



**SGP** The GEF  
Small Grants  
Programme



Empowered lives.  
Resilient nations.

## GEF Small Grants Programme in Papua New Guinea Guidance Note on SGP Grant Application

### 1. What is the Small Grants Programme (SGP)?

The Small Grants Programme, operating in 136 countries including Papua New Guinea, is working with local communities to combat the most critical environmental problems around the world. PNG SGP supports activities of the Global Environment Facility (GEF) focal areas on biodiversity conservation, climate change mitigation and adaptation, prevention of land degradation, reduction of the impact of Chemicals and protection of international waters. Overarching objective of this grant facility is intended to build and replicate the successful experiences of vulnerable communities to respond to specific local environmental issues and support sustainable livelihood practices that will lead to global environmental benefits.

Consistent with national priorities and government policies, the SGP Country Programme is supportive of the Vision 2050, Development Strategic Plan (DSP) 2010-2030 and Medium-Term Development Plan (MTDP) 2011-2015.

Funded by the Global Environment Facility (GEF), the Small Grants Programme is executed by the United Nations Office for Project Services (UNOPS) and implemented by the United Nations Development Programme (UNDP).

### 2. Who can apply?

SGP strongly encourages application from civil society organizations such as national and local non-government organizations, community-based organizations, faith-based organizations, academic and research institutions, among others to apply for a (a) full grant of up to US\$50,000 or (b) planning grant of up to US\$ 5,000. Following the general principles on fairness, integrity and transparency, applications shall not be considered from entities whose officials and staff are engaged or affiliated with PNG SGP.

### 3. What are projects and activities for potential funding?

SGP promotes community actions and initiatives that provide assistance to benefit vulnerable communities and support efforts on sustainable development. Projects can be implemented within a twelve (12) month up to twenty four (24) months duration. Funds will primarily build local capacity; raise public awareness, networking and policy dialogue; applied research and policy analysis; and demonstrate and introduce appropriate technologies and approaches in one or several of the following GEF focal areas:

**Priority 1: BIODIVERSITY (BD) CONSERVATION.** Supportive to the UN Convention on Biological Diversity (UN CBD), SGP promotes the conservation and sustainable use and the maintenance of ecosystem goods and services in terrestrial, coastal, marine and freshwater ecosystems. SGP continues to work on **BD Strategic Priority 1** to *Improve the sustainability of protected area systems*; and **BD Strategic Priority 2** to *Mainstream biodiversity conservation and sustainable use into production landscapes/seascapes and sectors*. Assistance for conservation initiatives will promote the protection of rare and endangered endemic species and habitat which are at risk and of global significance. Some of the examples are:

- Contribute to the development of integrated management plans including biodiversity assessment that taps and incorporates traditional and local sustainable knowledge

- Creation of participatory schemes for natural resource management by local communities including techniques to conserve and monitor wildlife and ecosystem for the sustainable use of natural resources
- Provision for alternative community-based livelihoods to relieve pressure on conservation within or around Protected Areas (PAs)
- Establish demonstration projects<sup>1</sup> for example in forestry, wetland and marine ecosystem
- Development of sustainable livelihood activities with participation and management of local communities to support cultural practices
- Promotion of sustainable resource use and practices to conservation of natural habitats and ecosystems
- Capacity-building activities that promote the preservation and application of traditional and local knowledge and practices relevant to the conservation and sustainable use of biodiversity

SGP activities are restricted to *in situ* conservation of the genetic variability and cannot support *ex situ* initiatives (for example, in botanical gardens, zoos, or museums), unless as a component of a larger project that meets focal area criteria.

**Priority 2: CLIMATE CHANGE ABATEMENT.** The SGP Country Programme aims to contribute especially to the overall objective of the UN Framework Convention on Climate Change (UNFCCC) by working with people and communities to build their self-reliance in mitigating the effects of climate change. Provision of limited financial and technical grants is aimed to generate multiple benefits in terms of reducing Green House Gas (GHG) emission, halting expansion of land degradation and/or desertification, providing effective tools for minimizing drought effects, and promoting accessible climate-friendly technologies and measures.

Project interventions which link other GEF focal areas with climate change have the potential for funding such as:

- Capacity-building, education and awareness-raising activities concerning inter-linked issues on climate, drought, biodiversity, forest, land management and agriculture including the adaptation and mitigating measures appropriate to the requirements of the community
- Establish demonstration farms for **forestry** (afforestation/reforestation, sustainable forest management, agroforestry and silvo-pastoral systems, biodiversity/watershed protection) and **agriculture** (cropland and grazing management, soil conservation measures, fertilizer switch or management to reduce GHG emissions, livestock management)
- Demonstration projects related to renewable energy technologies such as solar lighting; solar pumps for water pumping; solar energy for cooking, heating and electricity; and small hydro or water impounding projects to complement forestry activities on watershed protection. Other examples are improved cook stoves, biogas technologies to lessen demand for fuel wood or charcoal fuel consumption, among others.
- Demonstration activities to support the reduction of GHG emission
- Activities to improve the knowledge or understanding on climate change which contributes to a larger scientific research and observations on ocean, climate as well as food security to support communities in adapting to the impacts of climate change

**Priority 3: SUSTAINABLE FORESTRY MANAGEMENT (SFM) AND LAND DEGRADATION (LD).** In support to the UN Convention to Combat Desertification (UNCCD), SGP supports effort of civil society to strengthen the capacity of vulnerable communities on Sustainable Land Management (SLM) practices related to deforestation and desertification through agricultural and other land use based practices. With a primary focus on tropical forest, activities related to REDD plus and LULUCF, will be given priority.

**SFM** will be pursued in the context of increasing forest and non timber forest resources, climate change mitigation within productive landscapes where communities reside, while pursuing multiple benefits to all actors and ensuring sustainable livelihoods. Efforts will be made to link the activities with other GEF focal areas to benefit from the synergies with the existing forest investment programmes and partnerships facilities. Specifically, sustainable land use, land use change, and forestry management and climate proofing practices will be adopted at the community level for forest and

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<sup>1</sup> Examples of demonstration projects, although not exhaustive, for **forestry** (afforestation, reforestation, sustainable forest management, agroforestry and silvo-pastoral systems, biodiversity and watershed protection), **wetland** (wetland restoration and rehabilitation including storm protection and shoreline stabilization; sustainable flood management; ecotourism schemes; support the creation of new parks or adding new wetland areas to existing parks); and **marine** (establishment of protected areas and sanctuaries for endangered species and habitat; sustainable fisheries; support for education and policy development on local issues, e.g. fishing quotas, zoning ordinances, tourist education on rules and regulation regarding marine habitat and ecosystem).

non-forest land-use types. These will include activities in support of: forest rehabilitation, forest protection and socio economic functions. The rehabilitative activities will include reforestation, raising tree seedlings, tree planting, enrichment planting, woodlots establishments, social forestry approaches such as hedge row and boundary plantings, woodlots and home gardens, and the conventional agroforestry. The protective functions will include watershed management, soil & water conservation, sand dune stabilization, avalanche control, desertification control, coastal areas protection, conservation area protection, natural regeneration support/afforestation, use of traditional tree management techniques for tree crop management, occupancy management of forest, and communal tree farms establishments. While, the socio-economic functions activities will include management of communal forests for: recreation, tourism, education and conservation of spiritual and cultural heritage and general provision of social services.

Under **Land Degradation**, the focus of SGP are: i) Maintaining or improving the flow of agro-ecosystem services to sustain livelihoods of local communities, ii) Generating sustainable flows of forest ecosystems services for forest dependent communities, and iii) Reducing pressures on natural resources from competing land uses in wider landscapes such as agricultural, rangelands and forest based landscapes. The approach will encompass collaborative adaptive management principles in which communities will be experimenting and innovating new methodologies leading to increased application of adaptive management tools for Sustainable Land Management. The strategy will also pursue improved community-level actions and practices, and reduced negative impacts on agro and forest ecosystems.

Agricultural activities shall include: crop diversification, crop rotation, management of agricultural wastes, improved tillage practices, agro forestry, natural resources based conflicts resolutions, fire management, water harvesting and ground water recharge, small scale irrigation schemes, working and living conditions of farmers, consumer health and safety projects. Conversely, rangelands typical projects will include: strengthening traditional rangelands management systems, measures that improve soil and water conservations, conservation of biological resources (*in situ*), livestock management targeting pastoral herd health, and grazing management as well as weed control. Forest and woodland management especially in non-protected forests include: promoting viable indigenous management systems, rehabilitation of degraded deforested areas, and by introducing “fees for ecosystem services” and community woodlots for fuelwood.

#### **Priority 4: INTERNATIONAL WATERS (IW)**

Supportive to the UN Convention on Biological Diversity (UN CBD), SGP promotes the conservation and protection of ecosystem goods and services in coastal, marine and freshwater ecosystems. SGP continues to work on **supporting transboundary water body management with community based initiatives**. Assistance for conservation initiatives will promote the protection of rare and endangered endemic species and habitat which are at risk and of global significance.

This focal area addresses sustainable development challenges faced by countries that share transboundary surface, groundwater and marine systems. Most water systems are connected and transboundary, hence are under the coverage of GEF mandate. These waterbodies have suffered a trend of environmental degradation, in terms of water quality, ecosystem sustainability and environmental services and goods. These water bodies generate ecosystem services and products for humans, generally serving as transboundary lifelines.

Some examples include:

- Conservation and rehabilitation of coastal habitats (mangroves, coral reefs, seagrass and other types of wetlands)
- Protection and sustainable use of ecosystem services and goods,
- Protection of forest and reforestation in river basins,
- Contribute to development of integrated management plans including biodiversity assessment that taps and incorporates traditional and local sustainable knowledge
- Contribute, support and or developing management plans protecting endemic freshwater and marine life, including globally recognized threatened species
- Creation of participatory schemes and alternative livelihoods to reduce pressure on fisheries and other natural resource management techniques by local communities including models to conserve and monitor wildlife and ecosystem for the sustainable use of natural resources and promoting sustainable fisheries management,

- Provision for alternative community-based livelihoods to relieve pressure on conservation within or around Protected Areas (PAs)
- Establish demonstration projects<sup>2</sup> for example in wetlands, coastal, freshwater and marine ecosystem
- Development of sustainable livelihood activities with participation and management of local communities to support cultural practices around freshwater resource use and management,
- Promotion of sustainable resource use and practices to conserve natural habitats and ecosystems with focus on land-based pollution prevention and waste management,
- Capacity-building activities that promote the preservation and application of traditional and local knowledge and practices relevant to the conservation and sustainable use of marine and freshwater habitats and species

#### **Priority 5: CHEMICALS / PERSISTENT ORGANIC POLLUTANTS (POPs)**

SGP supports the implementation of initiatives related to the Stockholm Convention on Persistent Organic Pollutants and ozone layer depletion focal area as well as to broaden GEF's engagement with the sound management of chemicals and to initiate work on Mercury under the Minamata Convention. In essence the chemicals focal area is intended to support sound use, application and management of chemicals throughout their life cycles in ways that lead to the minimization of significant adverse effects on human health and the global environment.

SGP will strive to support following types of activities that will achieve its objective under this focal area:

- Promote environmentally friendly waste management to avoid open burning of waste to avoid unintentional releases of PO's,
- Identify, manage and dispose obsolete community pesticide stockpiles;
- Promote organic and sustainable agriculture to avoid illegal community uses of POPs pesticides and reduce land degradation;
- Support to strengthening and building knowledge around elimination, handling and environmentally sound disposal of chemicals
- Capacity building activities aimed at improving communities' awareness and understanding of POPs toxicity and impact on human and ecological health;
- Develop civil society organizations (CSOs) and communities capacity addressing POPs.

SGP will pilot activities on chemicals and heavy metals as well as chemicals in products with direct and visible impact and relevance to community life. DDT alternatives to control malaria, e-waste, mercury use and exposure in small scale gold mining, lead in paint, and chemicals in products are appropriate areas where SGP can make a tangible impact on.

#### **4. What are activities and costs that are not funded by GEF SGP grants?**

In line with corporate policies, the activities and its associated costs listed below are not considered eligible for support:

- Any associated actions supporting terrorism and political activities
- Items already financed by other institutions or organizations
- Purchase, introduction or propagation of invasive species
- Activities which promotes logging
- Purchase of land, boat, building, portable sawmill and all types of motorised vehicle
- Support for development projects which entails the purchase, construction and repair of infrastructure, building and other facilities such as aid post, learning center, farm to market road
- Recurrent costs such as salaries, utilities, office rent and supplies, repairs and maintenance, among others
- Losses due to exchange rate differential and bank charges
- Conduct of one-off conference, education, training and independent research or studies

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<sup>2</sup> Examples of demonstration projects, although not exhaustive, for **wetland** (*wetland restoration and rehabilitation including storm protection and shoreline stabilization; sustainable flood management; ecotourism schemes; support the creation of new parks or adding new wetland areas to existing parks*); and **marine** (*establishment of protected areas and sanctuaries for endangered species and habitat; sustainable fisheries; support for education and policy development on local issues, e.g. fishing quotas, zoning ordinances, tourist education on rules and regulation regarding marine habitat and ecosystem*).

For all recipients of SGP grants, a counterpart of 1:1 (cash and in-kind contribution) is strongly encouraged to be provided by proponents and its partners. In-kind contribution such as volunteer services should be valued at rates consistent with those paid by the proponent to its staff performing similar work or based on prevailing market rate. The same applies for other costs such as use of vehicle, office equipment, office space, among others.

## 5. How are projects selected?

Merit of the proposal shall be assessed using the prescribed selection criteria:

- **Community ownership and participation.** Distinct prominence is given by SGP to proposals that ensure community ownership, and equal participation and access between men and women. Effort to incorporate these elements in the design, implementation, monitoring and evaluation as well as decision-making process of the Project will be carefully looked into.
- **Relevance to GEF SGP focal areas and development objectives in Papua New Guinea.** Proposals must be consistent to the GEF focal areas, particularly to the themes given high priority for PNG. Proponents must demonstrate that actual benefits to the target communities contribute towards the achievement of the strategic objectives and development results of PNG SGP (Refer to **Annex A** for the Project Document of the GEF SGP Fifth Operational Phase).
- **Capacity of local partner and its previous performance.** Proponents must: (a) be locally based to work directly with communities, (b) willing to provide a 1:1 counterpart funds, (d) demonstrate the capacity to carry out the proposed activities and (e) preferably with a track record of completed satisfactory performance from previous GEF-SGP grants or other assistance.
- **M&E including risk management.** Preference is given to proposals which are (a) technically feasible with an appropriate proposed solution, (b) development results and inputs are well matched and consistent to achieve its objective, (c) risks are manageable and with suitable mitigation measures, and (d) project inputs and activities are reasonable priced. For example, the purchase of a solar power to lessen the demand for fire wood should consider the capacity of the organisation and community to maintain the equipment for its day-to-day use.
- **Sustainability and replicability of the proposed initiative.** The level of continuation of the creative and innovative project that brings about positive change, as well as efforts to replicate or up scale its successes will be given special consideration.

All applications shall be assessed using the following process:

1. Potential partners contact the SGP Secretariat on [sgp.pg@undp.org](mailto:sgp.pg@undp.org) or [registry.pg@undp.org](mailto:registry.pg@undp.org) ;
2. Using the standard SGP template, the proponent prepares and submits their **concept paper** to the SGP Secretariat;
3. The National Coordinator with the Secretariat pre-screens all concept papers according to the GEF SGP criteria and other parameters that may be adopted in-country;
4. If the project is considered eligible, the proponent can be (a) requested to prepare a project proposal or (b) supported by a planning grant to further develop their proposal;
5. Completed full project proposals are reviewed by the National Steering Committee of the GEF Small Grants Programme who decides the acceptance, rejection, or may request further work from the proponent which could involve clarification and/or discussion of any remaining issue/s; and
6. Upon approval, SGP National Coordinator awards the grant to the proponent with a successful project and the proponent signs a partnership agreement.

Decision on SGP grants will be reached between twelve to fourteen (12-14) weeks after closing the Call for Proposals.

## 6. Where, when and how to send your submission?

Your application must be addressed to the GEF-SGP National Coordinator Ms. Tamalis Akus and sent through:

Email: [sgp.pg@undp.org](mailto:sgp.pg@undp.org)  
Postal address: P.O. Box 1041, Port Moresby, N.C.D  
Mailing address: Level 14 The Kina Haus, Douglas Street, Town, Port Moresby, National Capital District  
Telephone number: (+675) 321-2877

**Applications will only be received and registered for consideration during the “Call for Proposal” period.**



## ANNEX A

### OP5 Results Framework for PNG

<u>SGP OP5 Immediate Objective 1: Improve sustainability of Protected Areas and Indigenous and Community Conservation Areas through community-based actions</u>			
Outcomes	Outputs	Indicators	Activities
<p>SGP Outcome 1.1: Improved community-level actions and practices, and reduced negative impacts on biodiversity resources in and around protected areas, and indigenous and community conservation areas</p> <p><i>Category II Step-up: Good practices replicated and scaled up outside SGP supported areas, as appropriate</i></p>	<p>At least 113 community and civil-society based projects funded supporting biodiversity conservation in indigenous and community conservation area</p>	<ul style="list-style-type: none"> <li>• Hectares of indigenous and community conserved areas (ICCAs) influenced</li> <li>• Hectares of protected areas influenced</li> <li>• Hectares of significant ecosystems with improved conservation status</li> </ul>	<p>More than 33 conservation initiatives, aggregate of 1,650 ha in existing and/or new PAs</p> <p><i>Protection and management of rare and endangered endemic specie/s and/or significant habitat and ecosystem including support for the gazettal process for PAs and CCAs, conduct of a biodiversity assessment, development of environment management plan or documentation related to IUCN requirements.</i></p>
<u>SGP OP5 Immediate Objective 2: Mainstream biodiversity conservation and sustainable use into production landscapes, seascapes and sectors through community initiatives and actions</u>			
<p>SGP Outcome 2.1: Improved community-level sustainable use of biodiversity in production landscapes / seascapes through community-based initiatives, frameworks and market mechanisms, including recognized environmental standards that incorporate biodiversity considerations</p> <p><i>Category II Step-up: Market mechanisms and standards replicated and scaled-up, as appropriate</i></p>	<p>At least 113 community and civil-society based projects funded supporting biodiversity conservation through mainstreaming</p>	<ul style="list-style-type: none"> <li>• Hectares of production landscapes / seascapes applying sustainable use practices</li> <li>• Number of significant species with maintained or improved conservation status</li> <li>• Total value of biodiversity products/ecosystem services produced (US dollar equivalent)</li> </ul>	<p>More than 33 conservation initiatives, covering an aggregate of 1,650 ha promoting sustainable use of biodiversity in production landscapes and seascapes</p> <p><i>Promotion of more sustainable resource use within the context of promoting terrestrial/forest, marine and wetland management. Interventions include support for organic certification for forest and non-forest products including cottage industry which cultivate shade-grown crops to minimize forest clearing; community level enforcement measures such as awareness raising, education and training to put in force local protection policies, e.g. local government coastal zoning or tourist education on dugong sanctuary and protection; among others.</i></p>
<u>SGP OP5 Immediate Objective 3: Promote the demonstration, development and transfer of low carbon technologies at the community level</u>			
<p>SGP Outcome 3.1: Innovative low-GHG technologies deployed and successfully</p>	<p>At least 59 community and civil-society based</p>	<ul style="list-style-type: none"> <li>• Tonnes of CO2 avoided by implementing low carbon</li> </ul>	<p>6 community projects supporting the introduction and demonstration of low-GHG</p>

demonstrated at the community level	projects funded supporting the transfer of low-carbon technologies	technologies: <ul style="list-style-type: none"> <li>• Renewable energy measures (please specify)</li> <li>• Energy efficiency measures (please specify)</li> <li>• Number of community members demonstrating or deploying low-GHG technologies</li> <li>• Total value of energy or technology services provided (US dollar equivalent)</li> </ul>	technologies  <i>Pilot the demonstration and dissemination of innovative GHG technologies, i.e. micro-solar lighting, solar pumps for water pumping and fuel-efficient stoves; and activities to improve the knowledge or understanding on climate change.</i>
<b>SGP OP5 Immediate Objective 5:</b> Support the conservation and enhancement of carbon stocks through sustainable management and climate proofing of land use, land use change and forestry			
SGP Outcome 5.2: Restoration and enhancement of carbon stocks in forests and non-forest lands, including peatland	At least 59 community and civil-society based projects funded supporting conservation and enhancement of carbon stocks	<ul style="list-style-type: none"> <li>• Hectares of land under improved land use and climate proofing practices</li> <li>• Tonnes of CO2 avoided through improved land use and climate proofing practices</li> </ul>	2 community-based initiatives to enhance carbon stocks in over 100 ha of conservation area  <i>Demonstration of good practices on carbon stock enhancement such as sustainable forest management and other conservation activities in high value biodiversity landscapes as well as initiate complementary activities to UN REDD+ as may be necessary.</i>
<b>SGP OP5 Immediate Objective 6:</b> Maintain or improve flow of agro-ecosystem and forest ecosystem services to sustain livelihoods of local communities			
SGP Outcome 6.1: Improved community-level actions and practices, and reduced negative impacts on agro-forestry, and forest ecosystems and ecosystem services demonstrated to sustain ecosystem functionality	At least 56 community and civil-society based projects funded supporting maintenance or improvement of flow of ecosystem services	<ul style="list-style-type: none"> <li>• Hectares of land applying sustainable forest, agricultural and water management practices</li> <li>• Hectares of degraded land restored and rehabilitated</li> </ul>	7 community initiatives supported to promote sustainable ecosystem-based resource management in 350 ha of agricultural and forest ecosystem including catchment areas  <i>Promotion of Sustainable Land Management in <b>forestry</b> (integrated land and water management), <b>agricultural</b> production (organic farming, soil conservation measures, fertilizer switch or management to reduce GHG emissions), and <b>coastal protection system</b> (protection or restoration of sea grasses, coral reefs, coastal forests, soil erosion control, coastal zone management).</i>
<b>SGP OP5 Immediate Objective 7:</b> Reduce pressures at community level from competing land uses (in the wider landscapes)			
SGP Outcome 7.1: Improved community-level actions and practices, and reduced negative impacts in land	At least 56 community and civil-society based projects funded	<ul style="list-style-type: none"> <li>• Number of communities demonstrating sustainable land and forest management practices</li> </ul>	5 projects promoting land use management practices or approaches in 250 ha of production systems or natural habitats



<p>use frontiers of agro-ecosystems and forest ecosystems (rural/urban, agriculture/forest)</p>	<p>supporting reduction of pressures from competing land uses</p>		<p><i>Promotion of suitable land uses including mechanisms to resolve conflicts over land use and protection from conversion of land to farms and other land uses where necessary. SGP assistance to also provide support for capacity development to improve decision-making and management of production landscapes to ensure maintenance of ecosystem services to support peoples' livelihoods including training for local monitoring associated to GHG emissions from agricultural activities, deforestation and other changes in carbon sinks.</i></p>
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**SGP OP5 Immediate Objective 8: Support transboundary water body management with community-based initiatives**

<p>SGP Outcome 8.2: Synergistic partnerships developed between SGP stakeholders and transboundary water management institutions and structures supporting implementation of SAP regional priority actions <i>Category II Step-up: Scaling-up and replication of good practices and lessons learned, as appropriate</i></p>	<p>At least 36 community and civil-society based projects funded supporting community initiatives for sustainable management of transboundary surface and groundwater basins;</p> <p>At least 36 community and civil-society based projects funded supporting community initiatives for sustainable management of large marine ecosystems management</p>	<ul style="list-style-type: none"> <li>• Hectares of river/lake basins applying sustainable management practices and contributing to implementation of SAPs</li> <li>• Hectares of marine/coastal areas or fishing grounds managed sustainably</li> <li>• Tonnes of land-based pollution avoided</li> </ul>	<p>2-3 initiatives on transboundary waters supported to cover 100 ha of seascape protected and managed by communities</p> <p><i>SGP will explore complementation arrangement with large/medium-sized GEF projects to further promote community-based management of threatened marine species, fishing grounds, marine protected areas located in transboundary waters. Requirement will be sourced from additional funds mobilized by the NSC/NC.</i></p>
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