St. Vincent & the Grenadines CONSERVATION Fund

Concep 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.*

1. *Certificate of registration of the applicant organization*
2. *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:**  *Mark with an X one option only.* |  | 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)* |
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**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** |
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|  |  |
|  |  |
|  |  |

**PART B: Project Description**

| **Project Title:** |  | |
| --- | --- | --- |
| **Geographic Area:**  *Country, Parish, Town, Village, community, protected area, corridor, etc. If possible, give an estimate size in hectares.* |  | |
| **Project Focus:**  *Mark with an X one option only* |  | 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:**  *Explain the specific problem area or need for which assistance is being sought. Information should be provided to justify the need or problem.* |  | |
| **Project Approach:**  *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* |  | |
| **Project Intervention Logic** | | |
| **Goal:**  *The main goal that will be attained with the project contribution* |  | |
| **Objectives:**  *List the main objectives of the project* |  | |
| **Expected Outcomes:**  *Main effects expected to happen with the project intervention* |  | |
| **Expected Outputs:**  *Main products or results expected to be delivered by the project activities* |  | |
| **Activities:**  *What will be done to deliver the outputs (main activities)* |  | |
| **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) |
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*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.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Logic of Intervention** | **Objectively Verifiable Indicators** | **Sources of Verification** | **Assumptions & Risks** |
| ***Overall Objective(s)*** | | | |
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| **Specific Objectives** | | | |
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| **Expected Results** | | | |
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| **Activities** | | | |
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**PART D: Log frame**