected in the budget, results and benefits of the project.

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Impact – Sustainability, Scale-up and Replication:

Please describe the 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 impact 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 a new way of thinking, a new form of organizing resources, new ways to connect within the 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, 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 (please consult with the NC/NSC)

1. **Project monitoring schedule**

Please identify the annual, mid-term, and final monitoring schedule and incorporate it in the Project Framework and Implementation Plan (table 1 above).[[12]](#footnote-5)

Project indicators

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

SECTION C: PROJECT BUDGET

(Please seek support from NC/NSC as needed)

Project Budget

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 is encouraged.

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

|  |  |  |
| --- | --- | --- |
| **Expenditure Category** | **SGP Grant (Amount and Percentage of the total budget)** | **Cofinance (both cash and in-kind from community, donor, etc)** |
| 1 . Personnel / Labor (please provide detailed breakdown) |  |  |
| 2. Equipment / Materials (please provide detailed breakdown) |  |  |
| 3. Training / Workshops/ Seminars / Travel(please provide detailed breakdown) |  |  |
| 4. Contracts (please provide detailed breakdown) |  |  |
|  |  |  |
| **Total Project Cost** |  |  |

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, 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: Cofinancing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 projects 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, GEF-7 SGP is aligned with 6 of the 11 GEF-7 core indicators.

# SMALL GRANTS PROGRAMME INDICATORS FOR GEF-7

|  |  |  |
| --- | --- | --- |
| **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 is 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 the 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 the commitment stage*) | As relevant |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 the 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 are listed, please note irrespective of the 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.*  *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 (checkmark 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, wastewater, 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. References

   David Azoulay *et. al*. 2019. *Plastic and Health: the Hidden Cost of a Plastic Planet. Center for International Environmental Law.*  [↑](#endnote-ref-1)
2. World Wildlife Fund. 2019. *Assessing Plastic Ingestion from Nature to People*. [↑](#endnote-ref-2)
3. United Nations Environment Programme, The State of Plastics: World Environment Day Outlook 2018, June 2018, available at <https://www.unenvironment.org/resources/report/state-plastics-world-environment-day-outlook-2018> [↑](#endnote-ref-3)
4. United Nations Environment Programme, World Environment Day 2018: Overview, June 2018, available at <https://wedocs.unep.org/bitstream/handle/20.500.11822/25398/WED%20Messaging%20Two-Page%2027April.pdf?sequence=12&isAllowed=y> [↑](#endnote-ref-4)
5. Secretariat of the Convention on Biological Diversity, Marine Debris: Understanding, Preventing and Mitigating the Significant Adverse Impacts on Marine and Coastal Biodiversity, 2018, available at <https://www.cbd.int/doc/publications/cbd-ts-83-en.pdf> [↑](#endnote-ref-5)
6. Center for International Environmental Law. 2019. *Plastic and Climate: The Hidden Costs of a Plastic Planet* (<https://www.ciel.org/wp-content/uploads/2019/05/Plastic-and-Climate-FINAL-2019.pdf>). [↑](#endnote-ref-6)
7. Center for International Environmental Law. 2019. *Plastic and Climate: The Hidden Costs of a Plastic Planet* (<https://www.ciel.org/wp-content/uploads/2019/05/Plastic-and-Climate-FINAL-2019.pdf>). [↑](#endnote-ref-7)
8. Geyer, R.; Jambeck, J. R.; Law, K. L. 2017. *Production, Use, and Fate of All Plastics Ever Made*. Sci. Adv. 2017, 3 (7), No. e1700782.

   Horton, A. A., Walton, A., Spurgeon, P. J., Lahive, E. and Svendsen, C. 2017. *‘Microplastics in fresh water and terrestrial environments - evaluating the current understanding to identify the knowledge gaps and future research priorities’, Science of the Total Environment.*  [↑](#footnote-ref-1)
9. Karasik, R., T. Vegh, Z. Diana, J. Bering, J. Caldas, A. Pickle, D. Rittschof, and J. Virdin. 2020. 20 Years of Government Responses to the Global Plastic Pollution Problem: The Plastics Policy Inventory. NI X 20-05. Durham, NC: Duke University. [↑](#footnote-ref-2)
10. Mensah, A.C.E., 2021. Tax elasticity of demand for plastic: the cause of plastic pollution in Ghana. Journal of Environmental Economics and Policy, 10(1), pp.28-42. [↑](#footnote-ref-3)
11. The title must capture the essence of project and aligns to GEF focal areas [↑](#footnote-ref-4)
12. 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-5)