THE GEF SMALL GRANTS PROGRAMME

**GUIDANCE NOTE - CONCEPT PAPER**

## Project Details

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| **Project Number** | | (For SGP use only) | | | | | |
| **Project Title** | |  | | | | | |
| **Expected Project Duration** | | SGP project time frames are from 18months – 30months | | | | | |
| **Project Location (where activities will be implemented)** | | We would like you to be site- specific and state precisely where the project (activities / interventions) will be implemented. E.g.name of village, district, province, or locality. | | | | | |
| **Name of applicant group (please provide a copy of certificate of registration where applicable)** | | Place the name of the organization as it is registered or known. For example, Fiji National Youth Council; or Vuna Village Development Committee | | | | | |
| **Date Established** | |  | | | **No. of Members** | |  |
| **Physical Address** | | List down address where office/group is located. | | | | | |
| **Postal Address** | | Additionally a postal address where documents and follow-up information may be sought or sent to. | | | | | |
| **Telephone/**  **Fax** | |  | | | **Email** | |  |
| **Principal Officer ( person whom will communicate with SGP)** | | | **Project Coordinator/ Manager ( person whom will lead activities on the ground)** | | | | |
| Name  Position  Telephone  Mobile  Email |  | | Name  Position  Telephone  Mobile  Email | | |  | |
| **Strategic Initiatives (choose one)** | | | | **Project Partners consulted in planning / engaged in implementation**  **(indicate where appropriate)** | | | |
| Biodiversity Conservation  Climate Change Mitigation  Climate-Smart Agriculture  Social Inclusion  CSO Dialogue Platforms  Knowledge Management  ***(REFER TO CPS FOR GUIDANCE ON SGP Strategic Initiatives)*** | | | | Provincial / District Office  Government Ministry  Local Community Based Organization (CBO)  Local NGO  Individual Expert  Community leader/s, representatives  Resource owner  Private Sector  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (pls specify) | | | |

## 1.***2 Explain in details the causes of environmental problems this project wish to address (you may use photographs and any other supporting materials to illustrate the problems/ issues). How have you linked this to the targets of the Fiji Country Programme Strategy? (Refer Page 30 Fiji CPS document)***

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| In no more than two (2) paragraphs to tell us what is the problem, list the causes of the problem, who is the problem affecting, and to tell us what will happen or what will be the consequences if the problem, issue, need or opportunity is not addressed. For GEF OP6, SGP Fiji - through extensive national consultations – has pre-determined thematic areas (now called Strategic Initiatives) within which funding will be directed. Please refer to the SGP6 CPS Document to familiarize yourself with these areas |

## ***Project location and target group (describe briefly project location or area and the envisaged involvement of local community in the project. With whom have you consulted and how)***

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| Please refer to the CPS for the geographic landscapes/seascapes that have been selected and endorsed by SGP Fiji as target areas for funding in OP6. |

## ***Overall objectives of the project (Refer to Expected Results Framework – Fiji CPS Document P-30)***

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| In the CPS, determine from the country-level targets, the objectives of the project you intend to implement, and make the linkages using the Table. |

## ***1.5 Planned activities (briefly list down all planned activities /interventions and how the target group or local community will be engaged)***

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| List very briefly the actual activities that will be carried out to achieve the objectives above. The activities where SGP grants will be needed, and where co-financing will be sought. Look at examples of potential types of projects in the CPS document, as examples only. |

## ***1.6 Expected outputs (describe what are the expected outputs from the project) Please refer to Expected Results Framework – Fiji CPS Document Page 30)***

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| List down what you are targeting as community-based results/outputs from this project. Refer to the CPS for more clarification on what types of outputs, etc. are being targeted by the country programme. Try to find links between your proposal to these country-level targets/outputs etc. |

## ***1.7 Have you implemented similar activities, to what you are proposing, in the past?***

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| This question allows the NSC to determine if the CSO has had experience in implementing a similar project the past, and assess the results, impacts of the same. This will enable the SGP team to assess the merits in replicating the activity, or upscaling the activity and/or where there is opportunity to strengthen capacity etc. if the activity/project is approved for funding. In the same way, this question will allow the SGP team to clearly assess past project failures and weaknesses by speaking to former project partners etc. including local and national government and community stakeholders. |

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## ***1.8 Have your organization ever received grants from SGP or other donor organizations? (List with grant amount)***

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| Self-explanatory. List down if you have had monetary assistance – with a very brief statement on what funds were used for. Add if these funds are still being utilized and/or if you are owing reports etc. Additionally, elaborate on the experience in project financial management expertise within your group, and and/ or if this area might need some support. |

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## ***1.9 Will you require assistance in identifying partners or technical experts for this project?***

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| Yes (please specify)  No    Project activities may or may not need external and/or technical or programming guidance and/or assistance. Please elaborate if the group will need the help in various technical aspects of the activity and partners you may have in mind. And what expertise they bring with them. If you do not fully have the technical expertise and need some assistance to engage such partners, please indicate in this section. Please do add information here on areas where you feel you need help with capacity building, and if you need assistance to design the project, to consult further, to get technical information and data. |

## ***1.10 Please provide rough budget estimation according to your planned activities (as per type of grant requested)***

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| This question is also self-explanatory and is asking you for an estimated cost of the project in Fijian Dollars. If your organization does not have an estimate as yet, please write TO BE DETERMINED in the blank space.  SGP funding / project is limited to $50,000 USD |