

## Guidelines for Small Grant Facility Projects

### Section A- Introduction

Mangroves for the Future (MFF) is a partnership-based initiative promoting investment in coastal ecosystems for sustainable development. MFF provides a collaborative platform to help countries, sectors and agencies in the Asia region tackle the growing challenges to coastal sustainability. India joined MFF as a member country in 2007.

MFF has adopted mangroves as its flagship ecosystem in recognition of the important role that mangrove forests played in reducing the impact of the 2004 Indian Ocean tsunami, and the severe effect on coastal livelihoods caused by the loss and degradation of mangroves. However MFF embraces all coastal ecosystems, including coral reefs, estuaries, lagoons, wetlands, beaches and seagrass beds. This inclusive approach reflects the ecosystem-based, or “reef to ridge”, management approach that MFF brings to the rehabilitation and stewardship of coastal resources. Coastal ecosystems, and the well-being of their inhabitants, are influenced not just by activities carried out in the coastal zone, but also by those happening further inland. Using the reef to ridge approach, MFF helps coastal managers and communities to adopt and benefit from more integrated management of coastal resources and the ecosystem processes that support them.

India's coastline extends almost 7,500 km along the main land and the offshore islands of Andaman and Nicobar Islands and Lakshadweep, covering an area of nearly 42,763 km<sup>2</sup>. Coastal ecosystems in India harbour rich and diverse flora and fauna, which provide invaluable services to the thousands of communities. In recognition of the rapid rates of population growth and development, the dependence of local communities on marine and coastal ecosystems, the degradation of these ecosystems, and the wealth of available scientific knowledge and good practices in coastal ecosystem management to feed into policy, MFF India works towards the overall objective of increasing coastal resilience. Led by the National Coordination Body (Chaired by the Additional Secretary, Ministry of Environment, Forests and Climate Change - MoEFCC), the focus of projects are on enhancing coastal livelihood security and sustainability, building upon coastal and marine biodiversity research, and developing communication and knowledge of marine and coastal ecosystems.

SGF is the primary mechanism through which MFF disburses funds for small-scale pilot interventions. SGF is an important approach for supporting local action in the form of community-based project activities. Apart from providing environmental and livelihood benefits locally, SGF projects also offer practicable models to inspire policy-making and give voice to local disadvantaged communities. Thus, SGF projects contribute concrete measures to ensure participation, gender equity and secure livelihoods for marginalized groups, at least at a demonstration scale. In this way, SG projects help in linking the household and community level to the dynamics of policy and decision-making in coastal area planning and investments. SGF also promotes research-based projects to provide a scientific foundation for informed coastal planning, policy and management.

### Section B – Guidelines for SGF Concept Notes

#### 1. Eligibility Criteria for SGF Projects

- 1.1 The maximum value of small projects shall be INR 1,200,000
- 1.2 The maximum duration of projects will be 12 months

- 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. 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.
- 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.
- 1.5 The proposals must explicitly integrate the three MFF cross-cutting themes of Climate Change, Gender Equality and Communications.

## **2. Eligibility of Applicants**

MFF India invites Non-Governmental Organizations (NGOs), Community-Based Organizations (CBOs), Government institutions, academic and research institutes, small scale businesses, and other civil society organizations, to submit project concept notes which meet the following criteria:

- 2.1 Have been registered with an appropriate national authority for a minimum of two years;
- 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;
- 2.3 Have scientific or professional credibility, as recognized by the peer review process;
- 2.4 Can demonstrate capacity and experience in project management and financial administration;
- 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;
- 2.6 Proposals from academic and research institutes must demonstrate the applied nature of the research proposed and clearly indicate how the local communities are involved.
- 2.7 The proponents must successfully complete a Due Diligence check undertaken by the MFF Secretariat.
- 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, equivalent to at least 5% of the total value of the project.

### ***Limitations on Eligibility***

The SGF will NOT grant financial support to:

- Governmental Ministries and Departments
- 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

### **3. Operation of the Small Grants Facility**

#### **3.1 Submission of Applications**

Proponents should submit a Concept Note in English in the prescribed format (Annex 1).

Project Concept Notes must be submitted by email and/or post to the following

Ms. Nisha D'Souza  
*Small Grants Officer, Mangroves for the Future, India*  
 IUCN India Country Office  
 B-88 Neeti Bagh, New Delhi 110 049 India  
 T: +91 11 2652 7742; 4605 2583 Ext. 202  
 E: [nisha.d'souza@iucn.org](mailto:nisha.d'souza@iucn.org) (please note the apostrophe in the name)

**The deadline for submission is 17:00, Thursday, 27 November 2014**

#### **3.2 Administration, Oversight and Execution**

The selected proponent will have to enter into an agreement with IUCN India Country Office. Project implementation will be managed by the National MFF Secretariat under the guidance of the NCB.

#### **3.3 Design and Planning the Project**

The proposal should be based on a clear problem identification following a comprehensive situation analysis, and should be presented as a Concept Note following the prescribed format. Short-listing of Concept Notes will be decided by the full NCB. However, the NCB may delegate a preliminary screening of the Concept Notes to a Working Group of NCB members from both Government and Civil Society. This Working Group may have co-opted experts as necessary. The recommendations of the Working Group shall be approved by the NCB.

The short-listed proponents will be required to undertake training in Project Cycle Management 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. The full proposals shall be reviewed by the NCB, or by the NCB Working Group, which will make its recommendations to the NCB. Final selection of proposals shall be made at a formal NCB meeting.

### 3.4 Geographic and Thematic Priorities

The project shall focus on one or more of the following priority thematic areas:

- Identify services offered by coastal and marine ecosystems (mangroves, seagrass beds and coral reefs), and assess the dependence of stakeholders, especially women and marginalized coastal communities on these services. Concepts can also address issues that may emerge when such services are denied or eliminated by regulatory or developmental activities.
- Climate change (adaption) and its implications on coastal livelihoods, including but not limited to research on changing habitat ranges of economically important fishes and marine resources.
- Concept notes should also be linked to national Aichi targets 6, 7, 9, and 10

The project shall be implemented in one or more of the following priority states:

- Gujarat
- Maharashtra
- Goa
- Kerala
- Andhra Pradesh

## Specific instructions for completing the SGF Project Concept Note template

General guidelines for MFF Grant Facilities can be found at <http://www.mangrovesforthefuture.org/resources/documents?documentId=18919>. Applicants should submit a **Concept Note** using the template at <http://www.mangrovesforthefuture.org/resources/documents?documentId=18989> or refer to Annexes 1 and 2 below.

1 November 2014  
IUCN India Country Office

## Annex 1:

### Template for Concept Note Small Grant Facility

The Concept Note should be maximum two (2) pages (excluding the “Information on the Proponent Organization”) (Annex 2). May be prepared either in English or in a local language

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)**
  - (a) What is the current situation, and the problem(s) to be addressed?
  - (b) What are the main causes for this problem? Which of these causes does the project address and what is the rationale behind this choice?
  - (c) Where did the idea for the project originate from?
  - (d) Are there other organisations working on the same problem in the project area?
  - (e) What would be the project’s Objective, Results (=Outputs) and deliverables
  - (f) Who will benefit from the project?
  - (g) 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?**
5. **Relevance to the MFF criteria and the priorities indicated in the Call for Application**
  - (a) How would the project relate to the MFF Programmes of Work?
  - (b) 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)?
  - (c) How would the project address the cross-cutting themes [climate change, gender equality & communications]? [see Section A of the *MFF Guidelines for Grant Facilities*]
6. **Project duration (months)**
7. **Project Management**
  - (a) Provide a brief statement on how the project will be managed.
  - (b) List the Partners involved in project implementation and their roles and responsibilities.

| Partner | Roles and Responsibilities |
|---------|----------------------------|
| (i)     |                            |

**8. Budget (local currency):**

| Total Budget | Financing Plan   |                      |                     |
|--------------|------------------|----------------------|---------------------|
|              | Request from MFF | Grantee Contribution | Other Contributions |
|              |                  |                      |                     |

## Annex 2:

### 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   |  |                            |
| Visiting Address (if different from above)  |  |                            |
| Telephone   |  | Fax                        |
| Email   |  | Website                    |
| Mission and Goal of the Organization  |  |                            |
| About the Organization  | Registration date<br>Category<br>Contact person<br>Number of staff   |                            |
| Bank Account details  | Account name<br>Bank name<br>Bank address<br>Account No.:<br>SWIFT or other<br>routing code<br>Signatories names |                            |
| References  | Name, address and Tel no.<br>(Referee 1)   |                            |
|   | Name, address and Tel no.<br>(Referee 2)   |                            |
| <b>Projects implemented during the last 5 years relevant to the theme of the current proposal</b> |  |                            |
| Title of the Project  | Donor/Amount   | Reference (Name/tel/email) |
| 1.  |  |                            |
| 2.  |  |                            |
| 3.  |  |                            |
| 4.  |  |                            |
| 5.  |  |                            |