

CEPF LOI Template

Tropical Andes Biodiversity Hotspot

(For small grant submissions only)

Table of Contents

CEPF LOI TEMPLATE	1
SECTION 1: CONTACT AND ORGANIZATION SUMMARY	2
SECTION 2: BASIC PROJECT INFORMATION	4
SECTION 3: PROJECT LOCATION	4
SECTION 4: PROJECT CONCEPT	5
SECTION 5: PROJECT PARTNERS AND STAKEHOLDERS:	6
SECTION 6: ELIGIBILITY AND SAFEGUARDS	7
SECTION 7: LOGICAL FRAMEWORK	11
SECTION 8: BUDGET SUMMARY	11

LOI Instructions

- Please complete the letter of inquiry per the questions on each page.
- Remember to follow the guidance in the call for proposals (CfP) and the strategy described in the Ecosystem Profile.
- You are welcome to provide supporting documents, such as maps or letters of community support, as attached files with the submission of this LOI.
- Please contact the Regional Implementation Team (see the CfP for contact details) if you have any questions about your project concept or how to complete this LOI form.

Ineligible Use of Funds

CEPF will **not** fund the capitalization of trust funds, the purchase of land, the involuntary resettlement of people, or the removal or alteration of any physical cultural property under any circumstances.

Section 1: Contact Summary

About the Applicant

Name:	
Email:	

About Organization

Applicant Organization Legal Name:	
Short Name/Acronym:	
Total Permanent Staff:	
Organization Type:	Select one of the following ¹ <i>Local organisation/International organisation</i>
Organization Status:	Select one of the following ² Community group, Association, Producers' cooperative, Non governmental organization, academic/research institute, private entity/small business, governmental or parastatal agency

¹ CEPF defines a "local organisation as one that is legally registered in one of the countries in the hotspot where the project is being implemented and that has an independent board of directors or independent organisational structure. Organizations that do not meet these criteria are considered international organizations.

²Governmental or parastatal agency: If you represent a government-owned enterprise or institution, you are eligible only if you can establish that the enterprise or institution:

- Has a legal personality independent of any government agency or actor
- Has the authority to apply for and receive private funds
- May not assert a claim of sovereign immunity

Year Organization Established: (Attach certificate of legal existence. Annex 1 in the online form for sending your LOI)	
Telephone:	
Telephone country code:	
Fax:	
Website address:	
Official email:	

Mailing Address

Address Line 1:	
Address Line 2:	
City:	
State or Province:	
Country:	
Postal Code:	

Physical Address – if different from mailing address above

Address Line 1:	
Address Line 2:	
City:	
State or Province:	
Country:	
Postal Code:	

Organization Chief Executive:

Title:	
Given Name:	
Family Name:	
Country:	
Telephone:	
Telephone country code:	
Email:	

History and Mission Statement *(Provide a brief description of your organization’s history and mission, including experience relevant to the proposed project for the last five years).*

Enter Text Here

Ineligible Recipients of Funds

Government agencies, and organizations controlled by government agencies, are **not** eligible to receive CEPF funds.

Do you represent, or is your organization controlled by, a government agency?

Yes/No

Government-owned enterprises or institutions are eligible only if they can establish the following – please answer the following questions and submit the relevant documentations to support your answers if applicable.

If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution has a legal personality independent of any government agency or actor?

Yes/No

If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution has the authority to apply for and receive private funds?

Yes/No

If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution may not assert a claim of sovereign immunity?

Yes/No

Section 2: Basic Project Information

Strategic Direction from the CEPF Ecosystem Profile: (Enter the single strategic direction this proposal aims to address. Use the exact number – Strategic Direction 1, Strategic Direction 2, etc. – and wording from the Ecosystem Profile for this region found on <http://andestropicales.net/lineas-estrategicas/>) **Only Strategic Directions 1-4 are eligible for the current call.**

Enter text here

Investment Priorities: (List one or more investment priorities that this proposal aims to address. Use the exact wording from the Ecosystem Profile.)

Enter text here

Project Title: (10 words or less, please make sure to capitalize all the major words of your title)

Enter text here

Section 3: Project Location

In every region of investment, CEPF’s grant making is guided by an Ecosystem Profile that defines conservation priorities at corridor and site scales. If relevant, please identify the country(s), corridor(s), and site(s) where your project will take place.

<p>Country(ies): <i>Please list Country(ies) where project activities will occur</i></p>	
<p>Corridor(s): <i>If project activities will occur in one or more corridors identified in the Ecosystem Profile, list them here</i></p>	
<p>Key Biodiversity Area(s): <i>If project activities will occur in one or more KBAs identified in the Ecosystem Profile, list them here</i></p>	
<p>If project activities are in one or more protected areas, please give the name and area (in hectares) of each.</p>	
<p>Protected Area Authority, Manager, or Owner: <i>If you propose to work in a specific location or protected area, describe who is the recognized legal manager of the area, or who can claim tenure of the area. This could be, for example, an individual owner; community owners</i></p>	

Section 4: Project Concept

Project Rationale-*Describe the conservation need addressed by the project (i.e. key threats and/or important opportunities). Explain what would happen if the project was not implemented.*

Enter text here

Project Approach – Describe the proposed strategy and actions of the project in response to the conservation need stated above, including a summary of project objectives, components, and key activities, if available at this stage. Describe any potential risks you face in implementing this plan and/or critical factors influencing project achievement.

Enter text here

Project Duration	Start date:
	End date:
	Total # months:

Project Impact -List the anticipated conservation impacts of the project. This information will be presented again in the Logical Framework. Remember that project impacts should be aligned with the Outcomes and Intermediate Targets of the Ecosystem Profile Logical Framework (Ch. 14).

Enter text here

Link to CEPF Investment Strategy – Describe how the project advances the goals of the Ecosystem Profile. Make reference to the Strategic Directions, Investment Priorities, and the Logical Framework.

This program directly links to the following CEPF investment strategies:

Enter text here

Section 5: Project Partners and Stakeholders:

In the first section list the project partners (e.g., government agencies, universities or private companies) that will be directly involved in the implementation of this project. Describe their expected roles and any consultations undertaken to date in the preparation of this LOI.

In the second section list the project stakeholders (e.g., local communities, government agencies or landowners) who will not be directly responsible for project implementation, but will participate as collaborators or beneficiaries. Describe their expected roles in the project and consultations undertaken for the preparation of this ILC.

(A)	Partners (organizations responsible for implementation of project activities):	
Name of the partner	Role in the project and consultations carried out to date	

--	--

*If a consortium is proposed, indicate partner organizations, and attach appropriate Letters of Commitment in Annex 2 in the on-line form for sending you LOI.

(B)	Stakeholders (other actors that benefit from or influence project outcomes):	
	Name of Individual or Organization	Role in the project and consultations carried out to date

Long-term Sustainability/Replication – Describe how project components or results will continue or be replicated after CEPF funding ends.

Enter text here

Organizational Strengths: Provide a brief statement describing **why your organization is best suited** to undertake this project. (For example, your organization has long-standing efforts in the area or was invited by appropriate local stakeholders.)

Enter text here

Section 6: Eligibility and Safeguards

The following questions help CEPF determine the eligibility of your organization or proposed project activities to receive CEPF funds. Where possible, you may revise your strategy to avoid these elements or you may wish to consult the “Resources” section at www.cepf.net that provides links to additional funding sources and resource sites.

Safeguard Questions

The following questions help CEPF determine if your project triggers any social or environmental safeguard. CEPF is required to assess all applications to determine if safeguards are triggered, and if so, whether or not appropriate mitigation measures need to be included in project design and implementation. Selecting “yes” to any of the questions below will not necessarily preclude your project from being funded. For further information on CEPF application of safeguards please refer to <https://www.cepf.net/stories/what-are-safeguards-and-why-do-we-need-them>. If the answer to one or more of the following questions is marked Yes, please provide detailed information in the respective section marked **Justification I, II, III, IV or V**.

Environmental Aspects

Please answer “yes” or “no” to the following questions.

Will the proposed project involve activities that are likely to have adverse impacts on the environment?

Enter text here

Will the proposed project support any physical construction or rehabilitation?

Enter text here

Will the proposed project support any building of trails?

Enter text here

Will the proposed project require you or your team to interact with live animals?

Enter text here

Will the proposed project support any forestry activities?

Enter text here

Justification I - If the answer to one or more of the above questions is marked Yes, summarize the potential impacts and how these might be avoided or mitigated. Describe proposed consultation process and assessments that will be undertaken to inform project design, as well as measures to address environmental issues.

Your justification:

Social Aspects

Please answer “yes” or “no” to the following questions.

Will the proposed project support activities in an area used or inhabited by Indigenous Peoples?

Enter text here

Will any proposed impact from the grant negatively affect the livelihoods of Indigenous Peoples either in the area or somewhere else?

Enter text here

Will the proposed project involve activities that are likely to have adverse impacts on the local community?

Enter text here

Will the proposed project result in the strengthened management of a protected area?

Enter text here

Will the proposed project result in reduced or restricted access to the resources in a protected area?

Enter text here

Will the proposed project result in removal or eviction of anyone from a protected area?

Enter text here

Justification II - If the answer to one or more of the above questions is marked Yes, summarize the potential impacts and how these might be avoided or mitigated. Describe proposed consultation process and assessments that will be undertaken to inform project design, as well as measures to address social issues.

Your justification:

Pest Management

Please answer “yes” or “no” to the following questions

Will the project involve use of herbicides, pesticides, insecticides or any other poison?

Enter text here

Will the proposed project pay for the manufacture, acquisition, transport, application, storage, or disposal of pesticides, including the costs of materials, equipment, and labor?

Enter text here

Will the proposed project pay for the planning, management, or supervision of work which involves the general use of pesticides or animal control as described in the points above?

Enter text here

Justification III - If the answer to one or more of the above questions is marked Yes, please provide the name of the pesticide, herbicide, insecticide or poison you intend to use. In addition, summarize the potential impacts and how these might be avoided or mitigated. Describe proposed consultation process and assessments that will be undertaken to inform project design, as well as measures to address pest management issues.

Your justification:

Health and Safety

Please answer “yes” or “no” to the following questions.

Will the proposed project have any activities that might impact the *health* of project staff or any other people associated with the project in any way?

Enter text here

Will the proposed project have any activities that might affect the *safety* of project staff or any other people associated with the project in any way?

Enter text here

Justification IV – If the answer to one or more of the questions above is Yes, please provide an explanation of the potential impacts and how these might be avoided or mitigated.

Your justification:

Physical Cultural Resources

Will the project involve the removal or alteration of any physical cultural resources (defined as movable or immovable objects, sites, structures, and natural features and landscapes that have archeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance)?

Enter text here

Justification V – If the answer to the question above is Yes, please provide an explanation of the potential impacts and how these might be avoided or mitigated.

Your justification:

Section 7: Logical Framework

Key terms

Long-term impact: The END GOAL to which your project contributes; it will occur between 3 and 5 years after your project (it is recommended to write long-term impacts based on the goals established in the logical framework of the Ecosystem Profile 2021).

Short-term impact: The MEASURABLE IMPACTS that your project will achieve by the end of your CEPF grant (it is recommended to write short-term impacts based on the intermediate targets established in the logical framework of the Ecosystem Profile 2021).

Component: CEPF project components are a collection of results, and together, the components produce/achieve your short-term impacts. Components are like a category – they are a way of grouping your deliverables together into a kind of theme and are meant to help you describe and then plan and manage your project. There is no “rule” as to how many components you should have for a CEPF grant – this will vary depending on your project’s size and complexity.

Outputs or deliverables: The tangible RESULTS needed for your impacts to happen (e.g., management plan, training program, number of nurseries).

Activities: ACTIONS you will carry out that lead to tangible deliverables. Each deliverable can have more than one activity.

Please add as many rows and columns as you need to the table below.

STRATEGIC DIRECTION: <i>Indicate a single strategic line of the Ecosystem Profile.</i>	
INVESTMENT PRIORITIES: <i>Indicate one or more Investment Priorities, especially those that correspond to the chosen strategic line or others that are complementary.</i>	
Long term impacts (3+ years)	
Long term impact	Intermediate Targets from the Logic Framework of the Ecosystem Profile
<i>[List in bullet form, and add as many rows as required]...</i>	
Short term impacts (1-3 years)	
Short term impact	Intermediate Targets from the Logic Framework of the Ecosystem Profile
<i>[List in bullet form, and add as many rows as required]...</i>	

Components	1 st Quarter Activities	2 nd Quarter Activities	3 rd Quarter Activities	4 th Quarter Activities
Component 1. <i>[Please fill in component 1 here]:</i>				

CRITICAL ECOSYSTEM PARTNERSHIP FUND

CEPF Hotspot: Tropical Andes

Output/ Deliverable 1.1 Fill in output/deliverable here	Fill in activity here....
Output/ Deliverable 1.2	Fill in activity here.....
Component 2. [Please fill in Component 2 here]:				
Output/ Deliverable 2.1 Fill in output/deliverable here				
Output/ Deliverable 2.2				

Section 8: Budget Summary

Please add as many rows to each budget category as you may need.

Salaries and Benefits			
Name	Title	Amount Requested (US\$)	Description
		\$	
		\$	
		\$	
		\$	
<i>Line 1: Salaries and benefits sub-total</i>		\$	
Consultancies and Professional Services			
		\$	
		\$	
		\$	
<i>Line 2: Consultancies and professional services sub-total</i>		\$	
Furniture and Equipment			

Item/Service	Amount Requested (US\$)	Description
	\$	
	\$	
	\$	
<i>Line 3: Furniture and equipment sub-total</i>	\$	
Other Direct Costs		
Office Rent and Utilities	\$	
Telecommunications	\$	
Postage and Delivery	\$	
Field and Office Supplies	\$	
Maintenance	\$	
Travel	\$	
Meetings and Special Events	\$	
Bank Fees and Insurance	\$	
<i>Line 4: Other direct costs sub-total</i>	\$	
Line 5: Total Direct Costs (Line 1 + 2 + 3 + 4)	\$	
Line 6: Management Support Costs	Percent	% Dollars
Line 7: Total Line 5 (Direct Costs) and Line 6 (Management Support Costs)	\$	

CRITICAL ECOSYSTEM
PARTNERSHIP FUND

CEPF Hotspot: Tropical Andes

Sub-Grants		
Sub-Grantee Organization	Amount Requested (US\$)	Description
	\$	
	\$	
<i>Line 8: Sub-grants sub-total</i>	\$	
Line 9: Total amount requested from CEPF (Line 7 + Line 8)		
Counterpart Funding		
Source of Funds	Total Funds (US\$)	Description
	\$	
	\$	
	\$	
<i>Line 10: Counterpart funding sub-total</i>	\$	
In-Kind Contributions		
Description of Contribution	Total Funds (US\$)	
	\$	
	\$	
	\$	
<i>Line 11: In-kind contribution sub-total</i>	\$	
Line 12: Total Project Budget (Line 9 + Line 10 +Line 11)	\$	