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Fifth Operational Phase The GEF Small Grants Programme

Call for Project Proposals

**With SGP-5 Grant Making
Guidelines**

List of Acronyms

ADSDPP	Ancestral Domain Sustainable Development and Protection Plan
BMB	Biodiversity Management Bureau
CBFM	Community-Based Forest Management
CBOs	Community-Based Organizations
CLUPs	Comprehensive Land Use Plans
CPMU	Country Programme Management Unit
DENR	Department of Environment and Natural Resources
GEF	Global Environment Facility
ICCs	Indigenous Conserved Communities
IPs	Indigenous Peoples
LGUs	Local Government Units
METT	Management Effectiveness Tracking Tool
NCIP	National Commission on Indigenous Peoples
NEDA	National Economic Development Authority
NGOs	Non-Government Organizations
NIPAS	National Integrated Protected Areas System
NSC	National Steering Committee
PAMB	Protected Area Management Board
PAWB	Protected Areas and Wildlife Bureau
PLS	Production Landscapes, Seascapes and Sectors
POs	Peoples Organizations
PTRC	Project Technical Review Committee
RP	Responsible Party
SEC	Securities and Exchange Commission
SGP	Small Grants Programme
UNDP	United Nations Development Programme

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FIFTH OPERATIONAL PHASE OF THE GEF SMALL GRANTS PROGRAMME Philippines

CALL FOR PROJECT PROPOSALS With SGP-5 Grantmaking Guidelines

1.0 Introduction: Call for Proposals

This is an open and continuing call for project proposals for funding support from the Fifth Operational Phase of the Global Environment Fund (GEF) – Small Grants Programme in the Philippines (SGP-5). The call is open to eligible non-government organizations (NGOs), people's organizations (POs), and other community-based organizations (CBOs) that pursue biodiversity conservation initiatives in local communities.

The following sections provide for the coverage of SGP-5, the eligibility of projects and proponents, the requirements and procedures for accessing SGP-5 funds, and the suggested format for applications.

2.0 SGP-5 in the Philippines

2.1 Background

The Global Environment Facility (GEF), established in November 1990, has been designed to assist developing countries to deal with five main environmental problems: global warming, pollution of international waters, destruction of biological diversity, depletion of the stratospheric ozone layer, land degradation and prevalence of persistent organic pollutants (POPs).

SGP started in the Philippines in 1992. Since then, it had funded 293 projects amounting to USD9,451,453. Through more than two decades of grant giving its list of grantees now comprises over 200 POs/NGOs/CBOs from all over the country whose concerns cover GEF's main focal themes.

SGP-5 is being implemented in the Philippines with the Country Office of United Nations Development Programme as Executing Agency and the Biodiversity Management Bureau (BMB, formerly PAWB) of the Department of Environment and Natural Resources (DENR) as Implementing Partner (IP). It was approved by GEF in December 2012, with a grant of USD4.5M. The Project Document was signed by National Economic Development Authority (NEDA), UNDP and DENR in June 2013. Period for implementation is from June 2013 until July 2017.¹

It supports small-scale biodiversity conservation projects initiated by community groups and non-governmental organizations.

2.2 SGP-5 Targets

The goal of SGP-5 is ***to secure global environmental benefits through community-based initiatives and actions in selected priority sites in the Philippines.***

¹ SGP-5 was scheduled to commence in June 2013 but the Country Programme Manager went on board in October 2013 only. Thus, this may be extended.

SGP-5 has three components that encompass five outcome areas. The following enumerates these elements as well as the national targets under them:

Component 1: Community-based actions improve the sustainability of protected areas²

Outcome 1: Effective models for community-based governance of protected areas are demonstrated

Outputs: The target outputs under this outcome are model community management or co-management systems in established protected areas, and new or enhanced community-based protected areas; and community-driven restoration and rehabilitation of degraded habitats within protected areas to promote the recovery of threatened species and ecosystem services, with the following success measures:

- 1.1 At least 10 community management or co-management models established and operational
- 1.2 At least 20 community protected areas established or enhanced encompassing at least 100,000 hectares
- 1.3 40% increase in relevant dimensions of management effectiveness in target protected areas, as measured by the Management Effectiveness Tracking Tool (METT)³
- 1.4 1,000 hectares of mangroves rehabilitated or protected within one or more protected areas

Component 2: Mainstream biodiversity conservation and sustainable use into production landscapes, seascapes and sectors (PLS)⁴

Outcome 2: Community-managed landscapes and seascapes explicitly integrate biodiversity conservation objectives

Outputs: This aims to strengthen communities' capacities to integrate biodiversity conservation and sustainable use into local development planning, such as but not limited to community-based land and resource use plans such as the Ancestral Domain Sustainable Development and Protection Plan (ADSDPP), Comprehensive Land Use Plans (CLUPs), Community-Based Forest Management (CBFM) system or other community-based natural resource management systems. The target outputs of this outcome area are: (1) establishment of at least four new protected landscapes or seascapes; (2) at least 20 community mechanisms for landscape/seascape level biodiversity management and coordination are operational across targeted landscapes/seascapes; (3) community-level land-use plans integrate biodiversity conservation objectives; and, (4) community-level valuation studies highlight value of ecosystem services. Success of this outcome area will be measured by the following indicators:

² This component will help to support the development and implementation of community-based protected area models as a complementary form of PA management to NIPAS.

³ This measure applies on a per project basis from the baseline METT that must be established at the beginning of concerned projects, or if already done earlier, the baseline METT should be the latest conducted and not done earlier than two years before the commencement of the project to be supported by SGP.

⁴ This component will support community initiatives in understanding and consequently integrating the principles, practices, and strategies of biodiversity conservation in the community's economic production activities.

- 2.1 400,000 hectares are under improved community “mainstreamed” management within production landscapes and/or seascapes, reducing threats to biodiversity from slash and burn farming; over-harvesting of timber, and destructive fishing
- 2.2 40 community-based land use plans or ancestral domain plans incorporate biodiversity and ecosystem services valuations
- 2.3 Ecosystem valuation approaches are adopted by at least 20 communities and being used in the development of local land use plans

Outcome 3: Alternative biodiversity friendly agriculture, fisheries and forestry products produced and marketed by 30 communities

Outputs: The aims to strengthen communities’ capacities to integrate biodiversity conservation and sustainable use in the actual production of agricultural, fisheries and forestry products focusing particularly on the development and implementation of certified production schemes to provide access to premium markets, through community-driven certification, with the following success indicator:

- 3.1 30 community-level regulations or enactments for biodiversity-friendly production in key sectors

Component 3: Cross-cutting Capacity Development and Knowledge Management

Outcome 4: Increased capacity of GEF-SGP stakeholders to diagnose and understand the complex and dynamic nature of global environmental problems and to develop local solutions

Outputs: The targets are: (1) the development of training mechanisms developed for peer-to-peer learning; (2) the development and demonstration of guidelines, best practice notes and improved biodiversity conservation approaches; (3) putting in place new knowledge networking and partnership platforms for inter-community knowledge sharing; and, (4) ensuring strategic partnerships among community groups, private sector, and academia for long term sustainability planning. The following are the success indicators of this outcome area:

- 4.1 At least 4,000 community-level resource users and managers are trained to use the GEF-SGP knowledge networking and partnership platforms, and are actively using these tools
- 4.2 Conservation and sustainable use approaches of the projects are replication in at least 30 new grants by year 4
- 4.3 50% increase in amount of long-term co-funding for Philippines GEF-SGP by Year 3
- 4.4 Community-based partnership initiatives for GEF-SGP launched by at least 4 local government units (LGUs) by end of Year 4

Outcome 5: Enhanced capacities of GEF-SGP grantees to monitor and evaluate their projects and environmental trends

Outputs: This aims to establish and implement a training program on identification and tracking of indicators, and project participatory monitoring, with the following success indicator

- 5.1 Improvement in the quality and accuracy of project monitoring reports provided by grantees, as assessed by progress reports

2.3 Project Sites

Proposals for projects anywhere in the Philippines are welcome. Highly encouraged, however, are those located in:

1. Palawan
2. Samar Island, covering the provinces of Northern Samar, Eastern Samar and Western Samar
3. Sierra Madre, traversing the provinces of Laguna, Rizal, Quezon, Bulacan, Aurora, Quirino, Nueva Ecija, Nueva Vizcaya, Isabela and Cagayan

2.4 Types of Funding Grants

1. Small Grants

These are the regular project grants given by SGP-5 to individual NGOs, POs and CBOs. The maximum amount for a regular Small Grant is the local currency equivalent of USD50,000.

2. Planning Grants

A planning grant can be used by an eligible CSO to organize stakeholder workshops or meetings to design the project in a participatory manner. The planning grant can be used to contract an experienced NGO or local consultant to work with the project proponents to elaborate the project, to undertake baseline assessments, develop a business plan (for projects with strong sustainable livelihood elements), and through learning-by-doing, build capacity in proposal design including the development of indicators and a monitoring and evaluation plan.

Planning grants have a funding limit of the local currency equivalent of USD5,000. Should a planning grant lead to a full-blown project, the aggregate amount of the planning grant and the subsequent full-blown project shall not exceed the local currency equivalent of USD50,000.

3. Strategic Projects

Strategic projects are those that consolidate efforts of several communities and CSOs to optimize project results. For these projects, a maximum amount of the local currency equivalent of USD150,000 may be provided.

3.0 Applying for SGP-5 Grants

3.1 Project Requirements

Proposed projects should:

- Be implemented by an NGO, PO or CBO
- Be problem-oriented focusing on biodiversity issue/s and should include community-based analyses of the identified issues that lead to establishing community-owned monitoring and evaluation system
- Respond to relevant needs of the community
- Form part of an integrated development program within a larger bio-geographic area
- Build the internal capability of project partners with a sustainability mechanism that will enable them to carry on the project activities in the long term even when external intervention is no longer available
- Coordinate, expand or strengthen other existing or on-going initiatives within the target site
- Include process documentation that shall form part of the body of knowledge in biodiversity management and conservation, and allow internal and external evaluation
- Develop partnership with the local government unit, government agencies, academia, private organizations and other support groups for institutionalization and sustainability
- Preferably (not mandatory) be implemented within the priority sites of SGP-5

Proposal submission should contain the following:

1. Project description that includes characterization of the biodiversity area/s needing attention, including identification of species that are threatened, endangered, etc., (preferably with baseline data) and their biodiversity value. Map of proposed project site should be provided.
2. Clear definition of implementation scheme that addresses the objectives of the project, with measurable performance indicators of expected results. Include the sustainability mechanism that will help the communities carry on the project activities even after withdrawal of external support.
3. Description of proponent's governance capacity to manage/implement environmental projects, including experience, track record, network of support for technical requirements of the project.
4. Commitment from partners, whether LGU, government agencies, academic institutions, private organizations or other initiatives to support the project.
5. A budget proposal, which should not exceed the limit assigned for the grant applied for, and should include the co-financing commitment of the proponent and its partners.
6. Endorsement by the National Commission on Indigenous Peoples (NCIP) for proposals that will involve or affect indigenous peoples (IPs)/indigenous conserved communities (ICCs), or Protected Area Management Board (PAMB) for projects that will be implemented in National Integrated Protected Areas System (NIPAS) sites

3.2 Project Costs

Eligible Project Costs

1. Professional fees (e.g. for consultants)
2. Project staff that will work for the project
3. Direct costs to implement proposed activities (including workshops, supplies and small equipment)
4. Food, lodging and transportation to implement proposed activities
5. Administrative costs, which shall not be more than 20% of the total grant amount

Ineligible Project Costs

1. Contingency or miscellaneous costs
2. Management fee
3. Salaries of organic full-time or part-time staff, unless they are dedicating a certain percentage of their work hours to the project
4. Attendance to conferences, training and workshops that do not directly contribute to the attainment of project objectives
5. Travel costs (lodging, per diem, transportation) of government staff
6. Capital expenditures, e.g. land, buildings, major equipment and vehicles, unless they are essential to the project
7. Actions that engage in partisan politics or religious practices
8. Actions which discriminate against individuals or groups of people on grounds of gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin
9. Items already financed in another framework
10. Currency exchange losses
11. Taxes, including VAT, unless the beneficiary (or the beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes
12. Provision for debts and losses

3.3 Proponent Eligibility

Qualifications

1. A Filipino non-profit, non-stock organization with juridical personality such as non-governmental organizations (NGOs), people's organizations (POs) or community-based organizations (CBO).
2. Duly registered with the Philippines Securities and Exchange Commission (SEC), and/or any government agency registration to which imbues it with legal personality, particularly including the powers to enter into contracts, to maintain bank accounts, and to compel and be compelled performance of obligations by legal action;
3. Established track record and organizational capability within a minimum of two (2) years immediately preceding the application for assistance, as evidenced by:
 - demonstrated project competency in a similar/related project;
 - established organizational structure including an area-based structure, i.e., presence in the area where the project will be implemented;
 - expertise of management and staff in effective project planning and implementation supported by an organized working Board;
 - established financial systems and procedures which conform to generally

- accepted audit standards and implemented by qualified finance staff;
- audited financial statements for the past two (2) years prepared by a certified public accountant;
- fund sources during the last five (5) years

An organization unable to fulfill the eligibility requirements may qualify for assistance provided an intermediary organization, which is eligible as a proponent, is willing to act as main proponent of the project. This intermediary organization acting as main proponent shall be the project holder, assume fiscal responsibility for fund usage and ensure the attainment of project objectives.

Disqualifications

1. Any organization that has an unclosed project with, or yet to return funds to, SGP (previous or present)
2. Any organization that has a questionable track record, as evidenced by poor implementation of a previous project or unsound financial management practices
3. National or local government units, agencies, offices, instrumentalities
4. Schools, universities, colleges
5. Churches
6. Political parties

3.4 Grant Limits

A potential partner may submit more than one proposal. Nevertheless, an organization may only have one SGP-granted project at any given time. A grantee may submit another proposal upon successful completion of an initial project. However, no organization may avail of more than an aggregate amount of the local currency equivalent of USD50,000 for the whole of SGP-5.

Considering fluctuations in USD:PHP conversion, SGP shall tentatively peg the conversion to USD1:PHP41. Should the NSC adopt changes in the conversion rate, the same shall be announced in the SGP-5 website.

3.5 Co-financing

The desired co-financing ratio is 1:1, i.e., for every peso asked of SGP-5, a corresponding one peso (PHP 1) is committed. Co-financing may be in the form of cash, kind or services. Contributions in kind and services should be valued and included in the budget. It is important that the sources of these contributions be specifically identified in the proposed budget. Co-financing information is part of the financial reporting of the grant.

3.6 Duration of Projects

The length of projects shall be as necessary to meet the objectives of the project, taking into consideration the grant limitation as well as the need for all grants to have been completed by May 2017, or two months before the end of SGP-5 (tentatively in July 2017).

3.7 Language of Proposals

Project proposals may be written in English or any Philippine Language. For proposals that are not written in English or Filipino, the proponent should either submit an English or Filipino translation, or identify and make available a translator (to English or Filipino) at no cost to SGP.

3.8 Form of Proposals

Project ideas may be submitted in any format. It is, however, preferred that proposals are submitted in the format provided in the following portions of this Call. In any case, no proposals shall be denied funding support on mere formal grounds as long as they address all the questions, concerns and requirements asked for.

In cases of incomplete but otherwise meritorious proposals, the Country Programme Management Unit (CPMU) shall require the proponents to supply the required information. When deemed needed, the CPMU shall extend technical assistance to enable proponents to submit plausible proposals. The assistance of CPMU is not an assurance of the approval of any proposal.

Proposals may be submitted in any written format so long as they are legible. They may be submitted through any means possible, such as, electronic mail, snail mail, courier, and fax. However, for proposals that do not contain the original or bear inconsistent handwritten signatures of the proponent's authorized signatory, the CPMU may require proof of authenticity of signatures and submissions.

3.9 Grant Process

Proposals are submitted to the Country Programme Management Unit (CPMU) through the Country Programme Manager (CPM). The CPMU, together with the Responsible Party (RP), an NGO that acts as the grants manager of SGP-5, screens the eligibility of the proponent. For proposals for small grants and strategic project grants, the Project Technical Review Committee (PTRC) reviews the proposal for technical viability of the project. The proponent is advised of the recommendation of the PTRC and the need for additional information and/or clarification of the proposal. The National Steering Committee (NSC) approves projects for grant support.

Under ideal conditions, the evaluation/approval of proposals shall take around 42 days, as shown in the following matrix:

Activities/Steps		Days from Previous Step	Days from Deadline
1	<ul style="list-style-type: none">• Prequalification evaluation by CPMU and RP• Report submitted by RP to PTRC• Call for PTRC review of proposals by RP	7	7
2	<ul style="list-style-type: none">• Technical review by PTRC• PTRC's recommendations submitted by RP to CPMU• Call for NSC evaluation of proposals by CPMU	14	21
3	NSC evaluation of proposals	14	35
4	Communication by CPMU with proponents on the results of the evaluation	7	42

In some instances, however, some interventions may be necessary to clarify some items in the proposal or make improvements thereon. Too, the NSC, the CPMU, the RP or the PTRC may decide to make field investigation or visitation in the process of considering the proposals to ascertain the veracity of the contents thereof or further improve them. Additionally, some unforeseen events or force majeure may pose delays in the process. The CPMU and the RP shall be in constant communication with the proponents to update them on the progress of their proposals.

Approval of project proposals and commitment of funds are formalized in a grant agreement signed by the grantee and the DENR-BMB. Grant funds are released by the RP in tranches through the grantee's bank account according to provisions of the grant agreement and subject to submission and acceptance of narrative and financial progress reports.

For planning grant applications, the CPMU, in consultation with the RP, shall evaluate the proposal and recommend to the Implementing Partner (DENR-BMB) the approval thereof.

3.10 Schedule of Evaluation

The NSC shall meet on a quarterly basis to evaluate and approve project proposals. The dates of these meetings shall be announced in the SGP-5 website (address to be announced).

Proposals for planning grants shall be considered as they come.

Grant proposals shall be accepted for as long as SGP-5 grant funds are available.

3.11 Calls and Deadlines for Submission of Proposals

The first call for submission of project proposals shall be published in at least two newspapers of general circulation. Thereafter, it shall be sufficient notice that the deadlines for submission of proposal be posted in the official SGP-5 website (to be announced). SGP-5 shall endeavor to use other media of communication, including social networking platforms, to announce deadlines for submission of proposals.

Only proposals that meet the announced deadline shall be considered for the immediately following evaluation process. The first deadline shall be 15 July 2014.

Proposals are deemed submitted when all the required submissions are received by the CPMU by the last day of submission, 5 pm, Manila time. Those that do not beat the deadline shall be included in the next round of evaluations unless the proponent decides otherwise.

3.12 Evaluation Criteria

Prequalification

As a prerequisite to the substantive evaluation of proposals, the CPMU and the RP shall first evaluate the following:

1. Qualification of the proponent, i.e., the proponent is among the eligible and not among the ineligible proponents

2. Qualification of the proposed project, i.e., the proposed project is among the eligible and not among the ineligible projects
3. Compliance with requirements, i.e., the proposal completely provides the required information for the annexes/documentation

Where the qualification of the proponent and the proposed project are not satisfied, the proposal shall not be submitted for substantive review. In case of non-satisfaction of compliance requirements, the proponent shall have the opportunity to provide the missing information or documentation for reconsideration by the CPMU and the RP. In any case, the proponent shall be informed by the CPMU of the result of the evaluation.

Substantive Review

Only prequalified proposals shall be submitted for review by the PTRC, which shall evaluate the proposals based on the following criteria:

- Capacity of the proponent to manage and implement the project
- Technical feasibility of the proposed project
- Potential contribution of the proposed project to SGP-5 targets
- Responsiveness of the proposed project to community needs
- Urgency of the proposed project
- Reasonableness of the proposed budget
- Sustainability of the actions

4.0 Suggested Proposal Format

4.1 Small Grants

1. Cover Letter (*see Annex A*), which contains the following information, in general terms:
 - a. *Date of submission of the proposal*
 - b. *Title of proposed project*
 - c. *Objectives of the proposed project*
 - d. *Project duration, its desired dates of commencement and termination*
 - e. *Name of proponent*
 - f. *General description of the proponent*
 - g. *Statement of non-disqualification*
 - h. *Amount requested from SGP*
 - i. *Amount of committed counterpart and its source/s*
 - j. *Name and signature of contact person/authorized signatory*
2. Checklist of submissions (*see Annex B*)
3. Project Summary Sheet (*see Annex C*)
4. Project Proposal with the following information (*see Annex D*)
 - I. Proponent Profile
 - A. *Nature of the proposing organization: CBO, PO, NGO*
 - B. *Legal Status*
 - C. *Length of existence and project management experience if any*
 - D. *If relevant, state membership and affiliation to associations or umbrella groupings*
 - E. *Purpose and core activities of the proposing organization/group*
 - F. *Target population group (indicate relevant community groups, women,*

- indigenous peoples, youth, etc.)*
- G. *Organizational approach for project implementation, i.e., the technologies, approaches, strategies employed by the organization or group in delivering its programs and projects*
 - H. *Organizational structure, governance and administrative framework: provide the number of paid staff members if it is a well-constituted organization*
 - I. *If the organization has been in existence before, explicitly describe previous experience/s relevant to the proposed project including; OR experience with projects that focus on environment and natural resources management and sustainable development at community level*
- II. Project Background and Rationale (*max. 2 pages*), which responds to the following concerns:
- A. *Description of the project area, giving emphasis to, among others:*
 - i. *Biodiversity importance of the area*
 - ii. *Size of the area*
 - iii. *Relevant socio-economic-cultural data, including resource use and dependency, poverty, ethnicity*
 - iv. *Biodiversity issues, problems and concerns attending the area*
 - B. *Key environmental problem/s to be addressed by the proposed project*
 - C. *General description of the proposed solution/response to the problem/issue/concern*
 - D. *(For strategic projects: please briefly describe the strategic role of the propose project)*
- III. Project Goals and Objectives
- A. *Goals and Objectives*
 - i. *Project Goal*
 - ii. *General Objective*
 - iii. *Specific Objectives*
 - B. *Contribution to SGP-5 Targets*
 - i. *Applicable Target Outcome/s*
 - ii. *Applicable Target Output/s*
 - iii. *Target contribution to SGP-5 Success Indicators*
 - C. *(For strategic projects: please describe extensively the strategic role of the proposed project in ensuring optimized results)*
- IV. Stakeholder Analysis (*max. 1.5 pages*)
- A. *Project Partners and their Roles*
 - B. *Project Beneficiaries*
 - C. *Other Stakeholders that can Positively or Negatively Affect Project Implementation and Results*
- V. Project Approach
- A. *Project Duration*
 - i. *Starting and ending dates*
 - ii. *Reason for the duration*
 - iii. *If the project is for more than one year, please explain the milestones for each year*
 - B. *Project Location*
 - i. *Description of site, or vicinity map showing the site in relation to a bigger landscape or seascape*
 - ii. *Size of the project site in hectares*
 - iii. *Reason for choosing the site*

- C. *Project Results Framework*
 - D. *Project Risks and Assumptions*
 - a. *Major Risk Factors that might prevent the project from producing its desired/expected results, and Mitigation Measures to address them*
 - i. *Internal Risks (e.g., technology involved fails to work as projected)*
 - ii. *External Risks (e.g., changes in policy environment)*
 - b. *Key Assumptions, which are anticipated in project planning and on which the feasibility of the project depends*
- VI. *Implementation Plan and Timeframe (max. 3 pages, excluding Work Plan)*
- A. *Project Governance*
 - i. *Institutional Setup (Please describe the flow of decision-making and reporting authority for the project.)*
 - ii. *Project Management (Please identify the [specific, if already identifiable] persons who will manage the project, their qualifications and roles in project management and implementation, and whether they will serve on a full-time or part-time basis.)*
 - iii. *Project Staff (Please identify the other project personnel required, their qualifications and roles, and whether they will serve on a full-time or part-time basis.)*
 - iv. *Project Consultants ((Please identify the consultants required by the project, their qualifications and roles, and the length of their service in number of person days.)*
 - v. *Capability-building/training needs that will help decision-makers, managers and staff maximize their performance towards the success of the project*
 - B. *Work Plan (Schedule at least on quarterly basis)*
 - C. *Plan to Ensure Community Participation*
 - i. *In Project Planning and Design*
 - ii. *Project Implementation*
 - iii. *Project Monitoring and Evaluation*
 - D. *Gender Mainstreaming (Please describe how the project takes into consideration the roles and needs of men and women [with a focus on the needs of women], and how this would be reflected in the results and benefits of the project.)*
 - E. *IP Sensitivity (Please describe how the project takes into consideration the rights of IPs/ICCs, and how this would be reflected in the results and benefits of the project.)*
 - F. *Knowledge Management (Please describe how you plan to capture, share and disseminate the knowledge, lessons learned and good practices gained through the implementation of the project.)*
- VII. *Monitoring and Evaluation Plan*
- A. *Project Results (Please describe how the project baseline shall be established and how the progress of implementation and its results shall be monitored and evaluated)*
 - i. *Objectively Verifiable Indicators*
 - ii. *Means of Verification*
 - iii. *Methodology*
 - iv. *Frequency and Target Dates*
 - v. *Persons Responsible for M&E implementation*
 - B. *Project Management*

- i. *M&E Objects (day-to-day operations, project outputs, project objectives, project outcomes, financials)*
 - ii. *Methodologies*
 - iii. *Frequency and Target Dates*
 - iv. *Persons Responsible for M&E implementation*
- VIII. Sustainability (maintenance, mainstreaming, scaling up or replication) Plan (*max. 1 page*)
 - A. *How the project inputs, outputs and outcomes shall be sustained*
 - B. *What institutions, organizations shall/can help ensure sustainability*
 - C. *What prevailing conditions (e.g., policies, technologies, networks) shall be taken advantage of to ensure sustainability*
 - D. *What conditions are needed to help ensure sustainability, and how the project can/shall produce these conditions*
- IX. Partnership Commitments
 - A. Commitment to Participate and Cooperate in SGP Partnership Activities
 - i. *SGP-5 site level and SGP-wide partnership endeavors, including cross-cutting capacity-building interventions, knowledge and idea sharing activities*
 - ii. *Site and SGP-wide M&E system*
 - B. Commitments on Intellectual Property
 - i. *Knowledge products of the projects shall form part of the body of knowledge on natural resource and biodiversity conservation, thus, except when the law provides otherwise, must be made available to the public for legitimate use*
 - ii. *Proponent shall at all times acknowledge that these knowledge products were produced through SGP*
 - iii. *The DENR, UNDP, GEF and SGP shall have the right to access and cite these intellectual products as part of the products of SGP*
 - iv. *Publication of knowledge products shall conform with the branding guidelines of SGP*
- X. Proposed Budget
 - A. *Budget Summary*
 - i. *Allocation per component*
 - ii. *Amounts segregated by source (Amount Requested from SGP-5, Cost-share from Specific Sources)*
 - B. *Detailed Budget (in Php)*
 - i. *Budget Items*
 - ii. *Nature of expenses*
 - iii. *Allocation per budget item*
 - iv. *Amounts segregated by source (Amount Requested from SGP-5, Cost-share from Specific Sources)*
- XI. Annexes
 - a. Proof of Registration with a government agency
 - b. Audited Financial Statements for the (last 3) years
 - c. Letters of commitment of partners, if any
 - d. Endorsement by NCIP for proposals that will involve IPs/ICCs, or PAMB for projects that will be implemented in NIPAS sites

4.2 Planning Grants

Applications for Project Grants shall require the following:

1. Cover Letter (*see Annex A*)
2. Checklist of Submissions (*see Annex B*)
3. Project Summary Sheet (*see Annex C*)
4. Proposal for Planning Grant, which contains the following information:
 - a. Profile of the Proponent (*see Annex E*)
 - b. Project Background and Rationale, which should contain at least the following information:
 - i. *Brief description of the area targeted for the project*
 - ii. *Relevant socio-economic-cultural data, including resource use and dependency, poverty, ethnicity*
 - iii. *Brief description of the project idea to be proposed*
 - iv. *Statement of the hurdle/challenge to the preparation of a full-blown project proposal*
 - v. *Brief description of the intervention to address the hurdle/challenge to proposal preparation*
 - c. Project Objective and Target Output/s
 - i. *General Objective*
 - ii. *Specific Target Output/s*
 - d. Methodology, which should state and describe how each of the target outputs shall be attained
 - e. Implementation Plan
 - i. *Project Implementation Mechanism, which should describe how the planning grant shall be managed, and who shall be involved in the implementation thereof, including their qualifications and their roles in implementation*
 - ii. *Workplan*
5. Budget proposal, which should not exceed the local currency equivalent of USD5,000
6. Annexes
 - a. Proof of Registration with a government agency
 - b. Audited Financial Statements for the (last 3) years
 - c. Letters of commitment of partners, if any
 - d. Endorsement by NCIP for proposals that will involve IPs/ICCs, or PAMB for projects that will be implemented in NIPAS sites

4.3 Strategic Projects

Proposals for strategic projects shall, in addition to the required submissions for regular small grant applications, emphasize in appropriate portions its strategic role in optimizing results sought under SGP-5.

For further information, please contact:

The Country Programme Management Unit

GEF-Small Grants Programme

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