**Support Programme for biodiversity Civil Society Organisations (CSOs) active in developing countries (ProBioDev)**

**Call for Proposals 2024**

**GRANT APPLICATION FORM**

**Checklist**

Before submitting your application, please check that it is eligible, correctly filled in and complete using the checklist below. **If you cannot answer YES in all the boxes, your application cannot be accepted.**

|  | To be completed by the lead organisation | |
| --- | --- | --- |
| **YES** | **NO** |
| The lead CSO and the main partner CSO are not-for-profit organisations |  |  |
| The lead CSO and the main partner CSO are organisations that have been established for at least two years |  |  |
| The project is run in partnership by a French CSO **AND** a local CSO |  |  |
| The project takes place in a country eligible for official development assistance (ODA), in accordance with the OECD DAC [list](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2024-25-flows.pdf) |  |  |
| The main objective of the project is biodiversity conservation and/or NbS (in favour of climate change mitigation and adaptation), in line with the Kunming-Montreal Global Biodiversity Framework |  |  |
| The project includes a secondary objective aimed at improving the living conditions of local populations. |  |  |
| The funding requested is between €100,000 and €250,000 and represents a maximum of 90% of the total budget |  |  |
| The deadline for eligible expenditure is July 31st, 2026 at the latest |  |  |
| Expenditure and resources comply with the eligibility criteria |  |  |
| The duration of the grant requested for the project must not exceed 24 months |  |  |

*Information must be provided in Arial font size 11 and formatted in Word. The document should not exceed 25 pages in length.*

1. **PROJECT SUMMARY**

**Lead organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**: |  | | |
| **Abbreviation**: |  | **Country**: |  |
| **Location of head office (town):** |  | **GPS coordinates (if known) :** |  |
| **Contact and email address used to submit the application:** |  | | |

**Main partner organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**: |  | | |
| **Abbreviation**: |  | **Country**: |  |
| **Location of head office (town):** |  | **GPS coordinates (if known) :** |  |
| **Contact and email address used to submit the application:** |  | | |

*If the partnership is exceptionally made up of 3 CSOs, please copy and paste the main partner organisation section above and fill in the information required for the additional organisation involved.*

**Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country of intervention:** | |  | | |
| **Location:** | |  | **GPS coordinates (if known) :** |  |
| **Title** *(2 lines maximum)***:** | |  | | |
| **Project resume** *(10 lines maximum)***:** | | | | |
| **Total project budget (in EUR)** | **Total grant amount requested (in EUR)** | **% of total budget requested for funding** | **Project duration (in months)** | months |
| **€** | **€** |  | Start date | DD/MM/YYYY |
| End date | DD/MM/YYYY |

*For the record, expenditure is eligible from the date of notification of the grant award until July 31st, 2026 at the latest.*

1. **PRESENTATION OF THE ORGANISATIONS**

*If the partnership is exceptionally made up of 3 CSOs, please copy and paste the section for the main partner organisation below and provide the necessary information for the additional organisation involved.*

* 1. **Lead organisation**

1. **Name of the organisation:**
2. **Legal status and establishment date of the organisation (please provide the document confirming its status in Annex 1):**
3. **Website and/or social network profiles (if any):**
4. **Mission and objectives of the organisation**
   * Describe the organisation’s mission and main objectives (please include an activity report for the previous year in **Annex 1** if available)
5. **Governance and staff**
   * Outline your governance and management structures (including composition and roles), as well as the number of staff and volunteers required to fulfil your objectives
   * Specify the people directly involved in the project (surname/first name/function)
6. **Full name and position of the project manager**
   * Outline his/her training, experience(s) and role(s) within the organisation. Include his/her contact details and attach a CV or provide a link to his/her LinkedIn profile.
7. **Financial resources**
   * Indicate the organisation budget for the current and preceding years, showing funding sources (please attach financial statements for the past two years in **Annex 1**)
   1. **Main partner organisation**
8. **Name of the organisation:**
9. **Legal status and establishment date of the organisation (please provide the document confirming its status in Annex 1):**
10. **Website and/or social network profiles (if any):**
11. **Mission and objectives of the organisation**
    * Describe the organisation’s mission and main objectives (please include an activity report for the previous year in **Annex 1** if available)
12. **Governance and staff**
    * Outline your governance and management structures (including composition and roles), as well as the number of staff and volunteers required to fulfil your objectives
    * Specify the people directly involved in the project (surname/first name/function)
13. **Full name and position of the project manager**
    * Outline his/her training, experience(s) and role(s) within the organisation. Include his/her contact details and attach a CV or provide a link to his/her LinkedIn profile
14. **Financial resources**
    * Indicate the organisation budget for the current and preceding years, showing funding sources (please attach financial statements for the past two years in **Annex 1**)
    1. **Roles of the organisations in the project and history of collaboration**
       1. **Lead organisation: what role does it play and what additional value does it bring to this project?** *(maximum1/3 page)*
       2. **Main partner organisation: when and how was the partnership created? What is its specific purpose? What role does the partner organisation play and what is its added value in the current context of the project? How was it involved in developing the project? How do your organisations complement each other in implementing the project? Please add to Annex 2 the partnership commitment form attesting to the involvement of CSOs in the development of the project.** *- NB: In the event of a partnership involving 3 CSOs, please include it in this partnership analysis. (1 page maximum)*
    2. **Identified needs for capacity building and organisational development** *(1/2 page maximum)*
       1. Has there been previous assessment and prioritisation of capacity-building needs, including technical, organisational, or strategic aspects, of the lead organisation and the main partner organisation (if applicable for the 3rd partner)? If yes, please provide some concluding remarks. If not, please describe the weaknesses and needs identified at this stage.
       2. Has the organisations' partnership already benefited from specific support? What challenges have been identified? How could the partnership be strengthened?

*Note: as outlined in the call for proposals, targeted activities will be conducted with the organisations throughout the duration of the program, alongside the funding.*

1. **CONTEXT AND PROJECT RATIONALE**

***IMPORTANT****: This contextual section should focus on presenting relevant information for understanding the issues that the project aims to address, highlighting their direct connection to the intervention area.*

* 1. **Geographical location of the intervention area and description of the natural environment** (*maximum 1/2 page)*
* Describe the project intervention area (and its size in hectares): region, province, villages, distance from the capital or main city, distance between the project site and the local CSO headquarters (specifying any accessibility limitations). Please include a project location map (to be attached in **Annex 3**). Specify if the intervention area is listed as a Key Biodiversity Area (KBA), a Ramsar site, a protected or "conserved" area (OECMs), or if it is part of an ecologically significant site due to its biodiversity or endemism index.
* Provide a brief description of the type(s) of ecosystem and/or species concerned.
  1. **Analysis of environmental issues and threats** *(maximum 1 page)*
* Explain the environmental issue(s) in terms of biodiversity conservation and/or climate change and identify the threats.
* What is the local socio-economic situation, and how does it relate to the identified environmental problem(s)?
* What are the locally analysed needs and priorities, determined through participatory analysis with the communities?
* Which target(s) of the Kunming-Montreal [Global Biodiversity Framework](https://www.cbd.int/doc/c/409e/19ae/369752b245f05e88f760aeb3/wg2020-05-l-02-en.pdf) does the project aim to achieve? What are the anticipated effects on biodiversity and climate change?
  1. **Concrete experience of the organisation(s) in the proposed area and available resources** (*maximum 1/2 page)*
* Describe the expertise of the organisation(s) operating in the area, as well as their technical experience(s) in the project's thematic area(s).
* Indicate the material resources already available on-site for the project, such as offices, equipment, vehicles, etc.

1. **PROJECT DESCRIPTION**

***IMPORTANT:*** *This section aims to explain how the project plans to tackle the identified challenges related to biodiversity conservation/climate change and development. Proposed projects must include the implementation of concrete field activities resulting in proven, measurable, tangible, and sustainable outputs across one or more eligible thematic areas and local development.* ***The overall objective, specific goals, expected outputs, indicators, and activities should also be summarised in the form of a logical framework, for which the template is provided in Annex 4 (Excel format).***

* 1. **Overall objective and specific goals**
* Describe in one sentence the overall objective[[1]](#footnote-2) of the project, representing the long-term global outcome that the project aims to contribute to;
* Outline the specific goals (SG)[[2]](#footnote-3) of the project that should be achievable within the funding period and result in measurable and tangible outputs in the field (indicate a maximum of 2-4 specific goals).

**SG 1**

**SG 2**

…

* 1. **Outputs**
* For each specific goal, indicate the quantifiable and verifiable outputs (O)[[3]](#footnote-4) that should be achieved by the end of the project (indicate a maximum of 3 outputs per specific goal).

**O1.1**

**O1.2**

**O2.1**

**O3.1**

…

* 1. **Description of activities** (*maximum 3-5 page)*
* Describe the activities to be carried out to achieve each of the outputs and detail the methodology used to implement the activities.

**A1.1.1 Activity title**: brief description of the activity and methodology

**A1.1.2 Activity title**: brief description of the activity and methodology

**A2.1.1 Activity title**: brief description of the activity and methodology

…

1. **MONITORING AND EVALUATION** (*maximum 1 page*)

* Describe the project's monitoring and evaluation plan, explaining how it integrates into the overall project management and informs it. Identify the actors involved and specify their role in the production, transmission, or analysis of information. **IMPORTANT**: Projects funded for an **amount exceeding €200 000** must achieve at least one expected output related to improving the well-being and/or living conditions of local populations and must integrate **specific indicator(s)[[4]](#footnote-5).**

1. **RISK MANAGEMENT** *(maximum 200 words)*

* Describe potential risks that may impact the project implementation and how you plan to manage them.

1. **COMMUNICATION** (*maximum 1/2 page*)

* Specify the planned actions for communicating about the project.

1. **PROJECT COST AND PROVISIONAL BUDGET**

* Present the provisional budget using the Excel table provided in **Annex 5**, detailing budget allocations for each category and specifying the planned expenses for various budget items for the lead CSO as well as the main partner CSO. Amounts should be indicated in euros.

1. **PROJECT BENEFICIARIES AND COLLABORATIONS** (*maximum 1 page*)

* Evaluate all stakeholders involved in the intervention area, including governance mechanisms and the interplay of actors related to environmental threats, encompassing local populations, with attention to gender and youth aspects. Additionally, outline the governmental entities and/or local authorities you plan to collaborate with. Identify any other organisations that have prior experience in the subject matter or are active in the area and describe the potential collaboration with them.
* Identify the project beneficiaries by detailing the number of villages, families, and individuals, as well as how they will benefit from the project: break down these figures into direct and indirect beneficiaries, while considering gender and age distribution as much as possible.

1. **COMMITMENT TO LOCAL POPULATIONS WELL-BEING** *(maximum 1/2 page)*

* What strategies do you plan to implement to improve the well-being of local populations in response to identified needs?

1. **GENDER, YOUTH AND CLIMATE** *(maximum 1 page)*

* How will gender considerations be integrated throughout the various stages of the project? Also, explain how the project will mitigate the risks of exacerbating existing gender inequalities and seize opportunities to address gender disparities or support women's empowerment.
* Does the project include measures to encourage the empowerment, autonomy, and solidarity engagement of youth? How do you plan to integrate and value the active participation of youth in the project, for example by mobilizing International Volunteer programs, while also considering reciprocity between the lead CSO and the main partner CSO?
* What measures will be taken to identify and reduce negative impacts on climate and strengthen the resilience of populations to climate change?

1. **PROJECT TIMELINE**

Using the table provided below, outline the estimated timeline for your various activities and the attainment of outputs and specific goals. **Note**: The shaded boxes below are provided as examples and should be adapted to the specific project's case.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Specific Goals** | **Outputs** | **Activities** | **YEAR 1** | | | | **YEAR 2** | | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| SG.1 | O.1.1 | A.1.1.1 |  |  |  |  |  |  |  |  |
| A.1.1.2 |  |  |  |  |  |  |  |  |
| O.1.2 | A.1.2.1 |  |  |  |  |  |  |  |  |
| A.1.2.2 |  |  |  |  |  |  |  |  |
| SG.2 | O.2.1 | A.2.1.1 |  |  |  |  |  |  |  |  |
| A.2.1.2 |  |  |  |  |  |  |  |  |
| O.2.2 | A.2.2.1 |  |  |  |  |  |  |  |  |
| A.2.2.2 |  |  |  |  |  |  |  |  |
| SG.3 | O.3.1 | A.3.1.1 |  |  |  |  |  |  |  |  |
| A.3.1.2 |  |  |  |  |  |  |  |  |
| A.3.1.3 |  |  |  |  |  |  |  |  |
| Etc… |  |  |  |  |  |  |  |  |  |  |

1. **LONG-TERM SUSTAINABILITY OF THE PROJECT** (*maximum 1/2 page*)

* Describe how you plan to ensure the sustainability of the project's outcomes: what measures do you intend to implement to guarantee the sustainability and/or replication of the project results beyond the ProBioDev funding? How do the project's key stages will contribute to its sustainability in the medium- and long-term?

*Few non-exhaustive examples: how will you ensure the continued employment of staff recruited during the project, how will you guarantee the continued adoption of alternative livelihoods proposed by local communities after the project ends, or how will you ensure the continuity of patrols after the project ends, etc.Haut du formulaire*

1. **ANNEXES**

* **Annex 1**: Legal status document, latest activity report(s) and financial statements for the two preceding years for the lead CSO **and** the main partner CSO (to be attached in a single PDF document)
* **Annex 2:** Partnership commitment form attesting to the involvement of CSOs in the development of the project
* **Annex 3:** Project location map
* **Annex 4**: Logical Framework (Excel format)
* **Annex 5**: Provisional Budget (Excel format)

**Documents to be attached if available:**

* CV of the project manager for the lead CSO and main partner organisation
* Information about co-funding partners: provide the contact information for co-funding organisations and contact names
* Document confirming the agreement of local populations and/or authorities and/or local administrations for the project

All documents must be sent by email (see details of how to apply in section 4.1 of the competition regulations) to the email address **probiodev@uicn.fr before May 26th, 2024, 11:59 PM CEST**.

1. The definition of the “overall objective" is provided in Annex 4 - Logical Framework [↑](#footnote-ref-2)
2. The definition of a "specific goal" is provided in Annex 4 - Logical Framework [↑](#footnote-ref-3)
3. The definition of an "expected outcome" is provided in Annex 4 - Logical Framework [↑](#footnote-ref-4)
4. The definition of an "indicator" is provided in Annex 4 - Logical Framework [↑](#footnote-ref-5)