

**Global Environment Facility**

**Small Grants Programme**

**Project Concept Note/Paper**

Preparation and submission of a Concept Paper is the first step in the application process for GEF Small Grants Programme (GEF-SGP) support. A project concept paper is a brief description of the proposed project idea. After being reviewed and pre-screened according to the GEF SGP criteria and Country Programme Strategy, shortlisted proponents will be provided with further advice and guidelines to prepare a full proposal within 3 weeks of the submission deadline. Full proposals will then be reviewed and grants awarded to successful applicants within 5 weeks. Please follow the format below to submit your concept paper. The concept paper should not be more than 4 pages in total.

**Project Concept Note Format**

**General Information:**

Project title: Name of Project

Project site: The location of project site (as specific as possible)

Proponent/s: Name of organization, address, email, phone, fax, and contact person/s

Project Partners: List those who will provide other funding (cash or in-kind) for the project

Total Project Cost: Full amount that you will need to implement the Project (US $ and MVR)

Amount Requested for funding: Amount that you are requesting from the GEF SGP (US $ and MVR)

Local Counterpart: How much funding will your organization be providing for this project? In cash and/or in kind?

Other Co-financing Do you have any prospects for co-funding for the full project from other organizations?

Project Duration How long will the project last?

**GEF SGP Strategic Initiatives** (Delete the one(s) not applicable)

1. Community-Based Conservation of Threatened Ecosystems and Species – Terrestrial and International Waters, 2. Sustainable Agriculture and Fisheries, and Food Security, 3. Climate Change - Low Carbon Energy Access Co-Benefits , 4. Local to Global Coalitions for Chemicals and Waste Management, 5. Catalyzing Sustainable Urban Solutions

**Cross Cutting Initiatives**

* Social Inclusion- Gender, Youth, PwDs, IPs, - CSO Government Private Sector Dialogues, - Knowledge Management and South South Corporation, - Monitoring and Evaluation

**Project Description** (1 - 2 Pages)

* Rationale of the Project
* What is the objective of the project? (Keep in mind that the concept must be aligned with the GEF Focal areas and country programme strategy.)
* Briefly explain the activities that would be conducted under this project.
* What are the likely outcomes of the project, and what are the likely outputs? What measurable changes will be effected? Describe the community in one paragraph (ie: numbers, livelihoods, location, ecosystems, other important considerations)
* State the GEF focal area under which local and global environmental benefits will be achieved. How will these be secured? What are the indicators that will be used to measure these benefits/results? See the country programme strategy and guidance documents for a list.
* Describe potential barriers to the implementation of this project, and how they will be overcome.

**NGO/CBO Background** (~1/2 Page)

* Describe your organization’s mission, history, membership, NGO EXCO with Identification Card numbers of the members
* General activities, and successful experiences
* Describe other activities that will complement the proposed project activities
* Describe your experience in developing proposals and implementing projects funded by outside donors, if any
* Describe the organization’s total budget and main sources of funding

**Community Participation**

You should describe how stakeholders in the affected communities will be (and have been) practically involved with the project:

* As part of its planning and design;
* In its implementation;
* In monitoring and evaluating its effectiveness and impact.

Note that community participation means much more than how the community will benefit from the project. It refers to active involvement and ownership by an appropriate spectrum of people, including, in particular, women and grassroots communities.

**Project Cost**

* What is your best estimate of what the project will cost? An activity based budget break down should be presented with the total budget.
* Who will support the project besides the GEF SGP? Support can be money, services, or labor. (Note that GEF SGP projects require co-financing from the community, co-financing from other sources is highly recommended). Also note that only prospective sources of co-financing need to be indicated at the concept phase. The full proposal will require evidence of co- financing in cash and in kind.
* Describe activities that will be funded by GEF SGP funds and co-financing.

**Sustainability**

Sustainability is a critical aspect in all the GEF SGP funded projects. The proposal should outline the steps to be taken before, during and at the completion of project implementation to ensure that once all the SGP funds have been disbursed, the activities of the project and the organization will continue for many years thereafter.

**Important information**: Please note that UN exchange rate of US $ 1 = MVR 15 should be used for budgeting. SGP grant funds cannot be used to pay any salaries to grantees/NGO members. However, the grant can be used to provide a minimum level of compensation for community members for the time they spend on the project, under the project’s administrative costs. GEF SGP regulations allow a maximum of 10 % for administrative costs. In addition, only up to maximum 50 % of SGP funds may be used in the purchase of equipment or hardware. The rest should be sourced from co-financing either from the CSO or external sources.