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**Mediterranean Basin Biodiversity Hotspot**

**Letter of Inquiry for Small Grants**

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| **Project Title:** |

**LOI Instructions**

The [Critical Ecosystem Partnership Fund](http://www.cepf.net) (CEPF) enables civil society to protect the world’s biodiversity hotspots. CEPF funding opportunities are announced via Calls for Proposals. Please refer to the [Call for Proposal](https://www.cepf.net/grants/open-calls-for-proposals) document for full details on the eligibility criteria.

BirdLife International, as the Regional Implementation Team for the region, facilitates the CEPF Small Grants programme in the Mediterranean Basin. Successful applications will be contracted as a small grant, with an agreement made between the organisation and BirdLife International.

This Letter of Inquiry (LOI) form is the first stage of the application process. *Please complete all sections before you submit your application*. The review process will take approximately 4 weeks from the closing date. All applicants will be notified of the status of their LOI and successful applicants invited to stage 2.

Before applying, applicants are encouraged to discuss project ideas and eligibility with the Regional Implementation Team leader, Maaike Manten, at maaike.manten@birdlife.org.

**To submit your LOI, please send this completed form and any attachments, before the deadline, to:** **CEPF-MED-RIT@birdlife.org****.**

**Section 1: Eligibility**

CEPF funds may **not** be used:

* to directly fund government agency activities
* for the purchase of land
* for the involuntary resettlement of people
* for the capitalization of a trust fund
* for the alteration of any physical cultural property

If your proposed project involves any of the above ineligible activities, CEPF is not in a position to fund your proposal. Where possible, you may revise your strategy to avoid these elements. Please seek advice from the Regional Implementation Team before proceeding with your application: maaike.manten@birdlife.org.

**Please answer the following questions:**

Do you represent, or is your organisation controlled by, a government agency?

[ ]  **YES** [ ]  **NO**

If yes, can you demonstrate that your organisation:

* Has a legal personality independent of any government agency or actor? [ ]  **YES** [ ]  **NO**
* Has the authority to apply for and receive private funds? [ ]  **YES** [ ]  **NO**
* May not assert a claim of sovereign immunity? [ ]  **YES** [ ]  **NO**

Do you plan to use any of the potential project funds to purchase land?

[ ]  **YES** [ ]  **NO**

Does the project involve the relocation of people or any other form of involuntary resettlement?

[ ]  **YES** [ ]  **NO**

Do you plan to use any of the project funds to capitalize (a) trust fund(s)?

[ ]  **YES** [ ]  **NO**

Does the project involve the removal or alteration of any physical cultural property (includes movable or immovable objects, sites, structures, and natural features and landscapes that have archaeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance)?

[ ]  **YES** [ ]  **NO**

**Section 2: Organisation information**

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| **Applicant Organisation Name***Write the name of the organisation as stated in the legal registration certificate* |
| **Short Name/Acronym** (*if any*): |
| **Physical Address:***Where your office is located, if different from mailing address below. Please include the country in which your office is located.* |
| **Mailing Address** *(if different from the above)* **:** |
| **Official/general email address:** |
| **Name of Project Lead:***Provide the name for the person responsible for correspondence with the RIT regarding this project* |
| **Position in organisation:** |
| **Email contact of Project Lead:***Provide an e-mail address. The RIT will use this email address to communicate with you* |
| **Telephone (include country code)***Provide a number for the office and for a mobile phone of the project lead contact, if available.* |
| **Website address** (*if any*) |
| **Other Social Media web address** *(i.e. Facebook, Twitter, ….etc)* |
| **Staffing:***Please provide the number of people that work for the organisation in the relevant category. Please note that under “staff” we consider only persons with employment contracts, and who receive a salary from the organisation.* **Permanent staff: Part time staff: Volunteers:** |
| **Organisation Type** \_\_\_ Local/National \_\_\_\_ International |
| **Year Organisation Established:** |
| **History and Mission Statement** *(maximum 200 words)**Provide a brief description of your organisation’s history and mission, including experience relevant to the proposed project*  |

**Section 3: Basic Project Information**

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| **Project Title:** |
| **Project** **Duration** *(in months)*: |
| **Project summary** *(50-75 words):* |
| **Project Location:** *Define the geographic location where project activities will take place*. **Country(s):** **Key Biodiversity Area(s):** *If relevant. If this is a different KBA then in your previous project, please check this with* *maaike.manten@birdlife.org* *first.***Catchment Management Zone or Corridor:** *If relevant***Map/location:** *Please include a map of your proposed project site below or in a separate attachment, provide a link to an appropriate GoogleEarth map or indicate its latitude and longitude here.* |
| **Strategic Direction:** *Please state the CEPF Strategic Direction that this project will contribute to. Make sure this is the same Strategic Direction as your previously funded grant.* |
| **Investment Priorities:** *Please state the Investment Priority/ies that this project will address. This can be the same or a different Investment Priority/ies as your previously funded grant, as long as it is under the same Strategic Direction as listed above.* |
| **Link to CEPF Investment Strategy** *(150 - 300 words)**Explain how this project contributes to the CEPF Strategic Direction and Investment Priorities*  |

**Section 4: Project Design**

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| **Project Rationale –** *(Max 500 words)**(1) Describe the conservation value of the area you plan to work in and its importance for biodiversity and people, and explain the conservation problem your project is addressing.**(2) Describe the institutional development issue you would like to address in this project. Refer to your latest Civil Society Tracking Tool score (if available).* *(3) Explain which fundraising efforts your organisation has implemented in the past 2 years to sustain your organisation. List all donors you have sent funding applications to, and list the donors that are currently financially supporting your organisation.* |

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| **Project Approach** – *(Max 300 words)**(1)* *Describe the proposed strategy and actions of the project in response to the* ***conservation*** *need stated above, including a summary of project results, and key activities you would like to carry out. Proposed projects should focus on* ***tangible conservation action****, consolidating positive impacts on biodiversity. Make sure your project activities will build on, and/or amplify, the conservation achievements you made during the previously funded CEPF grant. You can use* [*www.conservationevidence.com/*](http://www.conservationevidence.com/) *as a source of information to justify your proposed activities.* *(2) Describe which* ***institutional development*** *activities you would like to implement during this project (e.g. training in financial management, communications, legal affairs; production of an organisational strategic / fundraising plan; development of a policy for human resources and volunteers; development of a website etc) to fill the gap identified in the Project rationale above, under item (2).*  |

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| **Project Short-term Impacts –** *(Max 150 words)**Describe the anticipated conservation and institutional impacts as a result of your proposed project activities (the direct short-term benefits e.g. to species, habitats, people, and your organisation).*  |

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| **Project long-term Impacts –** *(Max 150 words)**Describe how the results will contribute to conservation of biodiversity beyond the life of the project (e.g. sustainability, replicating the activities or the outcomes, social impact etc.)* |

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| **Project Risks** *– (Max 150 words)**Describe any potential risks you may face in implementing your project. (e.g. environmental conditions, civil unrest, government policies, beneficiaries unwilling to try new techniques, institutional risks such as governance, staff turn-over etc). Please explain how you intend to minimize the risk.* |

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| **Project Partners** *– (Max 150 words)**List all partners that will be directly involved in implementing this project with a key role and responsibility e.g. another conservation organisation, consultancy etc. For each one, describe their anticipated role.* |

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| **Project Stakeholders** *– (Max 150 words)**List all Stakeholders that will be involved in this project e.g. local school, university, government agency, local businesses, other NGOs etc. For each one, describe their anticipated role.* |

**Section 5: Safeguards:**

The following questions help CEPF determine if your project triggers any social or environmental safeguards. CEPF is required to assess all applications to determine if safeguards are triggered, and if any appropriate mitigation measures need to be included in project design and implementation. For further information on safeguards, please visit: [www.cepf.net/grants/Pages/safeguard\_policies.aspx](http://www.cepf.net/grants/Pages/safeguard_policies.aspx).

1. **Please answer the questions below – Tick all boxes that apply:**

To the best of your knowledge, please tick if your project will involve any of the activities below.

Does your project…

[ ]  Support construction or rehabilitation?

[ ]  Support forestry activities?

[ ]  Have indigenous people present in or around the project site?

[ ]  Have any adverse impacts on local communities?

[ ]  Strengthen the management of a Protected Area?

[ ]  Restrict access to resources in a Protected Area?

[ ]  Remove or evict anyone?

[ ]  Use pesticides or any other type of poison?

[ ]  Have any Health and Safety concerns for project staff or volunteers?

[ ]  Remove or alter any cultural resources?

1. **Please provide additional information on all the boxes you ticked above –** *Max 100 words*

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**Section 6: Budget**

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| Please provide a breakdown of the proposed budget (in US dollars, $ USD) using the following budget lines: |
| **Budget lines** | **USD ($)** | **Comments** |
| Salaries and Benefits |  |  |
| Consultancies and Professional Services |  |  |
| Occupancy (Office Rent and Utilities) |  |  |
| Telecommunications |  |  |
| Postage and Delivery |  |  |
| Supplies |  |  |
| Furniture and Equipment |  |  |
| Maintenance |  |  |
| Travel and Special Events |  |  |
| Bank and Insurance Fees |  |  |
| Management Support Costs (*max 13% )* |  |  |
| **Total Budget** |  |  |