



THE 8th OPERATIONAL PHASE OF THE GEF SMALL GRANTS PROGRAMME

PROJECT PROPOSAL TEMPLATE¹

GENERAL REQUIREMENTS

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

The Project Proposal should be as brief as possible. The Proposal should be submitted in typed form with a maximum of 20 pages. The blue font texts in this template are guidance and explanation and can be deleted once the proposal is prepared. Additional attachments may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation.

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

PART 1: PROJECT COVER PAGE

A. GENERAL INFORMATION

Country	
Project No.	<i>For SGP Official Use as relevant. Do not write anything here</i>
Project Title ² :	
Submission date	

B. CIVIL SOCIETY/COMMUNITY BASED ORGANIZATION – APPLICANT

Name of organization	
----------------------	--

¹ This proposal template was updated in July 2021 through close consultations among SGP staff globally.

² The title must capture the essence of project and aligns to GEF focal areas

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

C. PROJECT LOCATION

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

D. GEF SMALL GRANTS PROGRAMME CLASSIFICATION (please consult NC/NSC as needed)

Each project will **select one primary SGP Strategic Initiative and one primary Focal Area** as indicated in the tables below. Projects may have secondary Strategic Initiative and Focal Areas which should be noted in the project justification and approach. Appropriate indicators should be selected in line with the primary and secondary focal areas of the project (refer to the annex 1 below)

Primary Strategic Initiative (choose one primary Initiative)		Primary Focal Area (choose one primary focal area)	
	Community-based conservation of threatened ecosystems and species		Biodiversity
	Sustainable agriculture and fisheries, and food security		Climate Change Mitigation
	Low-carbon energy access co-benefits		Land Degradation/Sustainable Land and Forest Management

E. PROJECT DURATION

Proposed Start Date	
Project duration (in months)	

F. PROJECT FINANCE

Financial sources	USD currency
Total fund request from GEF SGP	
Total fund from cofinancing (cash and in-kind)	
Total Project Cost	

G. ORGANIZATION – ELIGIBILITY

Please describe proposing organization's experience and eligibility to successfully implement the proposed project:

a) Type of organization

- ☐ Community-based organization (CBO)
☐ Civil society organization (CSO), including academic/training institution
☐ Others (describe the nature of the organization) _____

In addition, choose one or more of the following as appropriate:

- ☐ Women's group
☐ Youth Group
☐ Persons with Disabilities group

b) Length of existence and project management experience if any: _____ years

c) Briefly describe purpose and core activities of the proposing organization/group: include a mission/vision statement as appropriate (Max 500 words).

d) Briefly describe organizational structure, governance and administrative framework, including staff numbers, roles, etc. Provide an indication of the legal status with any supporting registration/legal documentation as annex. If none, provide an elaboration of its nature of existence. Provide recent audited financial statement if any. (Max 400 words)

e) Describe previous experience relevant to the proposed project, including activities related to global environmental issues; or experience with projects that focus on sustainable development at community level. (Max 400 words)

f) Please indicate the organization's prior engagement with GEF SGP (e.g. grantee, partner, etc). Yes/No: If yes, describe the nature of the involvement including involvement in specific projects and grants received.

g) How many direct beneficiaries are in the project?

Number of Direct beneficiaries

Number of Men	Number of Women	Number Youth	Number of Persons with Disabilities (PWDs)	Total beneficiaries

h) How many members are in the project Board. List the names of project Board and IDs.

--

i) What is your Current Annual budget: _____

j) Does the organization have a Constitution Certificate of Registration _____, please attach copies.

k) Has the organisation received a previous grant from other sources? If Yes, indicate in the table provided below; If No, place N/A in the table below:

Name of Project	Name of Funder	Amount of Grant (US\$)	Year

(Please add rows to the table as required)

l) Please indicate the organization's prior engagement with GEF SGP (e.g. grantee, partner, etc), i.e Has the organization received a previous grant from the GEF Small Grants Programme? (Yes) (No). If Yes, complete the table below. If NO, insert N/A in the table.

Project Number	Project Title & Location	Total Grant received	Summary of achievements from previous SGP grant	Gaps to be addressed by grant being applied for

a) *(Please add rows to the table as required)*

PART 2: PROJECT PROPOSAL

SECTION A: PROJECT FRAMEWORK

1. Project Summary

Please provide a brief summary of the project in one paragraph, including rationale and context, project objective and key expected results, include the target site and community(ies) involved. **(Max 400 words)**

2. Project Justification and Baseline

Please describe the following:

- ✓ The challenges that the project intends to address in relation to global environmental and development issues.
- ✓ How the project relates and will be contributing to the SGP Country Programme Strategy
- ✓ How the project relates to other relevant programmes supported by government, GEF and other donors, and the private sector. **(Max 500 words)**

3. Project Objectives, Results/Outputs, and Activities

Please describe the project framework and implementation plan by completing the Table 1 and Table 2 below:

- a) Primary objective: Proposed project should include environmental objective, along with development/livelihood objective as relevant.
- b) Project results: Please describe measurable changes which will have occurred by the end of the project as a result of the planned intervention (e.g. XX hectares of community management conservation area established. XX community members trained and improved on waste management).
- c) Project Outputs and Activities: Please briefly describe what will be produced as project results and outputs. Please outline few activities for each output,
- d) Project Implementation Plan and Time Frame: Please include timing of the activities, required reports, project reviews and monitoring activities.

Table 1 - Results Framework: (This is the most important part of the project proposal. Please take your time and use the guidelines provided)

Primary Objective (goal): XXXX	Specific Objectives	Acitivities	Indicators	Outputs	Outcomes
	Objective 1: XXXXX	Activity 1.1: XXXXX	Indicator 1.1:	Output 1:	
		Activity 1.2: XXXXX	Indicator 1.2:		
		Activity 1.3: XXXXX	Indicator 1.3:		
	Objective 2: XXXXX	Activity 2.1: XXXXX	Indicator 2.1:	Output 2:	
		Activity 2.2: XXXXX	Indicator 2.2:		
		Activity 2.3: XXXXX	Indicator 2.3:		
	Objective 3: XXXXX	Activity 3.1: XXXXX	Indicator 3.1:	Output 3:	
		Activity 3.2: XXXXX	Indicator 3.2:		
		Activity 3.3: XXXXX	Indicator 3.3:		
	Objective 4: XXXXX	Activity 4.1: XXXXX	Indicator 4.1:	Output 4:	
		Activity 4.2: XXXXX	Indicator 4.2:		
		Activity 4.3: XXXXX	Indicator 4.3:		

(Please add or subtract rows as applicable)

4. Community and Stakeholder Participation Plan

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

Please attach evidence in the form of minutes of meetings held in terms of stakeholder involvement. (max 500 words)

--

5. Inclusion –Women, Youth, and Persons with Disabilities:

Please describe how the project takes into consideration:

- ✓ The roles and needs of both men and women (with a special focus on the needs of women),
- ✓ Other social inclusion groups (, youths and persons with disabilities), and
- ✓ How this would be reflected in the budget, results and benefits of the project. (max 500 words)

--

6. Impact – Sustainability, Scale-up and Replication:

Please describe the sustainability of the project impact in the longer term, both environmentally and socio-economically. Outline possible steps to be taken before, during, and at project completion to ensure that the project impact will continue for many years after the project ends (i.e. who will manage the continuation of the activities/outcome, how will it be financed, etc.). (max 400 words)

--

7. Innovation

Please describe innovative aspects of the project. This may include new way of thinking, new form of organizing resources, new ways to connect within community, improvements of existing product/service/delivery process, original product/service/model of delivery, and fueling local action and organizing as groups. (max 400 words)

--

8. Knowledge Management

Please describe the plan to capture, share and disseminate the knowledge, lessons learned, and good practices gained through the implementation of the project. Please specify the knowledge products to be generated by this project.

Knowledge Product	Quantity (where applicable)
Manuals	
Brochures/Flyers	
Documentary video/DVD	

Newsletters	
Mass Media (TV, Radio)	
Photo Stories	
Case Studies	
A website with information from the project.	
A Facebook Page with information from the project.	
OTHER	

SECTION B: PROJECT RISKS, MONITORING & EVALUATION

1. Project Risks

Please describe **major risk factors** that could result in the project not producing the expected results. These should include both internal factors (e.g. technology involved fails to work as projected) and external factors (e.g., political and economic situation, etc.). Please also propose risk mitigation measures to address the potential risks.

Table 2: Risks and Mitigation Measures

#	Internal and External Risks	Possible mitigation measures
1		
2		
3		

2. Monitoring & Evaluation Plan and Indicators (please consult with the NC/NSC)

a. Project monitoring schedule

Please identify annual, mid-term, and final monitoring schedule and incorporate in the Project Framework and Implementation Plan (table 1 above).³

b. Project indicators

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

SECTION C: PROJECT BUDGET

(Please seek support from NC/NSC as needed)

1. Project Budget

Please provide budget details following the expenditure categories below, and how the funds will be spent over the project period. GEF SGP grant requests should not exceed seventy-five thousand United States Dollars (US\$75,000) per project⁴, and per Operational Phase. SGP projects generally should not exceed 2 years. **Cofinancing of equal or more amount to the SGP grant amount is encouraged. (For the**

³ Among the key issues to be addressed as part of M&E are: a) performance of the project in terms of activities and outputs; b) results of the project, in terms of achieving the outcomes and objective(s); c) mid-course correction and adjustment of the project design and plans; and d) participation of community members in the project monitoring and evaluation processes.

⁴ During GEF-8, the SGP 2.0 guidelines developed by the GEF Sec refer to a modified small grant ceiling to a maximum ceiling of \$75,000 increased from \$50,000 to be applied to the operational arrangements working with three agencies. For the UNDP-implemented SGP, the decision on the most appropriate small grant ceiling will be decided by the SGP National Steering Committee.

budget, please complete the in excel sheet attached).

ANNEX 1: INDICATORS

GEF SGP OP8 Project Indicators (please refer to M&E guidelines for details)

All SGP projects will align with at least one or more of the below global environmental indicators. The SGP priorities are aligned to that of the GEF-8 Programming Directions Paper and its outcomes to meet the GEF-8 targets. To capture global environmental benefits, GEF-8 SGP is aligned with 6 of the 11 GEF-8 core indicators.

SMALL GRANTS PROGRAMME INDICATORS FOR GEF-8

PROJECT LEVEL INDICATORS		
MANDATORY Global Environmental Indicators: A given project can be linked to at a <u>minimum one core indicator</u> ; and at <u>most three of these GEF-8 core</u> and sub-indicators below – please select what is applicable		SELECT INDICATORS THAT APPLY TO YOUR PROJECT (indicate hectares)
GEF CORE indicator 1 Terrestrial protected areas created or under improved management	1.1 Terrestrial protected areas newly created	hectares
	1.2 Terrestrial protected areas under improved management effectiveness	hectares
GEF CORE indicator 2 Marine protected areas created or under improved management (hectares)	2.1 Marine Protected Areas Newly created (hectares)	hectares
	2.2 Marine Protected Areas Under improved management effectiveness (hectares)	hectares
GEF CORE Indicator 3. Area of land and ecosystems under restoration	3.1 Area of degraded agricultural lands (cropland, range land and pasture) under restoration (hectares)	hectares
	3.2 Area of forest and forest land under restoration (hectares)	hectares
	3.3 Area of natural grass and woodland under restoration (hectares)	hectares
	3.4 Area of wetlands (including estuaries, mangroves) under restoration (hectares)	hectares
GEF CORE Indicator 4 Area of landscapes under improved practices (hectares; excluding protected areas)	4.1 Area of landscapes under improved practices (excluding protected areas) (hectares)	hectares
	4.2 Area of landscapes under third-party certification incorporating biodiversity considerations (hectares)	hectares
	4.3 Area of landscapes under sustainable land management in production systems (hectares)	hectares
	4.4 Area of High Conservation Value or other forest loss avoided (hectares)	hectares

	4.5 Terrestrial OECMs supported (hectares)	hectares
GEF CORE Indicator 5 Area of marine habitat under improved practices to benefit biodiversity (excluding protected areas)	5.3 Marine Other effective area-based conservation measures (OECMs) supported (numbers)	Total number supported
GEF CORE Indicator 6 Greenhouse Gas Emissions Mitigated (metric tons) ⁵	6.1 Carbon Sequestered or Emissions Avoided in the AFOLU (Agriculture, Forestry and Other Land Use) sector (metric tons)	metric tonnes
	6.2 Emissions Avoided Outside AFOLU (Agriculture, Forestry and Other Land Use) Sector (metric tons)	metric tonnes
	6.3 Energy Saved (Use this sub-indicator in addition to the sub-indicator 6.2 if applicable) (metric tons)	metric tonnes
	6.4 Increase in Installed Renewable Energy Capacity per Technology (Use this sub-indicator in addition to the sub-indicator 6.2 if applicable) (capacity watt)	Watts
GEF CORE Indicator 11	Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment (this is also put below under mandatory socio-economic indicators)	total beneficiariesmenwomenyouthPWDS
MANDATORY: Socio- Economic Benefit Indicators		Type
1	Number of direct beneficiaries with improved livelihoods and well-being	Mandatory
2	Number of direct beneficiaries benefitting from SGP intervention	Mandatory
3	Breakdown number of beneficiaries reached by social inclusion groups (using 0 in case a category not applicable):	
	✓ Number of Women;	Mandatory
	✓ Number of Youth;	As relevant
	✓ Number of Persons with Disability	As relevant
4	Is the project tagged (for expected contribution at project commitment stage/ report on results in final report) to closing gender gaps in one or more of the following categories (check all applicable)?	As relevant
	✓ <i>contributing to equal access to and control of natural resources of women and men</i>	
	✓ <i>improving the participation and decision-making of women in natural resource governance</i>	
	✓ <i>targeting socio-economic benefits and services for women</i>	
5	Does the project include sex-disaggregated and gender sensitive indicators (<i>at commitment stage</i>)	As relevant

⁵ Further guidance will be provided on these indicators during project implementation

6	Does the project support legal identity and legal empowerment issues?	As relevant
---	---	-------------

PROJECT LEVEL INDICATORS			
AS RELEVANT/OPTIONAL: Additional Indicators (These include both Global Environmental Benefit and Socio- Economic Benefit indicators)			Please put indicators in this column for the thematic/focal areas selected
SGP projects are multi- focal. Checkmark/Select focal area strategy used (biodiversity, climate change mitigation/ adaptation, land degradation, sustainable forest management, international waters, chemicals and waste)			Due to multi-focal nature of SGP interventions, projects can select from all indicators across all focal areas while highlighting the focal area that will be their primary strategy.
1	Names and Number of target landscapes/seascapes under improved community conservation and sustainable use	BD	
2a	Number of terrestrial Protected Areas (PAs) influenced	BD	
2b	Number of marine Protected Areas (PAs) influenced	BD	
3	Number of ICCAs identified, supported and strengthened; Hectares of ICCAs	BD	
4	Number of sustainably produced biodiversity and agrobiodiversity products	BD	
5	Number of globally significant species with maintained or improved conservation status	BD	
6	Number of community members with improved actions and practices on agriculture, land and water management	LD	
7	Number of <u>new or sustained</u> farmer leaders adopting and demonstrating improved agriculture and agroecological practices.	LD	
8	Number of <u>new or sustained</u> farmer groups or networks, advocating and disseminating improved agriculture approaches and practices.	LD	
9	Number of partnerships to advance sustainable agriculture and fisheries and/or food security (such as diversification, sustainable intensification, sustainable fisheries management, agroecological farming practices, climate-smart agriculture, certification programmes, local sourcing initiatives, waste reduction and circular economy, etc.)	LD, BD	
10	Number of projects working on: renewable energy (biomass, hydro, solar photovoltaic, solar thermal, other); energy efficiency, sustainable transport; and conservation/ enhancement of carbon stocks.	CC	
11	Increase in installed renewable energy capacity from community-scale systems (e.g., biomass, micro-hydro, solar, etc.)	CC	
12	Number of locally adapted solutions promoting low-carbon technologies (such as new/modified biogas	CC	

	technology, locally developed energy-efficient stoves, innovative uses of solar/wind energy, etc.)		
13	Number of households achieving energy access and co-benefits (such as, ecosystem effects, income, health and others)	CC	
14	Area of Forests and non-forest lands with restoration and enhancement of carbon stocks initiated through completed projects (hectares)	CC	
15	Number of projects working on (check mark categories applicable): awareness and outreach solid waste management (reduce, reuse, recycle); sustainable pesticide management; organic farming; development of alternatives to chemicals	C&W	
16	Checkmark and report all that apply: Kg of pesticides avoided, reduced or prevented; Kg of solid waste prevented or reduced (such as plastics, domestic waste, agricultural waste etc); Kg of harmful chemicals avoided from utilization or release; Kg of e-waste collected or recycled; Kg of mercury avoided, reduced or sustainably managed	C&W	
17	Number of <u>new or sustained</u> local to global coalitions and networks on chemicals and waste management established or strengthened	C&W	
18	Number of local policies and regulations developed to protect river-basin and marine ecosystems	IW	
19	Tons of land-based pollution (such as solid waste, sewage, wastewater, and agricultural waste etc.) avoided, reduced or prevented from entering the waterbodies	IW	
20	Number of policy recommendations or advocacy initiatives related to land-based pollution as a result of SGP project	IW	
21	Hectares of river/lake basins applying sustainable management practices through projects' intervention	IW	
22	Number of people mobilized to support marine/river conservation	IW	
23	Names of regional transboundary waterbodies/ Strategic Action Plans (SAPs) if applicable	IW	
24	Number of community-based sustainable solutions in urban landscapes (e.g., transport, biodiversity conservation, chemical and waste management, energy efficiency, watershed protection, etc.)	All focal areas	
25	Number of organizations with capacities built or developed (record for both): number of civil society organizations (CSOs), number of community-based organizations (CBOs)	All focal areas	
26	Number of beneficiaries with improved capacity	All focal areas	
Cross-cutting social inclusion project level indicators			

27	Project led by women and/or institutes mechanisms for increased participation of women in decision-making? (Yes/ No)	GENDER	
28	Number of youth organizations engaged with as part of SGP intervention	YOUTH	
29	Number of PWD (persons with disabilities) organizations engaged as part of SGP intervention	PWD	
30	Amount of grant funding of total grant portfolio accessed by: (a) women and/or women's groups; (b) youth and/or youth-led groups; .	inclusiveness	
31	Number of grantees received supporting legal identity and legal empowerment issues including the participation of vulnerable groups	inclusiveness	
32	Number of high-level policy changes associated with increased community participation in multi-stakeholder dialogue platforms	inclusiveness	
33	Number of representatives from social inclusion group (women, youth, persons with disability, farmers, other marginalized groups) meaningfully engaged in multi-stakeholder dialogue platforms	inclusiveness	
36	Number of CSO-government-private sector dialogues formed or strengthened.	inclusiveness	
KEY			
BD	BIODIVERSITY		
CC	CLIMATE CHANGE		
CH	CHEMICALS		
LD	LAND DEGRADATION		
IW	INTERNATIONAL WATERS		

ANNEX 1: INITIAL SCREENING

QUESTIONNAIRE BY APPLICANT GRANTEE

Grantee's Information

Project Title	
Name of applicant grantee	
Date	

Initial screening

Exempted Activities		
Does the project fall <i>exclusively</i> into the following categories? <i>Projects that are comprised <u>entirely</u> of one or more of the following may be exempt from full screening. Projects are not required to fall into one or more of these categories for consideration.</i>	Yes	No
• Preparation and dissemination of reports, documents and communication materials		
• Organization of an event, workshop, training		
• Strengthening capacities of partners to participate in international negotiations and conferences		
• Partnership coordination (including UN coordination) and management of networks		
• Global/regional projects with no country-level activities (e.g. activities such as knowledge management, inter-governmental processes)		

Conclusion of NC

Exempted	Yes	No

ANNEX 2: SOCIAL AND ENVIRONMENTAL SCREENING TEMPLATE

As part of the grant proposal submission, applicants will be requested to fill out this form on social and environmental risks associated with the proposed activities. If there are no potential risks expected for a particular category, please indicate “not expected” for potential risk and “not applicable or N/A” for the proposed mitigation measure.

Category	Potential risk	Proposed management measure
Stakeholder engagement. Describe potential risks of excluding certain stakeholders, particularly people of socially marginalized groups.		
Gender equality and women’s empowerment. Describe risks of potential adverse impacts on gender equality and women’s empowerment.		
Biodiversity and Natural Resources. Describe risks associated with potential adverse impacts to biodiversity or natural resources.		
Climate change and disaster risks. Describe the vulnerability of the proposed activities to potential impacts of climate change or natural disasters.		
Community health & safety. Describe risks associated with potential adverse impacts to community health and safety.		
Cultural heritage. Describe risks associated with potential adverse impacts to cultural heritage.		
Displacement and resettlement. Confirm that the proposed activities will not result in economic or physical displacement or resettlement.		
Labor and Working Conditions. Describe risks associated with potential non-compliance to national labor laws.		
Pollution prevention. Describe risks associated with potential adverse impacts of pollution.		