

10. MONITORING AND EVALUATION PROCEDURES

- Template to be developed for completion (by M&E Officer and grantee) after approval.

11. SUSTAINABILITY PLAN

- Demonstrate how the project will function on its own after EDA funding (100 words).

12. ENVIRONMENTAL AND SOCIAL SAFEGUARDS (ESS)

Categorise the ESS status (Annexure 1) of the project and justify the categorisation (100 words). Please consider carefully the anticipated and perceived environmental and social impacts of the proposed. Use the table provided at the end of this form as basis and categorise such impacts, precisely as possible, as follows:

- **Category A:** Projects that are likely to induce significant and/or irreversible adverse environmental and/or social impacts, or to significantly affect environmental or social components in the implementation areas. Likely impacts are few in number, site-specific, largely reversible, and readily minimized by applying appropriate management and mitigation measures.
- **Category B:** Projects are likely to have detrimental site-specific environmental and/or social impacts that are less adverse than those of Category 1 projects.
- **Category C:** Projects do not directly or indirectly affect the environment adversely and are unlikely to induce adverse social impacts. They do not require an environmental and social assessment.

13. APPENDICES

The use of appendices as part of the project proposal format is optional but where these would improve the presentation and chance of the proposal being funded, its use is highly recommended.

- Some of the items that could appear in the appendix of a proposal include letters of endorsements, maps of project location, resumes of key personnel and expanded descriptions of methodology.
 - Completed ESS Annexure as per section 12 of this template.
 - Letters of endorsement - A submitting organisation may wish to include letters of endorsement from government ministries or departments indicating approval and support for the proposed project. Letters may also come from members of society indicating capability within the organisation or its experience in the particular activities to be undertaken under the proposal. Entities that apply on behalf of community-based organisations or communities and related structures.
 - Maps of project location - These may be submitted if they will assist in evaluation of the proposals especially in resolving conflict in the areas of land tenure, designated reserves and conservation areas, etc.
 - Resumes of key personnel - The acceptance of key personnel in the implementation of project activities can be made easier by the presentation of detailed resumes showing experience and qualifications relevant to the tasks they are to perform.
 - Partnership agreements with support organisations
 - Expanded project description - Some organisations may wish to provide the review team with more details of their methodologies to be used for implementation of the project. This level of detail could best be accommodated in the form of an appendix.

CHECKLIST FOR APPLICANTS (Mark with X)

	I have read the Guidelines for Applicants document.
	I have completed all sections of the application form as per sections below.
	Guidelines for narrative description
	1. Background and problem/opportunities (600 words)
	2. Technical and institutional capacity of proponent (300 words)
	3. Rational, goals and objectives (500 words)
	4. Technical project description and implementation (800 words)
	5. Innovation, transformation, impact (5.1 Innovative approaches – 300 words)(5.2 Project outcomes in line with GCF impact areas - 80 words) (Table1: Project Impact)
	6. Project risks (Table2: Project Risk)
	7. Project framework (Table3: Project Workplan)
	8. Project budget (Table 4:Budget breakdown)
	9. Project timeline (Table5: Project action plan)
	10. For office use only
	11. Sustainability plan (100 words)
	12. Environmental and Social Safeguards (ESS) (refer to Annexure 1) (100 words)
	The appropriate office bearers have signed the form.
	I have kept a copy of my application.
	I have attached copies of required partnership agreements and or endorsement letters
	I have written permission from the landholder on which the project will be undertaken (if applicable).
	I have consulted with the Project Staff on the project proposal for guidance.
	I have written a cover letter for the proposal.
	I have submitted a Monitoring and Evaluation Plan.
	I have obtained a No Objection letter from the Communal Conservancy or Community Forest
	I have completed the ESS annexure as per section 12 of the form

14. Applicant's Declaration

On behalf of (applicant organisation)

I/we (full name/s of representative/s)

declare that all information provided is true and correct, that the full information has been provided and we have fully disclosed any direct or indirect interest that may affect other parties.