

St. Vincent and the Grenadines Conservation Fund (SVGCF) Grant Making Process Guidance Document



Conservation for a Greener Future.



TABLE OF CONTENTS

ACRONYMS 3

THE SVGCF GRANT MAKING PROCESS: GUIDANCE DOCUMENT 4

Background..... 4

 Vision: 4

 Mission 4

The purpose of the SVGCF: 4

Grant Making Goals 4

Eligible Applicants 5

Projects and Grant Types the SVGCF will Support 5

Non-Eligible Projects..... 6

Grant Making Strategy 6

Criteria for Scoring Grants 6

The SVGCF TAC 7

Proposal Solicitation and Outreach..... 7

Reviews of Proposals..... 8

 REVIEW OF EXPRESSIONS OF INTEREST 8

 REVIEW OF FULL PROPOSALS AND AWARDING GRANTS 8

SVGCF and Grantee Implementation..... 9

Grant Application Process 9

 Step 1: Proposal Solicitation and Outreach 9

 Step 2: Concept Note Review and Approval 10

 Step 3: Full Proposals Review and Awarding Grants..... 10

 Step 4: SVGCF and Grantee Implementation..... 11

 Step 5: Grant Close Out..... 11

 Step6: Monitoring, Evaluation, and Learning 11

Grantee Reporting and Monitoring 12

 i. Interim project financial and progress reports: 12

ii. Financial statements:	12
iii. End of project report:	12
SAMPLE CALL FOR PROPOSALS.....	13
St. Vincent & the Grenadines Conservation Fund Concept Note Form	14
St. Vincent & the Grenadines Conservation Fund Full Proposal Form.....	19
EVALUATION SCORING SHEET FOR CONCEPT NOTE.....	27
EVALUATION SCORING SHEET FOR FULL PROJECT PROPOSALS	32
SAINT VINCENT AND THE GRENADINES CONSERVATION FUND NARRATIVE REPORTING TEMPLATE	37
SAINT VINCENT AND THE GRENADINES CONSERVATION FUND EXPENDITURE REPORT.....	40
STEP 1: Financial Summary	40
STEP 2: Expenditure Report	41
STEP 3: Expenditure Report	42
STEP 4: CUMULATIVE SVGCF CASH CONTRIBUTION EXPENDITURE REPORT	43
STEP 5: CUMULATIVE CASH CO-FUNDING EXPENDITURE REPORT (Please keep receipts).....	44
STEP 6: IN- KIND CONTRIBUTION REPORT	46

ACRONYMS

CBOs	Community Based Organisations
CN	Concept Note
MEL	Monitoring, Evaluation and Learning
NGOs	Non-Governmental Organisations
PAs.	Protected Areas
RCN	Request for Concept Note
RFP	Request for Proposal
SDGs	Sustainable Development Goals
SVGCF	Saint Vincent and the Grenadines Conservation Fund
TAC	Technical Advisory Committee



THE SVGCF GRANT MAKING PROCESS: GUIDANCE DOCUMENT

Background

This Guidance Document is intended to provide information to potential grantees on how to apply for grants. It is to be noted that as living documents, this Guidance Document and the full Grant Making Framework may be adopted as the SVGCF matures and gathers information and feedback through its monitoring, evaluation, and learning process

Established as a Not for Profit Company on November 30, 2015, the Saint Vincent and the Grenadines Conservation Fund Inc. (SVGCF) is dedicated to the support of the long-term management and expansion of the Saint Vincent and the Grenadines National System of Protected Areas and other activities that contribute substantially to the conservation, protection and maintenance of biodiversity. The SVGCF will direct its efforts strategically to achieve a unifying vision and mission:

Vision: To ensure marine and terrestrial ecosystems of St. Vincent and the Grenadines are healthy and communities are active stewards in its conservation and management.

Mission: To source and provide funding to support activities that contribute substantially to the conservation, protection and maintenance of biodiversity in St. Vincent and the Grenadines

The purpose of the SVGCF:

To provide a sustainable flow of funds to supplement existing and future funds from any other sources to enable the Company to support the long-term management and expansion of the Saint Vincent and the Grenadines National System of Protected Areas and other activities that contribute substantially to the conservation, protection and maintenance of biodiversity;

Grant Making Goals

In consideration of the Vision and Mission of the SVGCF, the SVGCF will work toward supporting the following Grant-Making Goals in the next five to seven years:

- Grant-Making Goal 1 – Protect and enhance ecosystems: Protect and enhance critical ecosystems in Saint Vincent and the Grenadines against threats inclusive of pollution, unsustainable development, climate change.
- Grant-Making Goal 2 – Strengthen the governance and management effectiveness of protected areas: Strengthen the effectiveness of Saint Vincent and the Grenadines’ PAs to protect critical environments
- Grant-Making Goal 3 – Educate and create responsible communities: Educate, raise awareness and empower citizens of Saint Vincent and the Grenadines to support conservation efforts, with a focus on youth and gender mainstreaming.
- Grant-Making Goal 4 – Create Sustainable Livelihoods: Provide funding and training to persons

involved in conservation efforts that promote sustainable livelihoods.

Eligible Applicants

Applications for funding from the SVGCF may be received from the following entities:

- Public sector agencies of the government of Saint Vincent and the Grenadines responsible for natural resource, protected areas and biodiversity conservation. Public sector agencies must provide a 1:1 match of funds through in-kind or cash contributions for all proposals; in-kind contributions may be no more than 50% of the match.
- Local universities or colleges conducting activities relevant to the vision, mission, goals, and strategies of the SVGCF.
- Local or regional (Caribbean) NGOs established, legally-registered and existing in Saint Vincent and the Grenadines for no less than 5 years and with an established track record and complementary source of funds.
- Private corporations or other companies from relevant industries involved in marine/terrestrial ecosystem and biodiversity clean-up, protection, conservation, and/or monitoring. Private corporations must provide a 2:1 match of cash funds for all proposals, and they must not generate a profit through project activities.
- Local community associations/community bodies with direct impact on marine and/or terrestrial biodiversity and ecosystem resources (e.g., fisherfolk associations, youth groups, church groups).
- Other appropriate local entities of Saint Vincent and the Grenadines working toward the vision, mission, and goals of the SVGCF.

Projects and Grant Types the SVGCF will Support

The SVGCF will support single grants lasting no more than two years, ranging from \$5,000 - \$50,000 USD. Depending on project outcomes, grantees may be able to apply for and receive more funding following the completion of the first grant.

The SVGCF may consider funding grantee activities including:

- Protected Area Management Activities: Recurrent management of Protected Area programs (excluding operations and administrative costs and staff salaries), such as climate change adaptation trainings, implementation of restoration activities, and development of management plans
- Education and awareness: Activities that promote building community awareness about PAs, biodiversity and conservation (e.g., climate change awareness, Protected Area regulations).
- Technical support/capacity building: Institutional strengthening and capacity-building on specific topics (e.g., climate change adaptation, alternative livelihoods), including travel costs to capacity building and training programs for government staff
- Research: Grant programs designed to support conservation-oriented research (e.g., collection of baseline data on pollution and water quality, monitoring of restoration sites)
- Basic equipment/tools: Small infrastructure, travel capacity, and supplies related to specific natural resources and biodiversity management projects
- Policy: Projects designed to result in strengthening the legal and policy framework for conservation of ecosystems and protected areas (e.g., identify gaps in the legal/policy framework for protected areas; identifying government champions to support conservation)
- Livelihoods: Projects focused on engaging communities in developing and implementing sustainable and alternative livelihood projects, such as ecotourism enterprises

Non-Eligible Projects

A number of project types will not be eligible to receive funding from the SVGCF. Non-eligible projects include:

- One-time and recurring operation/administrative costs of ministries, agencies, departments
- Salaries for executive officers or core organization staff
- Activities relating to extraction/depletion of natural resources
- Purchase of land
- Projects not consistent with the purpose of the SVGCF
- Projects related to political campaigns and/or political propaganda
- Projects that violate provisions of the Inter-American Convention on Corruption
- Projects that could be expected to give a conflict of interest

Grant Making Strategy

The SVGCF's grant-making strategy lays the groundwork for its grant-making activities and determines what the SVGCF will fund each year. The grant-making strategy will be revised annually based on findings and lessons learned throughout the process and identified through Monitoring, Evaluation and Learning (MEL) to adapt to the changing landscape of threats, needs, and priorities for Saint Vincent and the Grenadines. Developing the strategy will consist of many components, including:

- Assess annual funds available: The SVGCF will begin by assessing the annual funds available for grant-making to determine the scope of grant-making activities for the year.
- Determine annual funding allocations: Depending upon available funds and priorities, the SVGCF will determine annual funding allocations for different programmatic areas (see the Distribution of Program Funding section above).
- Develop and refine RFP: Based on the identified grant-making goals and outcomes (see the Three-Year Logic Model section above), the SVGCF will develop and refine the annual (or bi-annual, depending on funds available) request for proposals (RFP) that it will use to solicit grantee applications.
- Develop and refine grant-scoring criteria: The SVGCF will develop and refine grant-scoring criteria that it will use in each RFP to select grantees (see the Criteria for Scoring Grants subsection below).

Criteria for Scoring Grants

The SVGCF will develop and refine grant-scoring criteria based on the SVGCF's goals, outcomes, and indicators (see the Three-Year Logic Model section above). Initial criteria will be based on the 4 grant-making goals and include the following:

- Conserve and enhance ecosystems: Results in restored habitat and/or increased capacity for climate change adaptation planning and implementation
- Strengthen the governance and management of ecosystems: Results in increased compliance with regulations and behavior that protects natural resources and biodiversity
- Create resilient ecological and human communities: Results in improved well-being of Saint Vincent and the Grenadines' natural-resource dependent communities and increased opportunities for sustainable and alternative livelihoods

- Current ecological condition of the protected area: Protects healthy sites/ecosystems or restores degraded sites/ecosystems
- Presence of endangered, endemic and rare species: Benefits Saint Vincent and the Grenadines' rare and endangered species
- Urgency for taking actions in the PA: Prevents further ecosystem degradation and worsening site conditions
- Ecological connectivity: Results in ecosystem benefits beyond the site
- Social capital associated with site: Engages stakeholders and leverages resources available from community groups, NGOs, and other groups, with a consideration for youth empowerment and gender mainstreaming
- Sustainable livelihood potential: Demonstrates potential for the site and/or project to support sustainable livelihoods for stakeholders, for both men and women.

In addition, the SVGCF will use process criteria to guide grant-making. Initial process criteria will include the following:

- Institutional capacity and track record of grantee: Past achievements of grantee, strong organization leader, previous successful projects
- Measurable outcomes and impact: Grant includes a well-articulated strategy and methods to measure/evaluate grant outcomes
- Legal and financial status: Grantee must be a legally entity registered in Saint Vincent and the Grenadines with a bank account.

Finally, all proposals will be screened according to the SVGCF Social and Environmental Safeguards, presented in the Operational Manual, ensuring the risks of projects are assessed before awarding the grants.

The SVGCF TAC

As a key component of the grant-making strategy, the SVGCF will form a Technical Advisory Committee (TAC) to review the grant applications. The TAC will include a balanced representation of experts in socio-economics, environmental preservation, and other areas that align with the knowledge areas represented by the SVGCF goals. The SVGCF will invite members of the TAC on an ad hoc basis and will change the membership of the committee annually. In addition, the meetings and discussions of the TAC will be confidential, and in the event of a conflict of interest (CoI), members must declare the conflict and recuse themselves from making decisions. The TAC will follow the CoI guidelines and submit the form presented in the SVGCF Operational Manual. SVGCF Board members may also be invited to take part in the TAC.

Proposal Solicitation and Outreach

Following the development of the grant-making strategy, the SVGCF will conduct outreach to potential grantees and solicit proposals. The SVGCF will release the Request for Proposals through its official website and national newspapers, and disseminate it broadly through donor networks and other groups. For example, the SVGCF could host workshops to inform potential grantees about the application process as a form of outreach and grantee cultivation.

Throughout the proposal solicitation process, the SVGCF will serve as a resource for potential grantees by responding to grantee questions about the RFP and the grant-application process. The SVGCF will accept Expressions of Interest from potential grantees responding to the RFP according to an indicative timeline established by the Board. The Expressions of Interest will include a summary of the project and

how it relates to the mission and goals of the SVGCF, a description of the grantee, and a statement of the grantee’s legal registration status.

Reviews of Proposals

After conducting outreach to potential grantees and soliciting proposals, the secretariat and the TAC will work together to review the applications and recommend grants to the board, taking a two-step approach to reviewing grant applications.

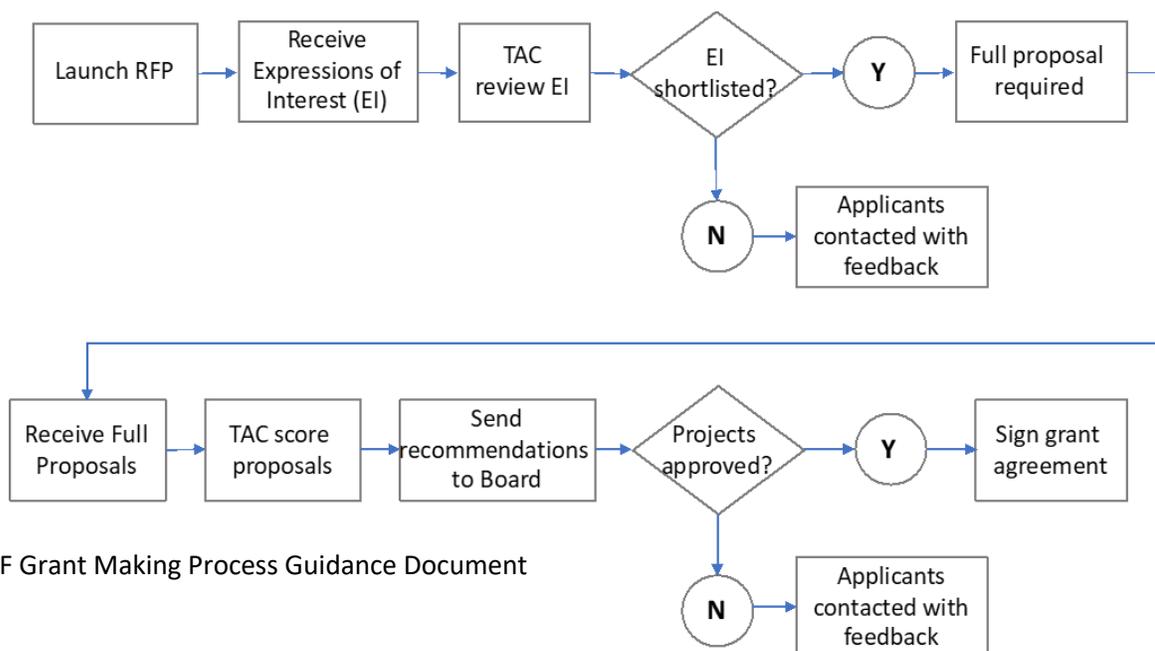
REVIEW OF EXPRESSIONS OF INTEREST

The TAC will conduct an initial screening of Expressions of Interest to determine which potential grantees will be invited to submit a full proposal. To uphold the SVGCF’s commitment to grantee learning, the TAC will provide feedback in a letter sent through the SVGCF to applicants whose Expressions of Interest are rejected, explaining why their concept note was not selected for the next stage of the process. The SVGCF will encourage rejected applicants to reapply in future RFPs, so long as their proposal is in alignment with the goals and values of the SVGCF and other eligibility criteria.

REVIEW OF FULL PROPOSALS AND AWARDING GRANTS

Following the review of the Expressions of Interest, The TAC will recommend to the Board which grantees to invite to submit a full proposal. The SVGCF Board will invite these grantees to submit a full proposal, which will contain a detailed description of the project, budget, timeline, a description of grantee qualifications, and any other components requested by the TAC and the Board (a full proposal template will be provided). The TAC will review and score the full proposals using the goals and process criteria outlined above (a scoresheet will be developed for each RFP. Schedule 4 presents initial review guidelines for proposals). As part of the proposal review, the TAC with the support of SVGCF staff will conduct due diligence on grantees, including optional interviews with top ranked applicants. The TAC will then prepare a summary of each grant proposal and a recommendation on whether the Board should approve or reject the proposal. The SVGCF Board will meet to discuss the TAC recommendations for grants and take a final decision based on available funds.

The Figure 2 below illustrates the two-step approach to be applied by SVGCF for the review and awarding of grants:



SVGCF and Grantee Implementation

After awarding grants, the secretariat of the SVGCF will work closely with selected grantees to execute the grant agreement (a grant agreement template is provided in Schedule 2). The implementation includes several components, such as:

- Execution of the grant agreement: The SVGCF and grantees will enter into a legally-binding grant agreement which will guide the implementation of the grant.
- Fund disbursement: Prior to disbursing funds, the SVGCF will outline any restrictions in place for the disbursement of funds and the timing of disbursement. In addition, the SVGCF will indicate who will be in charge of disbursing and tracking funds, and develop a framework for a grants database where information on grants will be stored. Payments made to grantees will be divided by deliverables, with the exception of a mobilization fee disbursed at the beginning of the project to help with initial project implementation and a small amount of the grant funds (~10%) that will be withheld until the submission of the close-out report at the end of the project.
- Administrative and field supervision of grantees: The SVGCF may conduct administrative and field supervision (e.g., site visits) of the grantees during the grant.
- Annual work plans: The SVGCF will develop an operational work plan describing annual activity, granting timelines, MEL procedures, and other items on an annual basis.
- Amendments: The SVGCF will develop a policy around amendments including no-cost extensions, which specifies that any grant extensions must be approved by the SVGCF.
- Conflicts of interest: The SVGCF's conflicts of interest policy provides guidance on legal requirements, sets out the policy of the SVGCF with respect to conflicts of interest, and ensures that the SVGCF's transactions, engagements, and relationships are transparent and fair. In the case of a conflict of interest, Directors, Officers and staff of the SVGCF must declare the conflict in a written statement and Directors should recuse themselves from relevant discussions.
- Misuse of funds: In the case of possible misuse of funds during grant execution, the staff and the Board will attempt to resolve the conflict or funding issue. The Board may ask for an external investigation or mediation to resolve the issue, if needed.

Grant Application Process: The application process is separated into the following six steps:



Step 1: Proposal Solicitation and Outreach

The SVGCF will conduct outreach to potential grantees and solicit proposals. The SVGCF will release the Request for Concept Notes (RCN) through its official website and social media platforms and disseminate it broadly through donor networks and other groups. Where necessary or requested, the SVGCF will host workshops to inform potential grantees about the application process as a form of outreach and grantee cultivation.

The RCN will indicate the following information:

- the deadline by which all CNS for grant funding shall be received in order to be eligible for grant funding during the funding cycle;
- an indicative timeline of when the SVGCF expects to notify applicants of the final award of grant funding for the relevant funding cycle; and

- the maximum funding amounts available under such Request for concept Note and the grant funding period.

Throughout the CN solicitation process, the SVGCF will serve as a resource for potential grantees by responding to grantee questions about the CN and the grant-application process. The SVGCF will accept CNs from potential grantees within a period of 4 weeks from the closing date for the call for CNs, according to an indicative timeline established by the Board. The CN has to be submitted in the format provided by the SVGCF. The CN is part of a 2-step application process. If the Concept Note is approved the applicant will be requested to submit a full proposal. In some instances, if the Concept Note is well developed and provides sufficient information, and/or the grant requested is less than 5,000 USD, the Concept Note will be considered to be sufficient.

The following documents are required to be submitted with the Concept Note:

1. A signed declaration by the applicant organization, and
2. Certificate of registration of the applicant organization

To uphold the SVGCF's commitment to grantee learning, the SVGCF will provide feedback to applicants whose CNs are rejected, explaining why their CN was not selected for financing or for the next stage of the process. The SVGCF will encourage rejected applicants to reapply the following year, so long as their proposal is in alignment with the SVGCF's eligibility criteria.

Step 2: Concept Note Review and Approval



Following the review of the CNs, the TAC will recommend to the Board:

1. Which potential applicants to fund without going to the proposal stage; or
2. Which potential grantees to invite to submit a full proposal.

Those potential grantees whose grant has been approved at the CN stage will then be provided with the Grant Agreement.

The TAC will review and score the CNs using pre-established criteria. As part of the review, the TAC will conduct due diligence on grantees, including optional interviews with top ranked applicants. The TAC will then prepare a summary of each CN and a recommendation on whether the Board should approve or reject the CN. The SVGCF Board will meet to re-prioritize grantees based on available funds, make final decisions, and vote on the CNs.

Step 3: Full Proposals Review and Awarding Grants



Following the review of the Expressions of Interest, the TAC will recommend to the Board which CN proposers to invite to submit a full proposal. The SVGCF Board will invite these grantees to submit a full proposal, which will contain, *inter alia*, a detailed description of the project, budget, timeline, a description of grantee qualifications, and any other components requested by the TAC and the Board. The TAC will review and score the full proposals using pre-identified criteria. As part of the proposal review, the TAC will conduct due diligence on grantees, including optional interviews with top ranked applicants. The TAC will then prepare a summary of each grant proposal and a recommendation on whether the Board should approve or reject the proposal. The SVGCF Board will meet to re-prioritize grantees based on available funds, make final decisions, and vote on grant proposals.

Step 4: SVGCF and Grantee Implementation



After awarding grants, the SVGCF will work closely with selected grantees to execute the grant agreement. The implementation includes several components:

- **Execution of the grant agreement:** The SVGCF and grantees will enter into a legally-binding grant agreement which will guide the implementation of the grant.
- **Fund disbursement:** Prior to disbursing funds, the SVGCF will outline any restrictions in place for the disbursement of funds and the timing of disbursement. In addition, the SVGCF will indicate who will be in charge of disbursing and tracking funds and develop a framework for a grants database where information on grants will be stored. Payments made to grantees will be divided by deliverables, with the exception of a mobilisation fee disbursed at the beginning of the project to help with initial project implementation and a small amount of the grant funds (10%) that will be withheld until the submission of the close-out report at the end of the project.
- **Administrative and field supervision of grantees:** The SVGCF may conduct administrative and field supervision (e.g., site visits) of the grantees during the grant.
- **Annual work plans:** The SVGCF will develop an operational work plan describing annual activity, granting timelines, MEL procedures, and other items on an annual basis, all of which the Board will approve.
- **Amendments:** The SVGCF policy on extensions, specifies that any grant extensions approved must be at no cost to the SVGCF.
- **Conflicts of interest:** The SVGCF's conflicts of interest policy provides guidance on legal requirements, sets out the policy of the SVGCF with respect to conflicts of interest, and ensures that the SVGCF's transactions, engagements, and relationships are transparent and fair. In the case of a conflict of interest, Directors, Officers and staff of the SVGCF must declare the conflict in a written statement and Directors should recuse themselves from relevant discussions.
- **Misuse of funds:** In the case of possible misuse of funds during grant execution, the staff and the Board will attempt to resolve the conflict or funding issue. The Board may ask for an external investigation or mediation to resolve the issue, if needed.

Step 5: Grant Close Out



At the conclusion of the grant, grantees will provide the SVGCF with a final grant report. Per the intellectual property considerations specified in the grant agreement, the grantee will share the final public products of the grant with the SVGCF, to be shared at the SVGCF's discretion for the public good. The grantee will also provide a documentation of lessons learned through the grant process. The documentation and sharing of lessons learned at the conclusion of the grant cycle will help to promote transparency and the dissemination of project outcomes. Grantee reporting is discussed in more detail in the section below.

Step 6: Monitoring, Evaluation, and Learning



A robust MEL process is an essential step of the SVGCF's grant-making process because it will allow the SVGCF to evaluate the impact of its grants, report results and impacts to target audiences, and provide

tools for decision-making for adaptive management of projects and for amending the grant-making strategy. In addition, MEL will promote transparency by generating lessons learned that can be publicly shared. This section describes the MEL process that the SVGCF will use to monitor and evaluate its programs in relation to its purpose, strategic direction, and national and international conservation indicators, targets, and strategies.

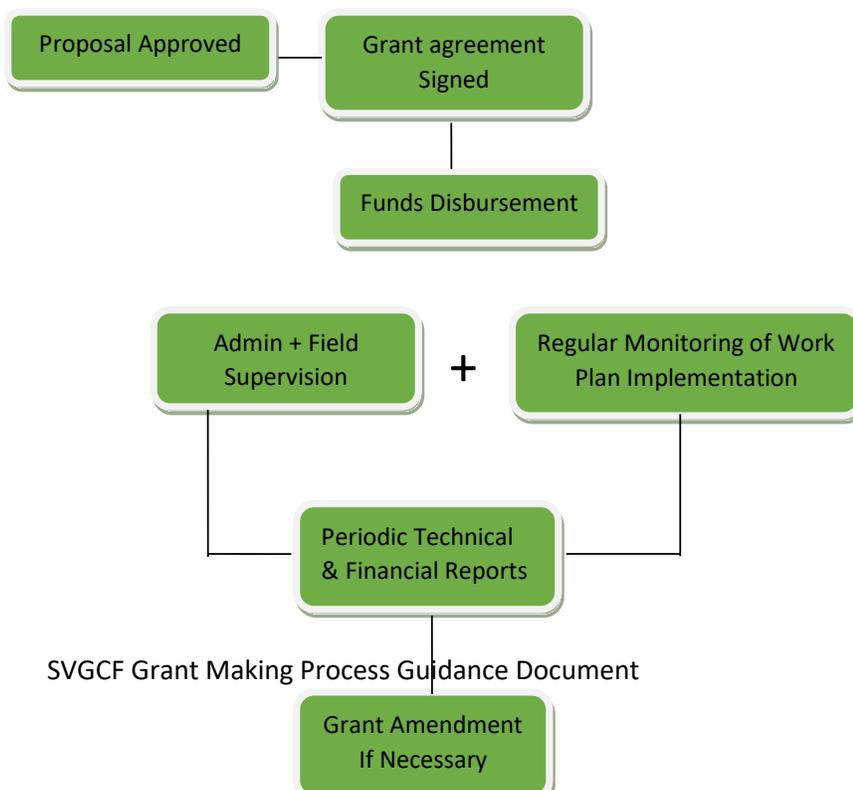
Grantee Reporting and Monitoring

As part of the MEL process, the SVGCF will monitor grantee progress. The SVGCF and grantees will agree upon measures of performance to monitor grant progress and outline these in the grant agreement, prior to grant implementation. In addition, SVGCF will conduct monitoring site visits to observe site conditions and activities. The SVGCF will provide reporting guidelines, timelines, and templates for grantees to support grantee reporting. The Templates that SVGCF will provide to grantees to guide reporting will include the following reports:

i. Interim project financial and progress reports: Interim financial and progress reports may include a report to be filed three months after initial disbursement, and biannual reports thereafter. Interim reports will be tied to deliverables and site visits to observe grantee progress conducted by the SVGCF, which are described in more detail below.

ii. Financial statements: The SVGCF will require grantees to provide financial statements documenting the use of grant funds to accompany the interim project financial and progress reports. The financial statements may either be in the form of official financial reports documenting expenses and uses of funds, or for smaller grantees with less capacity, these may include monthly bank statements or reconciliation statements to show the disbursement and use of funds; in this case, the grantees will compile and submit monthly bank statements according to the reporting schedule described for the progress reports above, though this schedule may vary depending on the specifics of each grant.

iii. End of project report: The SVGCF will require grantees to submit a final report at the close of the project.



SVGCF Grant Making Process Guidance Document

Those CN applicants who have been approved for the submission of a full proposal will be provided with the template for the preparation of the full proposal; the time line for submission of the proposal and the level of funding available for the proposed grant. The full proposal which will be prepared in a template provided by the SVGCF will contain a detailed description of the project, budget, timeline, a description of grantee qualifications, and any other components requested by the TAC and the Board

SAMPLE CALL FOR PROPOSALS



The Saint Vincent and the Grenadines Conservation Fund (SVGCF)

CALL FOR PROPOSAL

FOR

PROTECT AND ENHANCE ECOSYSTEMS

AND

EDUCATE AND CREATE RESPONSIBLE COMMUNITIES

The Saint Vincent and the Grenadines Conservation Fund (SVGCF) is seeking applications from eligible registered government agencies, local universities or colleges, registered local or regional (Caribbean) non-governmental organizations (NGOs), private businesses, local community associations, and other appropriate local entities of Saint Vincent and the Grenadines under its Grant-Making Framework [link to document].

The call for proposal will focus on projects with activities that directly support (i) Biodiversity conservation programs (e.g., trainings on climate change adaptation for marine and terrestrial ecosystems) (ii) implementation of restoration activities, (iii) development of management plans, (iv) Habitat, species, and natural resources conservation and management (e.g. habitat management, control of invasive species), (v) Survey and assessment of coral reef health and regeneration (including establishment of regular coral reef ecosystem monitoring), (vi) Promote community awareness about Pas, (vii) biodiversity and conservation Workshops (e.g., to raise awareness of climate change and Protected Area regulations)

The grant-making process will conform to the grant-making policies and procedures in the Operations Manual of the SVGCF and the Grant-Making Framework. This Request for Proposals is financed with resources from The Caribbean Biodiversity Fund (CBF) under the management of SVGCF.

Approximately \$350,000.00 XCD is allocated under this Call for Proposals. Grant size may range from \$5,000 - \$50,000 USD. Funded projects should be completed with two years.

Find out more about SVGCF and the call for proposal including the guidelines to apply at www.svgcf.org or <https://www.facebook.com/SVGConservationFund/>



St. Vincent & the Grenadines Conservation Fund Concept Note Form

The Concept Note (CN) is the first step in the application process. If Concept Notes are approved, applicants will be asked to prepare a full project proposal for further evaluation. Please complete ALL sections of this form and attach the required documents. Remember to follow the guidance and the strategy of the SVGCF described in the call for proposals.

The applicants must submit Concept Notes and other required attachments to the SVGCF to onlineapplication@svgcf.org.

You are welcome to provide additional supporting documents, such as maps or letters of community support, as attached files with the submission of this CN. Contact the SVGCF staff (see call for proposals for contact details) if you have any questions about your project concept or how to complete this CN form.

Please ensure that the Concept Note does not exceed five (5) pages. You can delete all instruction texts that are in italic.

GRANT CRITERIA OVERVIEW

- *Applications for funding from the SVGCF should fit into one of the projects and grant types that the SVGCF will support*
- *Please complete ALL sections of this form and attach the required documents. Remember to follow the guidance and the strategy of the SVGCF described in the call for proposals.*
- *The organization must display strong and effective leadership.*
- *Sustainability must be a key outcome of the project.*
- *The project must demonstrate positive community or national impact.*

The following documents are required to be submitted with this application:

1. *A signed declaration by the applicant organization must be submitted on an appropriate letterhead, including the following:
“I, the undersigned being the person responsible in the Applicant’s organization for the proposed Project, do hereby certify that the information given is true and correct at the time of submission.”, with signature, name, position, place, date.*
2. *Certificate of registration of the applicant organization*
3. *Audited financial statements from the last period (last 2 years, if available)*

PART A: Applicant Organization

If your project will be implemented by a consortium of organizations, there must be one leading organization that will be the applicant and sign the contract with SVGCF.

Applicant Organization Legal Name:	
Short Name/Acronym:	
Total Permanent Staff / Active Members:	
Organization Type: <i>Mark with an X one option only.</i>	National Non-government organizations (NGOs)
	Community-based organizations (CBOs)
	Government agencies
	Regional/ international organizations
	Private sector
	Universities and research institutions
	Other (specify here):
Year Organization Established:	
Purpose/ Mission:	
Organization Address:	
Website Address:	
Contact Person Name:	
Contact Person Position:	
Contact Person Email:	
Telephone (with country code):	

Please list below past projects that your organization has managed (limit to the last 5 years):

Project Title	Main theme	Start (mm/YY)	End (mm/YY)	Main donors	Project budget (in USD)

The table below is to be completed **ONLY** by consortia of organizations. Please list below the organizations that composed the consortium that will implement this project and the main roles each of them will have in the project:

A project will be implemented by a consortium of organizations when the applicant organization will sign sub-grant contracts with other organizations that will be responsible for specific roles during the project implementation. You can delete this table if this is not your case.

Organization Name	Main Functions

PART B: Project Description

Project Title:	
Geographic Area: <i>Country, Parish, Town, Village, community, protected area, corridor, etc. If possible, give an estimate size in hectares.</i>	
Project Focus: <i>Mark with an X one option only</i>	Protected Area Management Activity
	Education and Awareness
	Technical support/capacity building
	Conservation-oriented Research
	Equipment/tools related to biodiversity management
	Policy strengthening for conservation
	Sustainable livelihood creation
Problem: <i>Explain the specific problem area or need for which assistance is being sought. Information should be provided to justify the need or problem.</i>	

Project Approach: <i>Explain the activities to be conducted to achieve the desired objectives including the rationale for choosing a particular approach. A chronological description of the operations of the proposed project would be adequate</i>	
Project Intervention Logic	
Goal: <i>The main goal that will be attained with the project contribution</i>	
Objectives: <i>List the main objectives of the project</i>	
Expected Outcomes: <i>Main effects expected to happen with the project intervention</i>	
Expected Outputs: <i>Main products or results expected to be delivered by the project activities</i>	
Activities: <i>What will be done to deliver the outputs (main activities)</i>	
Implementation details	
Key Stakeholders and Partners:	
Project Duration (in months):	

PART C: Project Estimated Budget

What is the total amount being requested from the SVGCF (in USD)?

Are there any other funders that will provide in-cash contributions to the project (it is not a requirement)? List below, if any, and complete the estimated amounts in the table below:

Main Budget Items	SVGCF (USD)	Other funders If any (USD)

Main budget item normally includes personnel (staff and consultants), travel, equipment, administration costs (overhead), events, communication.

Are there in-kind contributions from your organization or from other supporters or partners?

In-kind support may include labour, travel costs, equipment that is lend to the project, trainings, etc.

PART D: Log frame

Logic of Intervention	Objectively Verifiable Indicators	Sources of Verification	Assumptions & Risks)
<i>Overall Objective(s)</i>			
Specific Objectives			
Expected Results			
Activities			



St. Vincent & the Grenadines Conservation Fund Full Proposal Form

This Form will be used by applicants whose Concept Notes have been approved and have been invited to prepare a Full Proposal (FP) for further evaluation. Information that was already provided in the Concept Notes may be repeated and expanded in the FP.

Applicants must complete the Full Proposal Form in full, not exceeding the prescribed length of each section. The recommended font is Times New Romans size 11.

The maximum grant amount per project is US\$50,000, but averages around US\$25,000. In this way, the SVGCF can provide a window for the direct participation of NGOs, local communities, and other grassroots organizations, in addition to public and private sector agencies, international agencies registered in and working in Saint Vincent and the Grenadines for the previous 5 years, and academia.

All projects must be completed within 2 years. Grantees who can show at least 15 per cent (15%) contribution (cash or in-kind depending on the nature of the entity) may be reviewed favourably. Priority will be given to organisations that have not been previously supported by the SVGCF.

Call the SVGCF staff (784 453 1624 or info@SVGCF.org) if you need assistance or would like additional information. You can delete all instruction texts that are in italic.

Instructions

- i. Fill the full proposal form*
- ii. Write all sections of the project following the outline below. The whole proposal should not exceed 25 pages of text (including any charts or diagrams)*
- iii. Additional attachments (not more than 10 pages) 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*
- iv. Fill tables in Schedules 1 to 3. You can use additional sheets for tables if those provided are not sufficient.*
- v. Send an electronic copy of the project document to the SVGCF at onlineapplication@SVGCF.org*

PART A: Applicant Organization

Applicant Organization Legal Name:	
Short Name/Acronym:	
Total Permanent Staff / Active Members:	
Organization Type: <i>Mark with an X one option only.</i>	National Non-government organizations (NGOs)
	Community-based organizations (CBOs)
	Government agencies
	Regional/ international organizations
	Private sector
	Universities and research institutions
	Other (specify here):
Year Organization Established:	
Purpose/ Mission:	
Organization Address:	
Website Address:	
Contact Person Name:	
Contact Person Position:	
Contact Person Email:	
Telephone <i>(with country code):</i>	

PART B: Project Description

Project Title:	
Project Focus: <i>Mark with an X one option only</i>	Protected Area Management Activity
	Education and Awareness
	Technical support/capacity building
	Conservation-oriented Research
	Equipment/tools related to biodiversity management
	Policy strengthening for conservation
	Sustainable livelihood creation
Contact Person Name:	
Contact Person Position:	
Contact Person Email:	
Telephone(s) (with country code):	
Project Summary: <i>The Project Summary should describe the project context, Main Goal, objectives, output, outcomes, Activities, including the key conservation/environmental problem to be addressed, and the proposed approach, including the rationale/justification for the project; project duration; overall budget; and amount requested from the SVGCF.</i>	

PART C: Project Estimated Budget

Funding Source	Total Budget (USD)	Cash (USD)	In Kind (USD)	Percentage in Cash
SVGCF				
Grantee				
Any other partner				
Other Co-financiers (Specify)				
Total				

See instructions and Schedules below for preparing the full proposal

Full Project Proposal Guidelines

1. Background of the project and description of the problem

Describe the context relevant to the project, including what are the environmental risks that need to be reduced and the factors that can increase or perpetuate the problem. Include in the description information on the ecosystems targeted, and where appropriate the affected communities for the proposed intervention.

Present the justification for the project. The justification should indicate the importance of the proposed project to the Mission and Goal of the SVGCF. It should also reflect the relationship of the project to other relevant government programmes, other multilateral and bilateral aid agency projects, and other community-based, CSO, and/or private sector activities. This will ensure that the intervention is not a standalone activity.

It is important to provide all facts indicating that once the project is funded and implemented, it will significantly improve on the existing situation of the environment (mitigating risks; restoration, conservation, prevention,) create alternative livelihoods, build capacities for conservation, environmental management and sustainable development; develop or strengthen existing policies and/or legislation which will improve the management and monitoring of the environment and conservation. Highlight any aspect of the project which includes the national environmental priorities, strategies and National Action Plan on biodiversity, land degradation and climate change, persistent organic pollutants, international waters, etc...

2. Project Objectives

Present the project main objective and specific objectives in not more than 2 paragraphs. Show linkages between project objectives and targeted SVGCF thematic areas.

3. Log Frame

*Please provide a summary narrative demonstrating how the proposed interventions will generate the expected results presented in the Concept Note. Also use this section to detail, or adjust if necessary, the content provided in the Log Frame presented in the CN. The establishment of a logical causal (cause and effect) link between objectives, outputs and activities should underlie the writing of the « objectives, outcomes, activities » sections. Use the Template provided in **Schedule 1** to develop the Log Frame.*

4. Schedule of Activities

*Using the Template provided in **Schedule 2** please list the activities to be carried out and the expected milestones under each output that is included in the Logframe. Also identify the milestone for each output. The number of columns will depend on duration of the project. The maximum duration of the project cannot exceed 24 months. Schedule 2 will be used by the SVGCF to monitor project activities.*

5. Budget

- i. Provide detail budgetary allocation for each activity or group of earmarked activities (lump sums should be avoided).*
- ii. Indicate the contribution (cash or in-kind) from the grantee. All cost-sharing contributions (cash and in-kind) should be itemized. This should include sources and nature of the contribution. Please indicate whether the contribution is already committed or just a projection.*

- iii. *Make budgetary provisions for institutional support (office running costs, reports ...) which should not be more than 10% of the total budget. The provisions for institutional support should be specific to project activities. The SVGCF will not cover staffing costs. It is important that the grantee makes some contribution towards the operational and programmatic costs of the project. Such contributions can be in-kind. The costing of such in-kind contributions should not be inflated but reflect existing market prices.*
- iv. *Make budgetary provisions for visibility and communications. The total amount to be received from the SVGCF, including institutional support and visibility should not be more than 50,000 USD.*
- v. *Show possibilities, where available, for co-funding as well as partnership with the private sector. Please use the Template in Schedule 3 to prepare the budget.*

6. Communications, Visibility, and Knowledge Management

Please describe how you would communicate the goals, activities and results of the project with other key stakeholders; indicate activities to carry out to ensure the visibility of the project; describe how you plan to capture, share and disseminate the knowledge, lessons learned, and good practices gained through the implementation of the project.

If the project requires awareness-raising, please describe the plan/activities you would use to achieve the target results and ensure replication of project results. These activities should be incorporated into the project, Logframe, project schedule, and budget.

SCHEDULE 1

Logframe

Complete the table below. The Logframe essentially provides a summary of the project down to the activity level. For each level of expected result, define a reasonable and balanced number of effect and performance indicators. Indicators should be “SMART,” that is, specific, measurable, achievable, relevant, and time-bound.

The Logframe will be used by the SVGCF to monitor the project’s progress and to evaluate its success and achievement at the end

DEFINITION

Goal: State the long-term social and/or economic (impact) benefits to which the project will contribute and describe why the project is important for the beneficiaries and for the society: The broad development impact to which the project contributes – at a national or sector level.

Purpose(s): State the expected outcomes, or direct effects, of the project. These are the benefits to be derived from the project. You should normally have only one Purpose in a project. Experience has shown that it is easier to focus project Outputs on a single Purpose. If there are several Purposes the project efforts become diffused and the design is weakened.

Outputs: They describe what the project will deliver.

Activities: Indicative activities that will achieve the outputs; Good, people and services necessary to undertake the activities.

Objectively Verifiable Indicators (OVI): The OVI is a performance measure based on the principle that if you can measure it you can manage it. The OVIs specify the performance standard to be reached in order to achieve the goal, the purpose and the outputs. They are specified in terms of quantity, quality, time, target group and place. It is better to use few well targeted OVIs.

Goal level indicators often describe the program or sector objectives to which this project and several others are directed. For this reason, the Goal level indicators may include targets beyond the scope of the project.

Purpose level indicators Describe the returns on the investment and the benefits that the project will deliver. These indicators should be directly related to project outputs. Since outcome indicators define the criteria for assessing whether the project is successful, they should be realistic and achievable given your capacity and resources. Outcome indicators should only state what will be measured, rather than providing baseline data or target figures. Output level indicators describe the delivery of the products of the project.

Activity level indicators are essential in order to understand the extent to which a project was delivered as planned, and to highlight obstacles to implementation. It is important that activity indicators capture those elements of the project that are essential for its success.

Sources of Verification: Describe the sources of information that will demonstrate what has been accomplished.

Assumptions: Important events, conditions, or decisions which are beyond the control of the project management team, but which are necessary to accomplish the project; and which are necessary for the production of the outputs. Assumption are things you assume are in place which will contribute to the success of the project. Assumptions and risks are external conditions that are outside the control of the programme. The success of the project depends on whether or not assumptions hold true and the risks do not materialise.

Risks: events that can have an adverse impact on the project if they occur.

Name of Proposed Project:			
Submitted by:			
Logic of Intervention	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
Goal:			
Purpose:			
1			
2			
....			
Outputs			
1			
2			
3			
....			
Activities			
1			
2			
3			
4			
.....			

SCHEDULE 2

Name of Project:													
Submitted by:													
	Schedule in Months												Deliverables
	1	2	3	4	5	6	7	8	9	10	11	12	
Output 1:													
Activities:													
1.1													
1.2													
1.3													
1.n													
Output 2:													
Activities:													
2.1													
2.2													
2.3													
2.n													
Output 3													
.....													

SCHEDULE 3

Budget Items	Source of Funds in XCD			Total	
	SVGCF	Grantee			Other Sponsor (s)
		Cash	In-Kind		
Output1:					
Activities					
1.1					
1.2					
1.3					
1.n					
Output2:					
Activities					
2.1					
2.2					
2.3					
2.n					
Output3:					
3.1					
3.2					
3.3					
3.n					
Institutional Support (no more than 10% of the Total Budget)					
Visibility, & Communications					
Total (No more than 50,000 USD)					



EVALUATION SCORING SHEET FOR CONCEPT NOTE

The evaluation scoring sheet for Concept Notes (CN) should be completed for all CNs received. All CNs received will be given a control number by the SVGCF CEO. If the CN has “No” as an answer to any of the questions in the Compliance section, then the evaluation should not continue. Nevertheless, the scoring sheet together with the proposal should be registered in the SVGCF’s Grant Making files. The Applicant Organisation and Project Approach sections should be completed by individual evaluators and the proposal should have a final score composed by the arithmetic average of the individual scores received. The maximum score is 80 points, being 20 points for Applicant Organization and 60 points for the Project Approach.

Project Title:	
Project number: <i>(given by the SVGCF)</i>	

Compliance: To be answered by the Secretariat <i>All answers must be Yes for the CN to proceed to be evaluated</i>				
Is the CN form complete?	Yes		No	
Are the required annexes attached?	Yes		No	
Is the applicant eligible?	Yes		No	
Is the project type eligible?	Yes		No	
Is the project related to one or more SVGCF defined objectives?	Yes		No	
Identify the SVGCF Objective to which the project is related				

Applicant Organisation: To be answered by SVGCF TAC <i>Score each aspect from 1 to 5, being: 1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4 – satisfactorily, 5 – fully</i>		
Evaluation aspects	Score	Comments (if any)
Does the applicant organisation have experience in implementing projects in the proposed thematic area?		
Does the applicant organisation have experience with the intervention proposed?		

Does the applicant organisation have a track record in managing projects with budgets similar to the amount requested?		
Is the applicant a Saint Vincent and the Grenadines-based organization, meaning it is registered in Saint Vincent and the Grenadines and works exclusively in the Saint Vincent and the Grenadines? For this answer consider 1 – no and 5 - yes		
TOTAL SCORE (maximum score of 20)		

Project Approach: <i>To be answered by SVGCF TAC</i> <i>Score each aspect from 1 to 5, being: 1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4 – satisfactorily, 5 – fully</i>		
Evaluation aspects	Score	Comments (if any)
Does the project present a clear and coherent logic of intervention?		
Does the project support national or regional policies and strategies in conservation, environmental management and/or similar thematic areas?		
Is there alignment of the proposed project with the objectives of the SVGCF?		
Does the project clearly define benefits (outcomes) that it will achieve?		
Does the project benefit community groups? If it does not directly benefit communities will it contribute towards creating the necessary environment for resilient communities?		
Does the project continue, replicate or scale-up an already tested approach that was successful or clearly show synergies with other activities in the long term?		
Does the project create new capacities for the applicant and contribute to its sustainability in the long term?		
Does the project include the needed stakeholders or partners for its implementation to be successful?		
Does the project connect on-the-ground with higher-level activities (e.g. policy action, business practice changes, sustainable finance mechanisms) to foster structural and sustainable change?		
Does the project leverage other financial and technical resources?		
Does the project estimated budget have a coherent relation with the project activities?		
TOTAL SCORE (maximum score of 55)		

COMPOSITE EVALUATION SCORING SHEET FOR CONCEPT NOTE

The Composite Evaluation Sheet for the Concept note is a (i)summary of the scores given by each evaluator on the Concept Note; and (ii) an average of the scores. The average scores for each Concept Note will be tallied and the top 3 to 5 scores will be chosen. The number of Concept Notes chosen will depend on the availability of funds for the cycle; the proposed budget for each Concept Note; and the availability of matching funds or co-financing from other partners.

Applicant Organisation:							
	EVALUATION						Avg.
Evaluation aspects	1	2	3	4	5	n	
Does the applicant organisation have experience in implementing projects in the proposed thematic area?							
Does the applicant organisation have experience with the intervention proposed?							
Does the applicant organisation have a track record in managing projects with budgets similar to the amount requested?							
Is the applicant a Saint Vincent and the Grenadines-based organization, meaning it is registered in Saint Vincent and the Grenadines and works exclusively in the Saint Vincent and the Grenadines? For this answer consider 1 – no and 5 - yes							

Project Approach: <i>To be answered by SVGCF TAC</i>							
<i>Score each aspect from 1 to 5, being: 1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4 – satisfactorily, 5 – fully</i>							
	Evaluation						
Evaluation aspects	1	2	3	4	5	n	Avg.
Does the project present a clear and coherent logic of intervention?							
Does the project support national or regional policies and strategies in conservation, environmental management and/or similar thematic areas?							
Is there alignment of the proposed project with the objectives of the SVGCF?							
Does the project clearly define benefits (outcomes) that it will achieve?							
Does the project benefit community groups? If it does not directly benefit communities will it contribute towards creating the necessary environment for resilient communities?							
Does the project continue, replicate or scale-up an already tested approach that was successful or clearly show synergies with other activities in the long term?							
Does the project create new capacities for the applicant and contribute to its sustainability in the long term?							
Does the project include the needed stakeholders or partners for its implementation to be successful?							
Does the project connect on-the-ground with higher-level activities (e.g. policy action, business practice changes, sustainable finance mechanisms) to foster structural and sustainable change?							
Does the project leverage other financial and technical resources?							
Does the project estimated budget have a coherent relation with the project activities?							
TOTAL SCORE (maximum score of 55)							

PRIOROTISED LIST OF APPROVED CONCEPT NOTES.

Year:

Cycle: 1 2

CONCEPT NOTES		Score	Priority	Selected Y/N	Comments
No.	Name of proposed Project				

Signed: _____

Signed: _____

Name:

Name:

Position: CEO

Position: Chairman



EVALUATION SCORING SHEET FOR FULL PROJECT PROPOSALS

The evaluation scoring sheet for full Project Proposals (PP) should be completed for all PPs received. All PPs received will be given a control number by the SVGCF CEO. This control number will match the number given to the CN.

On completion of this Compliance Section prepares a report that will accompany the Project Proposal submission to TAC. It is strongly recommended that Secretariat staff undertake a site visit when preparing this section. The site visit will, inter alia assist in determining whether (i) some other assistance should be offered in order to increase the effectiveness of the perspective grantee so that grant funds are utilized efficiently; and (ii) there is a genuine need for the proposed project. In addition, making personal contact with the perspective grantee will assist the SVGCF Secretariat in answering any of the questions which the applicant did not address. This is particularly true for rural CBOs.

The SVGCF Secretariat should score the Compliance Section (a score of 1 to 5, with 5 being highest) based on the information generated from the proposal, a site visit and additional discussions with the project proposer. If the score is less than 2 then the Proposal is rejected and is submitted to TAC only for their review and not for evaluating and scoring. In the event that an individual TAC member does not agree with the Secretariat's scoring of the Compliance Section, then the matter is resolved by the TAC by way of a unanimous vote. The TAC can also request the Secretariat to obtain additional information and/or undertake a site visit themselves before taking a vote.

All sections other than the Compliance Section should be completed by individual evaluators and the proposal should have a final score composed by the arithmetic average of the individual scores received. The maximum score is 135 points, being 20 points for Applicant Organization and 115 points for the Project Approach.

Project Title:	
Project number: <i>(given by the SVGCF and associated with CN number)</i>	

Compliance: <i>To be answered by the Secretariat</i>				
<i>All answers must be answered and a report prepared for the TAC. It is highly recommended that SVGCF Secretariat staff undertake a site visit when preparing this section.</i>				
Is the proposed Project in line with SVGCF’s mission?	Yes		No	
Is the proposed Project aligned with the Grantee’s stated mission and competencies?	Yes		No	
Is the Summary form according to the template provided and complete?	Yes		No	
Is the Proposal more than 25 pages and the annexes more than 10 pages?	Yes		No	
Does the proposal include a Log Frame, budget and schedule according to Guidelines?	Yes		No	
Is there genuine need for the project to be undertaken and is there sufficient evidence that it will make a positive difference?	Yes		No	
Is the project consistent with national, regional and international policies and strategies related to the thematic area of the project?	Yes		No	
Is the grantee capable of carrying out the proposed activities?	Yes		No	
Is this a once-off project or is it a pilot or seed project to test a new approach that might be taken to scale?	Yes		No	
Does the SVGCF have sufficient funds in this cycle to cover the stated budget in the proposal?	Yes		No	
Has the Grantee received a previous grant from the SVGCF?	Yes		No	
If the grantee has received a previous SVGCF Grant, when and how much? Was it completed and a final Close Out Report submitted?				

Applicant Organisation: <i>To be answered by SVGCF TAC</i>		
<i>Score each aspect from 1 to 5, being: 1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4 – satisfactorily, 5 – fully</i>		
Evaluation aspects	Score	Comments (if any)
Is the applicant organisation and the proposed project aligned with the SVGCF vision: “To ensure marine and terrestrial ecosystems of Saint Vincent and the Grenadines are healthy and communities are active stewards in its conservation and management.”?		
Does the proposal provide sufficient evidence that the applicant organisation is trying to address conservation and/or environmental issues that are of high priority to the country, regionally, and internationally?		
Does the Proposal provide sufficient evidence that the applicant organisation has experience with the intervention proposed?		
Is the proposal clear about how the applicant organisation will deliver the expected results and outcomes?		
TOTAL SCORE (maximum score of 20)		

Project Approach: <i>To be answered by SVGCF TAC</i>		
<i>Score each aspect from 1 to 5, being: 1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4– satisfactorily, 5 – fully</i>		
Evaluation aspects	Score	Comments (if any)
Does the title of the project provide adequate information about the project without being too lengthy or complicated?		
Is the title specific to the project		
Does the Project Summary explain why the project is important and briefly describe the goals/objectives and strategies?		
Does the Background section establish the context and describe the relationship between the applicant organisation’s mission and the proposed project?		
Is the description of the Problem clearly defined; does it describe the causes of the problem; and explain the long-term effects of the problem without the intervention(s) proposed by the project?		
Does the proposal demonstrate a clear understanding of the thematic area?		
Do the activities identified in the proposal sufficient or too extensive to achieve the proposed outcomes and within the proposed budget?		
Does the Proposal demonstrate that the proposed project addresses an important problem and that the best practices and lessons learned will contribute towards increasing the knowledge of the thematic area?		
Is the overall purpose of the Project clearly defined and is it reflective of the applicant organisation’s goals?		
Is there a clear connection between how the problem will be solved and goals of the proposed project?		
Does the Proposal define how success will be measured?		
Does the Proposal reflect realistic expectations in terms of activities identified, time frame for completion of activities and budget?		
Does the proposal thoroughly identify all the activities, and only the activities, necessary to achieve the objectives of the proposed project?		
Does the Proposal describe innovative methods for solving the problem?		
Does the Proposal describe activities for monitoring the project and for documenting lessons learned and best practices?		
Are the activities costed realistically? Does the Proposal present justification for the costs?		
Does the proposal reflect accurate calculations?		
Does the proposal describe matching funds – in kind or cash?		
Does the Proposal contain amounts for unexplained purposes (i.e. miscellaneous)?		
Does the Theory of Change expressed in the Log Frame clearly reflect the relationship in the intervention logic?		
Does the Log Frame identify how success will be measured (OVIs)?		
Does the Project describe aspects of project oversight and management?		
Does the proposal provide information on how the project will continue beyond the grant cycle, if applicable?		
TOTAL SCORE/115		

ADDITIONAL NOTES:

A large, empty rectangular box with a thin black border, intended for providing additional notes or comments. The box is currently blank.



SAINT VINCENT AND THE GRENADINES CONSERVATION FUND NARRATIVE REPORTING TEMPLATE

Name of Organisation: _____

Project Title: _____

REPORT NUMBER: (1) (2) (3) (4) (please tick)

Reporting Period: From _____ 20__ to _____ 20__

1. PROJECT INFORMATION

Summary of project objectives.

2. FINANCIAL STATUS

Summary of financial status (a detailed expenditure report is delivered together with this report).

	APPROVED BUDGET	AMOUNT SPENT	VARIANCE
SVGCF			
GRANTEE			
OTHER			
TOTAL PROJECT COST			

5. REASONS FOR LEVEL OF ACHIEVEMENT FOR EACH OUTCOME:

6. GENERAL RECOMMENDATIONS / COMMENTS:



SAINT VINCENT AND THE GRENADINES CONSERVATION FUND EXPENDITURE REPORT

Name of Organisation: _____

Project Title: _____

REPORT NUMBER: (1) (2) (3) (4) (please tick)

Reporting Period: From _____ 20__ to _____ 20__

STEP 1: Financial Summary

(To be completed after steps 2, 3, 4, and 5 are completed)

Summary of SVGCF Funds Received and Spent Per Reporting Period				
Reporting Period	Balance of Funds Brought Forward (XCD) A	SVGCF Funds Received (XCD) B	SVGCF Funds Spent (XCD) C	Balance after Expenditure (XCD) (A+B) - C = D
1st Report				
2nd Report				
3rd Report				
4th Report				
5th Report				
TOTAL (XCD)				
TOTAL (USD*)				

* Use the UN Exchange Rate for converting USD to XCD, for the whole report.

STEP 2: Expenditure Report

List all cash expenditures according to budget line item and then give the total expenditure for this reporting period (please attach original receipts and keep copies for your file).

Only SVGCF cash payments are to be included in this section.

Add rows/ create tables as required.

1. Budget Line Item:		
Receipt Number	Name of Item/Service	Cost (in local currency)
TOTAL (XCD)		
TOTAL (USD)		

n. Budget Line Item:		
Receipt Number	Name of Item/Service	Cost (in local currency)
TOTAL (XCD)		
TOTAL (USD)		

TOTAL EXPENDITURE FOR THIS REPORTING PERIOD FOR SVGCF RESOURCES

(Add all the totals for each budget line item)

	XCD	USD
Total Expenses for this Reporting Period with SVGCF resources		

STEP 3: Expenditure Report

List all cash expenditures according to budget line item and then give the total expenditure for this reporting period (please attach original receipts and keep copies for your file).

Only Cash Co-funding payments are to be included in this section

1. Budget Line Item:		
Receipt Number	Name of Item/Service	Cost (in local currency)
TOTAL (XCD)		
TOTAL (USD)		

n. Budget Line Item:		
Receipt Number	Name of Item/Service	Cost (in local currency)
TOTAL (XCD)		
TOTAL (USD)		

TOTAL EXPENDITURE FOR THIS REPORTING PERIOD FOR CO-FUNDING RESOURCES

(Add all the totals for each budget line item)

	XCD	USD
Total Expenses for this Reporting Period with Co-funding resources		

STEP 5: CUMULATIVE CASH CO-FUNDING EXPENDITURE REPORT
(Please keep receipts)

- Column (1): list the budget line items which must receive co-funding as per the approved project budget.
- Column (2): list the cash co-funding which must be raised as per approved project budget.
- Column (3): the balance of un-spent cash co-funding from the previous approved expenditure report.
- Column (4): cash co-funding received for this reporting period
- Column (5): total cash co-funding available during the reporting period (calculated: Column 3+4= Column 5)
- Columns (6), (7), (8), and (9): should indicate the actual expenditure of cash co-funding for the reporting period as stated in step 3.
- Column (10): summation of expenses financed by using cash co-funding (calculated: Columns 6+7+8+9 = Column10)
- Column (11): the balance of cash co-funding the grantee has or needs to get. (Calculated: Column 5- Column 10 = Column 11).

Add rows as required.

(1) Budget Category of Expenditure (Line items as per approved budget)	(2) Approved Project Budget (Cash Co-funding)	(3) Balance of Cash Co-funding from previous report	(4) Cash Co-funding received for this reporting period	(5) Total Cash Co-funding available for reporting period.	ACTUAL EXPENDITURES CHARGED TO CASH CO-FUNDING					(11) Balance of cash co-funding after Expenditure
					(6) 1st Reporting Period	(7) 2nd Reporting Period	(8) 3rd Reporting Period	(9) 4th Reporting Period	(10) Cumulative Expenditure	
Total (XCD)										
Total (USD)										

STEP 6: IN- KIND CONTRIBUTION REPORT

(Please keep receipts/ letters showing proof of in-kind contribution and attach originals to this report)

Name of Institution/ Person who made in-kind contribution	Budget Line Item for In-Kind Contribution	Form of In-Kind Contribution (time, equipment, types of materials, food, type of labour, land, transportation, other etc.)	Value of In-Kind Contribution (XCD)	Verification (Signature of Contributor)
			TOTAL IN- KIND CONTRIBUTION (XCD)	
			TOTAL IN- KIND CONTRIBUTION (USD)	

Total Value of In-Kind Contribution per Reporting Period

1st Report: XCD –	2nd Report: XCD –	3rd Report: XCD –	4th Report: XCD –
USD –	USD –	USD –	USD –

REPORT

SUBMITTED BY:

Name: _____

Title: _____

Signature: _____

Date: _____