

PLANNING GRANT APPLICATION

About the planning Grant

The Planning Grant is a grant to assist in the development of proposals. Planning grants may be awarded to proposed projects which, in the view of the National Coordinator (NC) or a sub-committee of the National Steering Committee (NSC), have a high likelihood of winning eventual approval by the National Steering Committee (NSC).

Planning Grants generally average US\$2,500 (maximum US\$ 5,000) and are designed to:

- help CBOs and NGOs to write better proposals by assessing and diagnosing problems more carefully;
- ensure that a participatory approach is used in project development, i.e., from conceptualisation to full design; and
- if needed, hire a consultant who will facilitate the process and assist in writing the project proposal.

In exceptional circumstances when projects require a significant amount of research, the preparation of a comprehensive business plan and/or is being developed as a trans-boundary project, a planning grant in excess of US\$2,500 but certainly not more than US\$5,000 could be approved.

Requests for Planning Grants are made to the NC and should consist of a completed Planning Grant application form with attachments as deemed necessary by the applicant. Attachments could include photographs, terms of reference for a consultant, or a research paper which will help SGP to understand the problem better.

The maximum time allowed for completion of the project planning phase is **three (3) months**. Only in exceptional circumstances will an extension be granted and it will only be for one (1) additional month.



PLANNING GRANT APPLICATION

Please use the GEF SGP Guidelines to assist you in answering these questions accurately. If you do not have a copy of these guidelines, contact the National Coordinator.

COMMUNITY:
DATE:

SUBMISSION

Project Title:

Name of Organisation:

Mailing Address:

Street Address:
(If different from the Mailing address)

Telephone:

Fax:

Email:

Principal Officer: (Name and Position)

Project Contact: (Name and position)

Budget Summary (To be completed after Section 5.0 is finalised)

Source of fund	Amount (RWF)
Total Project Budget	
Total amount requested from GEF SGP	
Total In-kind Funding from the Organisation	
Total Cash Co-funding from the Organisation	
Total In-kind Co-funding from Co-funder	
Total Cash Co-funding from Co-funder	
TOTAL (RWF)	
TOTAL (US\$)	

Add rows as required.

Official UN Rate of Exchange: **1 US\$ = 851.5 RWF**

Proposed Planning Period Starting Date:

Proposed Planning Period Completion Date:





DESCRIPTION OF THE PROJECT

(Where appropriate use separate sheets of paper to answer these questions)

- 1.0 List the environmental issues this project will address.
- 2.0 Describe in as much detail as you can the causes for the issue(s) identified in question 1.0 (You may use photographs or illustrations to make your description clearer).
- 3.0 Please tick the project activities that best describe how you will use the planning grant **and then describe each selected activity in more detail**.

3.1 Research:

3.2 Meetings:

3.3 Workshops/Seminars:

3.4 Photographs and/or Video Footage:

3.5 Drafting and reviewing the project proposal :

3.6 Other:

4.0 Description of organisation:

4.1 Date of creation: _____

4.2 Does your organisation have a strategic plan (YES) (NO)? **If yes, please attach a copy.**

4.3 If your answer to question 4.2 is NO, do you have any document which presents your organisation's vision? and mission? (YES) (NO). **If yes, please attach a copy of that document.**

4.4 Does your organization have a Constitution and/or Articles of Incorporation? (YES) (NO). **If yes, please attach a copy.**

4.5 If your response to questions 4.2, 4.3 and 4.4 is NO, please state the reason:

4.6 What are the goals and/or objectives of your organisation? (**Please list**)

4.7 How many members are in your organisation? Total _____



Number of Men and/or Boys: _____;
 Number of Women and/or Girls : _____

4.8 List the positions and name the persons who are on the executive of your group:
 (President); (Vice President); (PRO); (Secretary); (. Other _____

4.9 If you have previously undertaken projects, please list two (2) projects you have completed within the last year and briefly describe their outcomes? (If required, use additional paper)

4.10 Have you ever received a Planning Grant or a Full Grant from the Global Environmental Facility/Small Grants Programme? (YES) (NO)

4.10.1 If yes, please list by including the project name, number and the year it was approved?

Name of Project	GEF SGP Project Number	Date Approved

(Add rows as required)

4.11 List the local experts you have identified to assist your organisation in developing the project.
 Please state names and contact information _____

4.11.1 Will you require assistance from GEF SGP in identifying experts? (Yes) (No)

4.11.2 Will you require assistance in preparing the terms of reference for hiring experts? (YES) (No)

4.11.3 If you have answered NO to questions 4.11.1 and 4.11.2, please send us the Terms of Reference for each consultant.



PLANNING GRANT BUDGET

5.0 BUDGET [Eastern Caribbean Dollars (RWF)]

PROJECT BUDGET				PROJECT FINANCING				
BUDGET CATEGORY	NUMBER	UNIT COST	TOTAL BUDGET	GEF SGP CONTRIBUTION	ORGANISATION'S CONTRIBUTION		OTHER COFUNDER (Specify name)	
					In-Kind ¹	Monetary	In-kind	Monetary
Research								
Meetings								
Workshops/Seminars								
Travel								
Consultant (s)								
Equipment								
Materials								
Personnel/Labour ²								
Other (Please specify)								
TOTAL (RWF)								
TOTAL (US\$)								

NB: Please ensure that the budget has detailed notes on how each figure is derived and there are letters of Confirmation for in-kind and cash co-financing. You can add more lines as required. Official UN Exchange Rate: US\$ 1= RWF 851.5

EXPLANATORY NOTES:

Certified Correct by:

Name (Please type)
NGO representative

Position

Signature

Date

Approved by:

Name (Please type)
NGO representative

Position

Signature

Date

¹ If you do not have a copy of the method we use to calculate in-kind contributions, please contact us and we will send you a copy.

² Only the direct administration cost associated with managing the planning process should be included. GEF SGP will not fund indirect administration cost such as staff salaries and office rent.