**CONCEPT NOTE TEMPLATE**

*The Concept Note (CN) is the first step in the application process. If Concept Notes are approved, applicants will be asked to prepare a full project proposal for further evaluation. Please complete* ***ALL*** *sections of this form and attach the required documents. Remember to follow the guidance and the strategy of the EbA Facility described in the call for proposals and compare the completed concept note to the evaluation scoring sheet.*

*You are welcome to provide additional supporting documents, such as maps or letters of community support, as attached files with the submission of this CN. Contact the EbA Facility staff (see call for proposals for contact details) if you have any questions about your project concept or how to complete this CN form. Please submit questions by Friday 16th December, 2022.*

*Please ensure that the Concept Note* ***does not exceed seven (7) pages****. No word limit is specified but Times New Roman font size 12 must be used throughout the submission and document margins must be maintained. You can delete all instruction texts that are in italic.*

***The following documents are required to be submitted with the Concept Note:***

*1. A signed declaration by the applicant organization must be submitted on an appropriate letterhead, including the following:*

*“I, the undersigned being the person responsible in the Applicant’s organization for the proposed Project, do hereby certify that the information given is true and correct at the time of submission.”, with signature, name, position, place, date.*

*2. Certificate of registration of the applicant organization*

*3. Audited financial statements prepared and signed by an independent, external auditor from two recent fiscal years (most recent available). Government Ministries are exempt from this requirement where separate audited financial statements are not produced.*

[***Please submit Concept Notes and other required attachments via the Concept Note Application Portal on the CBF website***](https://caribbeanbiodiversityfund.org/call-for-proposal/ecosystem-based-adaptation-eba-facilitys/)***. Please submit concept notes and supporting documents by Tuesday 24th January, 2023, at 23:59 UTC-5.***

**PART A: Applicant Organization**

*If your project will be implemented by a consortium of organizations, there must be one leading organization that will be the applicant and sign the contract with CBF.*

|  |  |  |
| --- | --- | --- |
| **Applicant Organization Legal Name:** |  | |
| **Short Name/Acronym:** |  | |
| **Total Permanent Staff:** |  | |
| **Organization Type:**  *Mark with an X one option only.* |  | National Conservation Trust Funds (NCTFs) |
|  | National Non-government organizations (NGOs) |
|  | Community-based organizations (CBOs) |
|  | Government agencies |
|  | Regional/ international organizations |
|  | Private sector |
|  | Universities and research institutions |
|  | Other (specify here): |
| **Registration Number** |  | |
| **Duly Registered Under:** | *Please cite relevant laws or statute* | |
| **Year Organization Established:** |  | |

|  |  |
| --- | --- |
| **Purpose/ Mission:** |  |
| **Organization Address:** |  |
| **Website Address:** |  |
| **Contact Person Name:** |  |
| **Contact Person Position:** |  |
| **Contact Person Email:** |  |
| **Telephone** *(with country code)***:** |  |

**Please list below relevant past projects that your organization has managed (limit to the last 5 years):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Title** | **Main theme** | **Start**  *(mm/YY)* | **End**  *(mm/YY)* | **Main donors** | **Project**  **budget**  *(in USD)* |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**The table below is to be completed ONLY by consortia of organizations. Please list below the organizations that compose the consortium that will implement this project and the main roles each of them will have in the project:**

*A project will be implemented by a consortium of organizations when the applicant organization will sign sub-grant contracts with other organizations that will be responsible for specific roles during the project implementation. You can delete this table if this is not your case.*

|  |  |
| --- | --- |
| **Organization Name** | **Main Functions** |
|  |  |
|  |  |
|  |  |
|  |  |

**PART B: Project Description**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Geographic Area:**  *Country(ies), state, district, sub region, basin, protected areas, corridor, etc. If possible, give an estimate size in hectares.* |  |
| **Problem:**  *Explain what the main environmental and social vulnerabilities of the project area are regarding climate change risks and effects. Justify selection of project area.* |  |
| **National/regional policies and priorities:**  *Explain how the project supports policies and strategies (e.g., national adaptation plans, NDCs, National Communications under UNFCCC, NBSAPs, etc.)* |  |
| **Project Approach:** *Explain if the project will continue, scale-up, replicate any previous activity or if it has synergies with other actions in the area* |  |
| **Project Intervention Logic** | |
| **Goal:**  *The main climate risk that will be reduced with the project contribution* |  |
| **Objectives:** *Maximum of 3 main Ecosystem-based adaptation aims the project will adopt* |  |
| **Expected Outcomes:**  *Main climate change adaptation benefits expected to happen as a result of the project intervention* |  |
| **Expected Outputs:** *Main products or results expected to be delivered by the project activities* |  |
| **Activities:**  *What will be done to deliver the outputs (main activities)* |  |

|  |  |
| --- | --- |
| **Relevance to the EbA Facility Objectives** | |
| **How the project contributes to the EbA Facility strategic Objective?**  *Refer to the call for proposals objective in your answer* |  |
| **To which indicators of the EbA Facility the project will answer?**  *Refer to the list of 3 IKI indicators (AP, AE, AM) and 8 custom indicators (EbA1-1 to EbA1-8) in the EbA Facility Logical Framework. Align to the EbA Facility Strategic Objective and Outcomes 1.1. & 1.2* |  |
| **Implementation details** | |
| **Key Stakeholders and Partners (including stakeholders that may oppose to the project):** |  |
| **Project Duration** *(in months)***:** |  |

**PART C: Environmental and Social Safeguards**

|  |  |
| --- | --- |
| **Organization’s system (or plan) to manage environmental and social (E&S) risks and impacts** |  |
| **Main environmental, social, and climate change-related risks and potential adverse impacts of the proposed project** |  |
| **Potential mitigation measures for the risks and impacts identified above.** |  |
| **Is the Project or any of its activities in the CBF’s Exclusion List?** |  |

**PART D: Project Estimated Budget**

**What is the total amount being requested from the EbA Facility (in USD)?**

|  |  |
| --- | --- |
| **Total amount (USD)** |  |

**Are there any other funders that will provide in-cash contributions to the project (it is not a requirement but will contribute to the overall score)? List below, if any, and complete the estimated amounts in the table below:**

|  |  |  |
| --- | --- | --- |
| **Main Budget Items** | **EbA Facility**  (USD) | **Other funders**  If any (USD) |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL |  |  |

*Main budget item normally include personnel (staff and consultants), travel, equipment, administration costs (overhead), events, communication, including all required permits and licenses, signage at the project sites, audits and bank charges. Import duties cannot be paid with CBF grant funds.*

**Are there in-kind contributions from your organization or from other supporters or partners?**

*In-kind support may include labour, travel costs, equipment that is lend to the project, trainings, etc.*