



## APPLICATION FORM FOR GRANT FUNDING

### ***“BUILDING RESILIENCE OF COMMUNITIES LIVING IN LANDSCAPES THREATENED UNDER CLIMATE CHANGE THROUGH AN ECOSYSTEMS-BASED ADAPTATION APPROACH” (SAP006-EbA) PROJECT***

In the narrative description, the applicant explains why the project is important, how it will help to solve one or more climate change problem(s), 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 ensure a successful project with concrete results.

### **For official use**

Checked by: ..... Date: .....

Remarks: .....  
.....



REPUBLIC OF NAMIBIA

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM



GREEN  
CLIMATE  
FUND



Environmental Investment Fund  
of Namibia | ensuring sustainability

#### **GUIDELINES FOR NARRATIVE DESCRIPTION**

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

Name of Organisation: \_\_\_\_\_

Type of organization: \_\_\_\_\_

Registration number / ID number of applicant(s): \_\_\_\_\_

(Please attach registration document if any / Namibian ID copy to project proposal).  
Informal community groups to attach a copy of the constitution and signed resolution.

Project Title: \_\_\_\_\_

Location of project :

Landscape	Indicate landscape with X
Kavango East and West	
Kunene North	
Kunene South and Daures	
Lower Eastern	
North Central	
Southern	
Zambezi East	
Zambezi West	

Contact Person/s: \_\_\_\_\_ Initials: \_\_\_\_\_

Postal Address: \_\_\_\_\_

(Indicate accessible  
P.O Box and owner if not yours) \_\_\_\_\_

\_\_\_\_\_

Physical Address \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Estimated total project cost: N\$ \_\_\_\_\_

Amount requested from the EIF / SAP006-EbA PROJECT: N\$ \_\_\_\_\_

\_\_\_\_\_

Match/Own Contribution: N\$ \_\_\_\_\_

Duration of project: \_\_\_\_\_

Climate Change Action Focus Area:  Mitigation  Adaptation  Cross-cutting

EbA Project Investment Window:  Restoration and Climate proofing  Eco – Enterprise

Was project previously funded by EIF or any other agency:  Yes  No

If yes by whom \_\_\_\_\_ Amount :N\$ \_\_\_\_\_

<sup>1</sup>Signature of applicant: \_\_\_\_\_ Date submitted: \_\_\_\_\_

<sup>1</sup> Only applicable to hardcopy or scanned applications

## 1. BACKGROUND AND PROBLEM/OPPORTUNITIES

- 1.1. Geographic location – Region, Constituency, Locality (town, village, settlement, etc) and landscape.
- 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 with an integrated landscape management approach.

## 2. GOALS AND OBJECTIVES

- 2.1. Project goal and objectives.
- 2.2. Project activities - preferably listed per each objective.
- 2.3. Brief summary of the climate change related problem that the proposal is designed to tackle.

## 3. TECHNICAL PROJECT DESCRIPTION AND IMPLEMENTATION

- 3.1. Demonstration/motivation of how the stated goal and objectives will address identified problem(s) or take advantage of the opportunity(ies).
- 3.2. Description of the positive outcomes anticipated as a result of project implementation and demonstration of linkages with EbA Project objectives and focal areas or with specific investment priorities in case if funded.
- 3.3. Description of the appropriate technologies and innovative approaches the project intends to use to transform the conditions outlined under 2.3 in order to achieve its desired objectives.

## 4. PROJECT RISKS AND IMPACTS

- 4.1. Presentation of any risks (social or environmental) which may come from implementing the proposed project. Also, outline how these will be averted or reduced in Table 1.
- 4.2. Description of any impact the proposed project will have (negative or positive) on women, girl children and marginalise indigenous communities living in target landscapes. If any potential adverse impact is identified, outline how these will be averted or reduced.

**Table 1: Project Risks and Mitigation Framework**

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

## 5. PROJECT FRAMEWORK

- 5.1. Fill in the project work plan template provided in table 2 below.
- 5.2. Management Plan – outline the implementation structure for the project, e.g. identify project leaders with their expertise and experience to demonstrate their capacity to manage the envisaged project and also identify any committees to be involved and their responsibilities.
- 5.3. Outline any additional external support and partnerships e.g. cooperation/partnerships with other entities.
- 5.4. Fill in the project implementation plan with timelines provided in table 3 below.

**Table 2: 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 (Column 5 –please see below for guidance on examples of climate smart indicators)?

Objectives	Activities	Results/outputs/outcomes	Means of verification	Impact/adaptation 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 with access to water, area of land under conservation, area of land rehabilitated, number of people with access to food, area of land placed 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; number of cubic meters of water conserved; percentage of additional fodder for grazing livestock; increase in the percentage of climate resilient crops being used etc.

**TABLE 3: PROJECT IMPLEMENTATION PLAN**

**Start date (month & year):**

**End date (month & year):**

**Notes:** Please shade the months in which the Activities will take place and mark in the Result outcome / output number (as per Workplan) in the month it will be achieved

Objective	Activity	MONTHS																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1. To ...	1.1 Select ...																								
	1.2 Recruit ...																								
	1.3 Gather ...																								
	1.4 Hold ...																								
	0																								
2. To ..	2.1 Identify ...																								
	2.2 Look ...																								
	0																								
3. To ...	3.1 Agree ...																								
	3.2 Partnership ....																								
	3.3 Implement ...																								
Grant agreement signed	X																								
Technical reports							X					X													
Financial reports							X					X													
Media releases & photos									X										X						
Final technical report																			X						
Final financial report																			X						
Grant payment tranches (N\$)	N\$ x							N\$ y						N\$z											N\$a

Please expand Table as necessary

**6. PROJECT BUDGET**

- (1) Budget must be in Namibian Dollars.
- (2) Use the budget template provided in Table 4 below and make sure to fully indicate:
  - (a). Total project cost.
  - (b). Amount requested from EIF.
  - (c). Own contribution / contributions by other partners. A budget submitted by an organisation must include a section on match funding in order to be complete. This must state and itemise the sources and description of those items to be counted as counterpart contributions. The SAP006 Project requires that organisations provide **fifteen percent (15%) (minimum)** of the 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. Please provide a detailed breakdown of match-funding contributions.
- (3) Is match funding secured? If yes, a match funding table indicating donors and their contributions should be included.
- (4) Overhead cost of the support organisations will be limited to a maximum of ten percent (10%) of the total budget of the project. At least ninety percent (90%) of the total budget must be utilized for implementation of agreed community level activities.
- (5) 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).

Item (1) <sup>2</sup>	Description	Unit (2) <sup>3</sup>	Unit Cost (3) <sup>4</sup>	No of Units (4) <sup>5</sup>	Total Costs (5) <sup>6</sup>	Break Down of Total Cost (6) <sup>7</sup>					Budget Spread over Grant Duration (7) <sup>8</sup>		Match funding (8) <sup>9</sup>
						Professional Fees	Training, Workshops, meetings etc	Staff	Equipment	Others (specify)	Yr1	Yr2	
Objective 1													
Activities													
1.1													
1.2													

<sup>2</sup> Unique budget line number for reference and X3 purposes

<sup>3</sup> Unit expressed in e.g. an hour, a day, km, an event etc. In some cases, this can also be a lump sum

<sup>4</sup> Cost of a unit as per Column (2)

<sup>5</sup> Quantity of required number identified units

<sup>6</sup> Cost of required number of units in N\$. Must be equal to column (3) x column (4) unless it is a lumpsum

<sup>7</sup> Amount in column (5) broken down and specified. Total of all these must always be equal the total in column (5)

<sup>8</sup> Amount in column (5) allocated to years/months of grant duration. Could be broken down to months for shorter grants. Must always be equal to column (5)

<sup>9</sup> Applicant's own contribution – even in-kind and or other donor funded initiatives underway.



## 7. MONITORING AND EVALUATION PROCEDURES

- (1) Template will be developed for completion by Monitoring and Evaluation Officer and Grantee after approval.

## 8. SUSTAINABILITY PLAN

- (1) Outline of project sustainability beyond the grant:
  - o How the project intends to maintain continuity.
  - o Report on market / cost-benefit analyses done.
  - o Provision of proof of sustainability - for example, off-take agreements.

## 9. ENVIRONMENTAL AND SOCIAL SAFEGUARDS(ESS)

Categorise the ESS status 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 ESS table as a basis and categorise such impacts, precisely as possible, as follows:

- (1) **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.
- (2) **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.
- (3) **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.

## 10. EXPECTED PROJECT OUTCOMES

Use the table 5 below to describe the expected project outcomes against the Green Climate Fund aligned impact areas funded:

PERFORMANCE RATING	DESCRIPTION
<b>1. Impact Potential</b>	Describe how many people (direct and indirect) and the number of households that will potentially be impacted by the project. It must be segregated by gender and other key indicators such as employment opportunities and youth empowerment.
<b>2. Paradigm Shift</b>	Describe how the project will permanently address climate change challenges by introducing new ways of doing business.
<b>3. Sustainable Development Potential</b>	How will the project contribute towards Sustainable Development in Namibia?
<b>4. Need of the Recipients</b>	Demonstrate how the communal conservancy and community forest were consulted and their needs are addressed.
<b>5. Local Level Ownership</b>	Demonstrate that the project has community ownership and the interventions proposed are accepted by the local communities. Indicate their roles and involvement in the implementation of the proposed initiatives.
<b>6. Efficiency and Effectiveness</b>	Describe how efficient and cost effective are the proposed interventions.



## **11. 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.

- (1) Some of the items that could appear in the appendix of a proposal include letters of endorsement, maps of project location, resumes of key personnel and expanded descriptions of methodology.
  - (a) 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 terms of the particular activities to be undertaken through the project. Entities applying on behalf of CBOs or communities must also attach such endorsement letters from relevant CBOs.
  - (b) 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.
  - (c) Resumes of key personnel - The assessment 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.
  - (d) Partnership agreements for joint implementation where applicable.
  - (e) Expanded project description - Some organisations may wish to provide the review team with more details of the methodologies to be used for implementation of the project. This level of detail could best be accommodated in the form of an appendix.

## **12. Applicant's Declaration**

On behalf of (applicant organisation)

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

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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.

## **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.
	<input type="checkbox"/> Guidelines for narrative description
	1. <input type="checkbox"/> Background and problem/opportunities (600 words)
	2. <input type="checkbox"/> Technical and institutional capacity of proponent (300 words)
	3. <input type="checkbox"/> Rational, goals and objectives (500 words)
	4. <input type="checkbox"/> Technical project description and implementation (800 words)
	5. <input type="checkbox"/> Innovation, transformation, impact (5.1 Innovative approaches – 300 words)(5.2 Project outcomes in line with GCF impact areas - 80 words) (Table 5: Project Impact)
	6. <input type="checkbox"/> Project risks (Table 1: Project Risk)
	7. <input type="checkbox"/> Project framework (Table 2: Project Workplan)
	8. <input type="checkbox"/> Project timeline (Table 3: Project action plan)
	9. <input type="checkbox"/> Project budget (Table 4: Budget breakdown)
	<b>10. For office use only</b>
	11. <input type="checkbox"/> Sustainability plan (100 words)
	12. <input type="checkbox"/> 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 target landscape based communities e.g Communal Conservancy or Community Forest
	I have completed the ESS annexure as per section 12 of the form
	I have attached all registration documents to verify the legal status as applicant