



Section 2 - Guidelines for Small Grant Facility (SGF) Projects (**Sri Lanka-specific conditions**) that replace Section 2 of *MFF Guidelines for Grant Facilities*

2.1 Eligibility Criteria for SGF Projects

2.1.1 The maximum contribution from MFF to small projects shall be LKR 2,000,000/=.

2.1.2 The maximum duration of projects will be 12 months.

2.1.3 Based on MFF's Guiding Principle that all MFF projects and other activities must be partnership-based, all projects should have two or more partners and preferably the partnership should involve partners from different sectors of society: e.g. an NGO or CBO with a government department, university, research institute or private company. The roles and responsibilities of each partner should be explained clearly in the proposal.

2.1.4 Development of the project proposal should be done in partnership with the local community. The proposal must show that the project (a) will not adversely affect the positions of the various stakeholders, (b) seeks to harmonize with the needs, views, expertise and experience of local stakeholders and associate them with the management and (c) is based, whenever possible, on a participatory approach.

2.1.5 Where relevant, the proposals must explicitly integrate the four MFF cross-cutting themes of Climate Change, Gender, Conflict Sensitivity, and Property Rights and Resource Tenure.

2.2 Eligibility of Applicants

Proposals can be submitted by national/local NGOs, CBOs, academic and research institutes, small-scale community businesses and management boards which meet the following criteria¹.

2.2.1 Have been registered with an appropriate national authority for a minimum of four years, and a copy of the registration Certificate should be submitted with the concept note;

2.2.2 Have demonstrated a proven, or otherwise strong potential capacity to implement participatory and community-based projects in one or more relevant fields including: community development, coastal rehabilitation, conservation/ sustainable use/management of natural resources;

2.2.3 Have scientific or professional credibility, as recognised by the peer review process;

2.2.4 Can demonstrate capacity and experience in project management and financial

¹ Although Ministries and Government Departments are not eligible for direct financial support, the Eligible Applicants listed above (i.e. NGOs, CBOs, academic and research institutes, small-scale community businesses and management boards) are encouraged, to partner with Ministries and Government Departments, wherever appropriate.

administration;

2.2.5 A proponent who has been a recipient of a previous grant can be awarded another grant only after successful completion of the previous project, evidenced by approved final technical and financial reports;

2.2.6 Proposals from academic and research institutes must demonstrate the applied nature of the research proposed and clearly indicate how the local communities are involved.

2.2.7 The proponents must successfully complete a Due Diligence check undertaken by the National MFF Secretariat.

2.2.8 The proponents are expected to provide co-financing from themselves or from partners in the form of either cash or in-kind contributions, minimum of 10% of the total MFF contribution to the project.

Limitations on Eligibility

The SGF will NOT grant financial support to:

- Mangrove planting
- Expansion of fishing activities including purchase of fishing gear
- Private companies except small-scale community businesses
- Governmental Ministries and Departments¹
- Consultancy firms
- Pure scientific research
- Purchase of land
- Travelling expenses for participation in conferences and courses, unless they are organized within the MFF region and it can be justified as a vital and integral contribution to the activities of the project and/ or to prioritized regional knowledge sharing
- Hiring expatriate consultants
- Purchase of equipment such as computers, vehicles, motor bicycles, boats, office furniture, unless they can be justified as vital and crucial tools for implementation of the project activities
- Proponents who have defaulted previously in grant management, or who did not fulfill their contractual obligations, or who had their contracts cancelled

2.3 Operation of the Small Grants Facility

2.3.1 Call for Applications

Maximum publicity should be given to the call for applications; this would require advertising in local newspapers and on websites, circulation amongst established networks, display at public sites etc.

2.3.2 Submission of Applications

Interested agencies should submit a Concept Note in the prescribed format (Annex 2). Concept Notes should be written in English.

2.3.3 Administration, Oversight and Execution

The selected proponent will have to enter into an agreement with the executing agency in the country (IUCN Country Office). Project implementation will be managed by the National MFF Secretariat under the guidance of the National Steering Committee (NSC).

2.3.4 Design and Planning the Project

Geographic priorities:

In keeping with MFF's focus on adopting an ecosystem-based approach and building resilience for implementation of the SGF, NSC Sri Lanka has identified the following priority Geographic areas for implementation of SGF in 2015:

- Delft Island
- Coastal areas of Jaffna peninsular

Thematic Areas:

MFF-S undertook Resilience Analysis for the Delft Island and had extensive discussion with the local stakeholders to identify the major social and environmental issues in the island. MFF Sri Lanka is implementing several projects in the Jaffna peninsula and have developed broader understanding of issues that shaping the social-ecological system of the peninsula area including Delft Island. NSC Sri Lanka has prioritized the following issues to support through MFF small grant facility:

1. Introduction of sustainable livelihood options (other than fishing) for coastal resource-dependent communities with a view to building economic resilience and reducing pressures on coastal resources (e.g., homestead agricultural production, tourism etc.) - **Delft Island, Coastal areas of Jaffna peninsula;**
2. Mapping and ecological restoration of ponds/water holes including improvements to surrounding habitat and livelihoods of communities - **Delft Island, Coastal areas of Jaffna peninsula;**
3. Promotion of water resources management that will alleviate water-shortage related issues of coastal communities and livelihoods (e.g., rainwater harvesting, technologies that improve water use efficiency and water recycling) - **Delft Island;** and
4. Determining the extent of pollution in the Jaffna Lagoon and adoption of pollution management practice/s.

Additional country-specific conditions:

1. Where interventions are proposed in coastal areas falling within the purview of state agencies, the Grantee shall obtain proof of concurrence from such state agencies for implementing the projects.
2. Keep the relevant Divisional Secretaries informed of the proposed activities to be implemented.

The proposal should be presented as a Concept Note following the prescribed format. Short-listing of Concept Notes will be decided by the NSC.

The short-listed proponents will be required to undertake training in Project Cycle Management (PCM) organized by MFF to ensure that objectives and outcomes of the proposed project are clearly defined and presented following the MFF standards and requirements. Upon completion of this training, the proponents will be required to submit a full proposal, based on a format provided (Annex 3).

2.3.5 SGF Project Approval Process

Due Diligence assessments are to be applied to all short-listed proponents, and the completed assessment to be submitted by the proponents together with the full proposal for consideration by the NSC. The full proposals shall be reviewed by the NSC, or by the NSC Working Group which will make its recommendations to the NSC. Final selection of proposals shall be made at a formal NCB meeting. The NSCs endorsement of the proposal including the Due Diligence assessment should be recorded in the approved NSC minutes.

2.3.6 Monitoring, Learning and Evaluation (MLE)

MLE missions will be undertaken by the NSC. Each project will be assessed at least twice during its life, and the Grantees are expected to cooperate with the MLE Team in providing access to the project sites and other information as requested. In addition, the NSC will arrange a mid-term evaluation of project implementation.

2.3.7 Reporting

The Grantee shall make periodic progress and financial reports as outlined in the Agreement. These will be used for project monitoring and as a basis for grant disbursement.

2.3.8 Audit

MFF may initiate an internal or external financial audit during or after the completion of project implementation.

Annexes to Guidelines (Sri Lanka Specific) that replace Annex 2 and Annex 10 of MFF Guidelines for Grant Facilities

Annex 2: Template for Concept Note Small Grant Facility

[Must be prepared in English]

The Concept Note should be maximum two (2) pages (excluding the “Information on the Proponent Organization”) (Annex 10).

1 **Project title** Should reflect the work of the project.

2 **Name of the Organisation**

3 **Project idea (please provide short statements on the following questions)**

3.1 What is the current situation, and the problem(s) to be addressed?

3.2 What are the main causes for this problem? Which of these causes does the project address and what is the rationale behind this choice?

3.3 Where did the idea for the project originate from?

3.4 Are there other organisations working on the same problem in the project area?

3.5 What would be the project’s Objective, Results (=Outputs), deliverables and activities including a work plan.

Objectives	Key Activities	Results (=Outputs)	Deliverables
Objective 1			
	1.		
	2.		
Objective 2			
	1.		

	2.		

3.6 Who will benefit from the project?

3.7 What are the main changes expected by implementing the project which will benefit the status of the ecosystems and/or people dependent on the ecosystems?

4 Where will the project be implemented?

- a) Identify the geographic area of the proposed project, including geographical coordinates
- b) Identify Divisional Secretariat division/s and *Grama Niladari* division/s

5 Relevance to the MFF criteria and the priorities indicated in the Call for Application

5.1 How would the project relate to the MFF programmatic Focus Areas?

5.2 How does the project address priority issues identified in the Call for Application (please refer to the Call for Application made by the national MFF Secretariat)?

5.3 How would the project address the cross-cutting themes [Climate Change, Gender, Conflict Sensitivity, and Property Rights and Resource Tenure]? [see Section 1 of the Guidelines]

6 Project duration (months)

7 Project Management

7.1 Provide a brief statement on how the project will be managed.

7.2 List the partners involved in project implementation and their roles and responsibilities.

Partner	Roles and Responsibilities
(i)	
(ii)	

7.3 Key professional staff qualifications and competence for the assignment:

Name	Position	Highest academic qualification	Professional qualifications	Working experience including references (Name/tel/email)

8 Budget (local currency):

8.1 Provide a detailed budget showing activities and amount

Output	Activities	Amount (LKR)
A.		
	xxx	
	xxx	
B.		
	xxx	

8.2 Provide a financing plan

Total Budget (LKR)	Financing Plan		
	Request from MFF	Grantee Contribution	Other Contributions

Annex 10: Information on the Proponent Organization

NOTE: Please fill in this form and send it with the Concept Note

Project Title						
Name of the Organization						
Mailing Address						
Telephone						Fax:
Email						Website:
About the Organization				Registration date Category Contact person Number of staff		
Bank Account details				Account name Bank name Bank address Account number Swift or other routing code Signatories names		
References				Name, address and tel no. (Referee 1) Name, address and tel no. (Referee 2)		
Projects implemented during the last 5 years relevant to the theme of the current proposal						
Title of the Project	Donor Reference (Name/tel/email)	Donor/Budget (indicate currency)	Location (Divisional Secretariat/GND)	Project period	Partner/s	Partner/s Reference (Name/tel/email)

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IUCN Sri Lanka