

Guidelines for Small Grant Facility Projects

This supplement outlines India-specific amendments or conditions, relating to particular sections of the MFF Guidelines for Grant Facilities – SGF Projects.

Introduction

Mangroves for the Future (MFF) is a partnership-led regional initiative chaired by IUCN and UNDP to promote investment in coastal ecosystem conservation for sustainable development. MFF focuses on the role of healthy, well-managed coastal ecosystems as a contribution to building human resilience in ecosystem dependent coastal communities in Bangladesh, Bhutan, Cambodia, India, Indonesia, Maldives, Myanmar, Pakistan, Seychelles, Sri Lanka, Thailand and Viet Nam. This is further reflected in MFFs Outcome Objective, *Resilience of ecosystem dependent coastal communities is strengthened*. The initiative uses mangroves as a flagship ecosystem, but MFF is inclusive of all coastal ecosystems, including coral reefs, estuaries, lagoons, sandy beaches, sea grasses and wetlands. The Small Grant Facility (SGF) is the primary mechanism through which MFF disburses funds for small-scale pilot interventions, and as such, SGF is an important approach for supporting local action in the form of community-based project activities.

Recognizing that coastal communities are dependent on well-functioning ecosystems for the services they provide, MFF has developed a Resilience Analysis Protocol (RAP), which guides its on-ground interventions. The RAP is based on four steps that are used to map the resilience parameters at a project site. The first step establishes the socio-ecological history of the site. The second step models the present social and ecological systems of the site (this step includes a validation process between community members and scientific experts). The third step envisions future scenarios of the site. The fourth step formulates strategies to develop a resilient community. An additional fifth step is aimed at making the first four steps achievable in practice, by identifying grant-funding priorities. At the behest of the MFF India National Coordination Body (NCB), Chaired by the Special Secretary, Ministry of Environment, Forest and Climate Change (MoEF&CC), the RAP was conducted in the Rajnagar Block of Kendrapara District, Odisha.

Guidelines for SGF Project 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 four MFF crosscutting themes of Climate Change, Gender, Conflict Sensitivity, and Property Rights and Resource Tenure.

2. Eligibility of Applicants

Concept notes may be submitted by Non-Governmental Organizations (NGOs), Community-Based Organizations (CBOs), Government institutions, academic and research institutes, small-scale businesses, and other civil society organizations, 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 Concept notes 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
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 (please note the apostrophe in the name)

The deadline for submission of concept notes is 8 February 2016

3.2 Administration, Oversight and Execution

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

3.3 Design and Planning the Project: Geographic and Thematic Priorities

The **geographic focus** of this cycle of grants is the **Rajnagar Block in Kendrapara District, Odisha**.

Rajnagar is commonly known for hosting the second largest extent of mangroves in India, Bhitarkanika, protected as a National Park since 1975. In 2015, the Government of India demarcated an area of 446.40km² from the boundaries of the Bhitarkanika Wildlife Sanctuary, Bhitarkanika National Park, and Gahirmatha (Marine) Wildlife Sanctuary, as an Eco-sensitive Zone (ESZ), in recognition of the environmental, and ecological importance of these coastal ecosystems.

The socio-ecological system of Rajnagar block is complex as a result of the mosaic of different natural ecosystems, existing management and conservation regimes, and varied human dependency on natural resources. The drivers and pressures on the system are both natural and anthropogenic in their making. Rajnagar has been identified through the Integrated Coastal Zone Management Project (ICZMP) as amongst the most vulnerable blocks in India to climate-induced natural disasters. The block lies within the delta and floodplain of major rivers including the Brahmani, Baitarani, Dhubri, Mahanandi and Salandi, and is susceptible to flooding and storm surges. The area is characterised by persistent water logging, low agricultural productivity, loss of migratory fisheries and associated livelihoods, declining incomes, social conflicts, migration, and health hazards. It is necessary that the resilience of coastal communities in Rajnagar be increased. As such, projects should focus on one or more of the following priority **thematic areas**:

1. Diversifying and building on existing livelihoods with a view to enhancing financial and food security of coastal communities in Rajnagar. This can include, but is not limited to, piloting of eco-tourism initiatives; aquaculture; and value adding livelihoods like mushroom and vegetable cultivation, based on available market linkages.
2. Increasing capacity, and education of women and youth. This can include, but is not limited to, sensitization and training in eco-tourism as a livelihood option, with adequate focus on knowledge development of Protected Areas; training of farmers in climate-smart agriculture/aquaculture; and establishment of a livelihood school/curriculum for education & training in alternative livelihoods.
3. Strengthen participation of local communities and community institutions in management of natural resources
4. Improving disaster-risk reduction capability of communities and community institutions

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.

6 January 2016
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?
 - (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			

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 Category Contact person Number of staff	
Bank Account details	Account name Bank name Bank address Account No.: 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/Amount	Reference (Name/Tel/Email)
1.		
2.		
3.		
4.		
5.		