



**APPLICATION FORM
FOR
ENHANCED DIRECT ACCESS (EDA) GRANT FACILITY**

In the narrative description, the applicant explains why the project is important, how it will help to solve one or more environmental problems, the innovation, where the project will take place, and who will undertake what actions. The narrative description needs to explain how the work will be organised to produce a successful project with concrete results.

For official use

Checked by: Date:

Remarks:
.....



GUIDELINES FOR NARRATIVE DESCRIPTION

The cover page is the first page of your full application. It should be filled out clearly, so that the EDA Grant Facility has your complete contact information. Note that there should be a cover letter to be submitted alongside the proposal. The cover letter shall not exceed two pages.

Application for Funding

Name of Organisation: _____

Type of business/organisation: Communal Conservancy Community Forest Conservancy (ies)
Overlapping with Community Forest(s) Cluster(s) of Conservancies/Community Forests
(Specify):.....

Registration Certificate Number/Government Gazette Number: _____
(Please attach registration document to project proposal)

Project Title: _____

Location: _____

Contact Person/s: _____ **Initials:** _____

Postal Address: _____
(Indicate accessible
P.O Box and owner if not yours) _____

Physical Address _____

Tel: _____ **Fax:** _____

Mobile: _____ **Email:** _____

Climate Change Action Focus Area: Mitigation Adaptation Cross-cutting

Estimated total project cost: **N\$** _____

Amount requested from the EIF: **N\$** _____

Match/Own Contribution: **N\$** _____

Duration of project: _____

Signature of applicant: _____ **Date submitted:** _____

1. BACKGROUND AND PROBLEM/OPPORTUNITIES (600 words)

- 1.1. Geographic location – Region, Constituency, Locality (town, village, settlement, etc)
- 1.2. Background of the proposed project area and community (including socio-demographic data)
- 1.3. Description of the socio-economic or environmental problem(s) or opportunity(ies) that the proposed project intends to address or exploit.

2. TECHNICAL AND INSTITUTIONAL CAPACITY OF PROPONENT (300 words)

- 2.1. Describe the proponent organisation(s)' technical expertise, institutional and administrative capacity to manage and implement the proposed project (including track record in implementing similar projects; human and financial resources; and financial management, procurement and reporting procedures/standards.

3. RATIONAL, GOALS AND OBJECTIVES (500 words)

- 3.1 Briefly summarize the climate change related problem that the proposal is designed to tackle, identify the key objectives of the proposal and explain the advantages of the chosen solution to this problem in supporting a transition to climate resilient, low carbon development and/or scaling-up access to climate finance.
- 3.2 Project activities - preferably listed per each objective

4. TECHNICAL PROJECT DESCRIPTION AND IMPLEMENTATION (800 words)

- 4.1 Demonstrate/motivate how the stated goal and objectives will address identified problem(s) or take advantage of the opportunity (ies).
- 4.2 Discuss the baseline statements and how the proposed interventions will contribute towards increasing climate change resilience, reduce climate change vulnerability and/or low carbon development.
- 4.3 Discuss positive outcomes anticipated as a result of project implementation and demonstrate linkages with climate change objectives and focal areas.
- 4.4 Highlight any appropriate technologies and innovative approaches to be used taking in account gender sensitivity issues.

5. INNOVATION, TRANSFORMATION, IMPACT

- 5.1 Describe what innovative approaches the project intends to use to transform the conditions stated under 1.3 substantially and achieve desired objectives. (300 words).
- 5.2 Also use the table below to describe the expected project outcomes against the GCF aligned impact areas (do not exceed 80 words).

Table 1. Project Impact

PERFORMANCE RATING	DESCRIPTION
1. Impact Potential	Describe how many people and/or households will potentially be impacted by the project segregated by gender and other key indicators such employment opportunities.
2. Paradigm Shift	Describe how the project will permanently address climate change challenges by introducing new ways of doing business
3. Sustainable Development Potential	How will the project contribute towards Sustainable Development in Namibia?
4. Need of the Recipients	Demonstrated how the communal conservancy and community forest were consulted.
5. Local Level Ownership	Demonstrate that the project has community ownership and the interventions proposed are accepted by the local communities
6. Efficiency and Effectiveness	Describe how efficient and cost effectiveness are the proposed interventions

6. PROJECT RISKS

6.1 Discuss any risks (other than social or environmental discussed under Section 12 below), which may come from implementing the proposed project. Also outline how these will be averted or reduced.

6.2 If any potential adverse impact is identified, outline how these will be averted or reduced.

Table 2: Risk

Project Risk	Type (Financial, Technical, Political, etc.)	Risk Rating (High, Moderate, Low)
1.		
Mitigation Action:		
2.		
Mitigation Action:		
3.		
Mitigation Action:		

7. PROJECT FRAMEWORK

7.1 Fill in project workplan template provided below

7.2 Management Plan – outline project implementation structure: e.g. identify project leaders with their expertise and experience to demonstrate their capacity to manage the envisaged project; also identify any committees to be involved and their responsibilities.

7.3 Outline any additional external support and partnerships e.g. cooperation/partnerships with other entities.

Table 3: Project Workplan

Notes: The Project Workplan, Budget and Action Plan are all linked via the Objectives and Activities. Thus the Workplan lists the results / outputs / outcomes expected from each Activity, the Budget has the cost of each Activity and the Action Plan shows when the Activities will take place, when the outputs will be achieved, when reports are due and when the applicant needs the next tranche of funding.				
Explanation: What are the Objectives of the project (Column 1)? What are the Activities that will be undertaken to achieve each Objective (Column 2)? What tangible Results (outcomes / outputs) will the project produce (Column 3)? How will you verify the Results (Column 4)? And how will these tangible products make a difference to the environment, climate resilience and/or to peoples' livelihoods i.e. what are the expected Impacts?				
Objectives	Activities	Results/outputs/outcomes	Means of verification	Impact Indicators
1. To ...	1.1 Select ... 1.2 Recruit ... 1.3 Gather ... 1.4 Hold ...	1.1.1 XXXXXXXX, 1.1.2 YYYYYYYY 1.2.1 1.3.1		
2. To ..	2.1 Identify ... 2.2 Look ...			
3. To ..	3.1 Agree ... 3.2 Partnership. 3.3 Implement ...			
Examples of adaptation indicators: Number of people access to water, area of land under conservation, area of land rehabilitated, number of people access to food, area of land under climate smart agriculture, reduction of the number of households affected by drought, percentage of total livestock killed by drought, forest area impacted by wildfire per year; umber of cubic meters of water conserved; Percentage of additional fodder for grazing livestock; Increase in the percentage of climate resilient crops being used, etc.				
Examples of mitigation indicators: CO2 emission, renewable energy output, access to renewable energy, etc.				

8. PROJECT BUDGET

- Budget must be in Namibia Dollars.

Use the budget template provided and make sure to fully indicate:

- Total project cost;
- Amount requested;
- Own contribution/Contributions by other partners. To be complete, a budget submitted by an organisation must include a section on match funding. This must state and itemise the sources and description of those items to be counted as counterpart contributions. The EDA Project requires that organisations contribute **fifteen percent (minimum)** of total budget as their contributions. Proposals submitted without counterpart contributions will be regarded as incomplete and will be returned to the submitting organisation for correction.
- Is match funding secured, if yes, a match funding table indicating donors and their contribution should be included
- Management fee is permissible on not more than 8% of the total requested from the EDA Project. Project operational and technical support costs should not exceed 15%.
- Justification - All large and unusual expenditures that are being proposed must have an accompanying justification attached to the budget submission. This requirement will be applied specifically, for but not limited to, commodity and personnel costs and the degree of justification will be at the discretion of the review team (TAP)