

**Co-financed by:**



**Caribbean Biodiversity Fund (CBF): Advancing Circular Economy (ACE) Facility**

**Call for Proposals (CfPs) 2**

 **Concept Note Application Template**

***This document provides applicants with the required standardise template to submit their Concept Notes.***

*The Concept Note (CN) is the first step in the application process. If Concept Notes are shortlisted, applicants will be formally notified and asked to prepare a full project proposal for further evaluation. Please complete* ***ALL*** *sections of this form and attach all of the required documents. Kindly follow the guidance and the strategy of the ACE Facility described in the call for proposals and consider the Evaluation Criteria and Mapping provided during the design of the project and completion of this concept note.*

*The provision of additional supporting documents, such as maps or letters of community support will be accepted as attached files with the submission of this CN.*

*Should you require additional information or clarification, contact the CBF’s ACE Facility team (as per the contact information provided under this call for proposals). The clarification period related the completion of the CN template extends to 11:59pm (AST) October 31, 2025.*

*Please ensure that the Concept Note* ***does not exceed twenty (20 pages[[1]](#footnote-1))****. No word limit is specified but Times New Roman font size 12; full justification and 1.5 spacing must be used throughout the submission. Document margins of 1 inch must be maintained. Please delete all instruction/guidance texts and explanatory notes that are in blue italics. Any examples provided should be replaced with relevant project information. Applications may be submitted in English, French, or Spanish.*

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

1. *A signed declaration by the applicant organisation on an appropriate letterhead, including the following:*

*“I, the undersigned being the person responsible in the Applicant’s organisation 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.*

1. *A signed declaration by the applicant organization on the organization’s letterhead, including the following statement:*

*"I, the undersigned, being the person responsible in the Applicant’s organization for the proposed Project, do hereby declare that, to the best of my knowledge, neither I nor my organization have any actual, potential, or perceived conflict of interest in relation to the proposal process under the ACE Facility. I further certify that no persons within the Applicant’s organization have been involved in the strategic development or technical oversight of the ACE Facility within the past two (2) years. I confirm that the information provided herein is true and correct at the time of submission”, with signature, name, position, place, date.*

1. *Certificate of registration of the applicant organization and demonstration of local partnerships for each project intervention country, or evidence to operate in the project intervention country(ies).*
2. *Audited financial statements prepared and signed by an independent, external auditor from two recent fiscal years (most recent available). In lieu of updated approved audited financial statements and/or where separate audited financial statements are not produced or available, Government Ministries can provide draft audited financial statements, management accounts and/or parent ministry financial audits.*
3. *In the case, of consortia, all members must submit a signed declaration on appropriate letterhead, including the following:*

*“We have read and approved the content of this application to the ACE Facility and agree to comply with the roles and responsibilities detailed in this project concept. We confirm that the project can be executed according to the proposed timeline considering a start date in Q2 of 2026”, with signature, name, position, place, and date.*

1. *In the case of cofinancing, all co-financers[[2]](#footnote-2) must submit a signed declaration on appropriate letterhead, including the following:*

*“We have read and confirm that we commit to providing co-financing to the amount of (USD xxx cash and/or USD xxx in-kind) as detailed in this project proposal. We confirm that the co-financing can be mobilised according to the proposed timeline considering a start date in Q2 of 2026”, with signature, name, position, place, and date.*

***Submissions not including all these documents will be disqualified. Please submit Concept Notes and other required attachments via the Concept Note Application Portal by 11:59 pm (AST) November 26, 2025. Portal here:*** [***https://caribbeanbiodiversityfund.org/call-for-proposal/advancing-circular-economy-ace-facilitys-second-call-for-proposals/***](https://caribbeanbiodiversityfund.org/call-for-proposal/advancing-circular-economy-ace-facilitys-second-call-for-proposals/)

**PART A:**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Project Summary:** | *(max. 300 words)* |

**PART B: Applicant Organization[[3]](#footnote-3)**

|  |  |
| --- | --- |
| **Applicant Organisation Legal Name:** |  |
| **Short Name/Acronym:** |  |
| **Organisation Type:***Mark with an X one option only.* |  | National Conservation Trust Funds (NCTFs) |
|  | National non-government organisations (NGOs) |
|  | Community-based organisations (CBOs) |
|  | Government agencies |
|  | Regional/ international organisations |
|  | Private sector (SME) |
|  | Universities and research institutions |
|  | Other (specify here): |
| **Year Organisation Established:** |  |
| **Registration Number:** |  |
| **Duly Registered Under:** | *Please cite relevant laws or statutes* |
| **Purpose/ Mission:** |  |
| **Governance Structure:**  | *Board of Directors; Executive Committee; Other please specify* |
| **Total Permanent Staff:** |  |
| **Organisation Address:** |  |
| **Website Address:** |  |
| **Contact Person Name:** |  |
| **Contact Person Position:** |  |
| **Contact Person Email:** |  |
| **Telephone** *(with country code)***:** |  |

**Please list below relevant[[4]](#footnote-4) past projects that your organisation has managed (limited to the last 5 years):**

| **Project Title** | **Main Theme** *Demonstrated relevance to the ACE Facility* | **Start***(mm/YY)* | **End***(mm/YY)* | **Main Stakeholders (Donors, partners, beneficiaries etc.)**  | **Project****Budget managed by Applicant***(in USD)* | **Project Country(ies)** | **Reference &****Contact Info[[5]](#footnote-5)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

**The table below is to be completed ONLY by consortia of organizations[[6]](#footnote-6). 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 organisation signs 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**.*

| **Organisation Name (and location)** | **Main Functions** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**PART C: Project Description**

*Please delete all instruction/guidance texts and explanatory notes that are in blue italics. Any examples provided should be replaced with relevant project information.*

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Project Duration** *(in months)* | *(max. 36 months)* |
| **Geographic Area:** | *Country(ies), state, district, sub-region, basin, protected areas, corridor, proximity to important marine ecosystems etc. If possible, give an estimated size in hectares.* |
| **Problem:** | *Explain what the main challenge in the project area is regarding Marine Pollution and Solid Waste Management.*  |
| **National/Regional/International policies and priorities:** | *Explain how the project supports national, regional, or international policies and strategies (e.g., national solid waste management plans/strategies; Basel Convention; Cartagena Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region; Sustainable Development Goals (SDGs)).* |
| **10 R-strategies:**  | *Explain how the project takes into account the 10 R-strategies for a circular economy. Refer to the link below:* [*https://www.circularise.com/blogs/r-strategies-for-a-circular-economy*](https://www.circularise.com/blogs/r-strategies-for-a-circular-economy) |
| **Project Synergies and Scalability:**  | *Explain if the project will continue, scale-up or replicate any previous circular economy activities and if it has synergies with other actions in the area.* |

| **Project Intervention Logic** |
| --- |
| **Goal:**  | *The main sustainable Circular Economy intervention that will prevent; reduce; remove (with the possibility to include final disposal processes) marine litter and/or generate knowledge and data on the circular economy and marine pollution in the Caribbean region.* |
| **Objectives:**  | *A maximum of 3 main Circular Economy principles the project will adopt.* |
| **Expected Outcomes:** |  *The main impacts to be achieved by the project intervention.* |
| **Expected Outputs:**  | *Main products or results expected to be delivered by the project activities.* |
| **Activities & Estimated timeline:**  | *What will be done to deliver the outputs (main activities) and the estimated timeframe for completion?* *Activity 1: XXX (1 month)**Activity 2: XXX (3 months)**Activity 3: XXX (2 months)* |
| ***Demonstration of Investments:*** | *Please indicate how your project will make use of the budget allocations for infrastructure development, equipment, knowledge generation, policy advocacy, and/or consumer education. Applicants are encouraged to demonstrate cost-effectiveness by explaining how budget allocations will maximize impact, avoid duplication of efforts, and leverage existing resources or partnerships.* |
| **Relevance to the ACE Facility Objectives** |
| **How will the project contribute to the ACE Facility Objectives?** | *Refer to the ACE Facility Objectives (as outlined on the Terms and Conditions on the* [*CBF Website*](https://caribbeanbiodiversityfund.org/call-for-proposal/advancing-circular-economy-ace-facilitys-second-call-for-proposals/)*) in your answer.* |
| **Please indicate which ACE Facility indicators and targets are relevant to the project.***Refer to the list of indicators in the* [*ACE Facility Logical Framework*](http://caribbeanbiodiversityfund.org/wp-content/uploads/2024/08/ACE-Facility-CfP1_Logical-Framework-_ENG.pdf) *in the call for proposals and list all that apply. Align to the Strategic Objectives.* | ACE Facility Indicator (*e.g. Indicator ACE G1: Tons (t) of litter re-moved or prevented from entering the marine environment through projects financed by the Advancing Circular Economy Facility (ACE Facility)*)  | Estimated target to be achieved by the proposed project: (*e.g. 5000 t*) |
| *Add indicators here as needed* | *Add estimations here as needed*  |
| **Implementation Details** |
| **Key Stakeholders and Partners:**  | *Include here stakeholders and vulnerable groups or communities that may benefit from or may be impacted positively or negatively by the project.* |
| **Sustainability Plan and Project Closure**  |
| **Please outline how your project will be brought to a close while sustaining its benefits:** | *Include here a planned approach for terminating the project in an orderly and strategic manner. It outlines how to close down a project effectively, approach efficient and effective handover, ensuring that all goals are met, stakeholders are informed, benefits and resources are sustained, reallocated or released appropriately.* |
| **Please outline how your project will maintain its financial sustainability (beyond the grant period) based on the business model established:** | *Describe the mechanisms, revenue streams, partnerships, or cost-recovery approaches that will allow the initiative to continue delivering benefits beyond the grant period.* |

**PART D: Risks, Environmental and Social Safeguards**

*Applicants must identify and address potential risks associated with the proposed project, with a particular focus on environmental and social safeguards. The ACE Facility requires that all projects align with international best practices and the CBF’s Environmental and Social Management System (ESMS).*

*Identifying risks will not reduce your chances of funding. The ACE Facility values a realistic assessment of potential risks, as this strengthens project design and shows preparedness.*

*Please delete all instruction/guidance texts and explanatory notes that are in blue italics. Any examples provided should be replaced with relevant project information.*

| **Is there a risk that your project could negatively impact natural habitats?**  | *If* ***yes****, please provide a short description.* |
| --- | --- |
| **Will the project produce or use hazardous or non-hazardous waste and/or not apply technically and financially feasible measures for pollution prevention?**  | *If* ***yes****, please provide a short description.* |
| **Is there a risk that your project could include land acquisition and or involuntary resettlement of local populations and access restrictions to natural resources?**  | *If* ***yes****, please provide a short description.* |
| **Will the project cause workers' rights to be violated (working hours, wages, healthy and safe working environment according to national legislation and international labour standards)?**  | *If* ***yes****, please provide a short description.* |
| **Is there a risk that your project could negatively impact Indigenous Peoples or any vulnerable groups *(including women, youth, persons with disabilities, vulnerable communities, and informal waste workers)*?** | *If* ***yes****, please provide a short description.* |

| **Is there a risk of adversely impacting gender balance among the population at the project site *(including gender-based violence)*?**  | *If* ***yes****, please provide a short description.* |
| --- | --- |
| **Are there geographical risks associated with your preliminary project design *(including force majeure[[7]](#footnote-7) considerations)*?**  | *If* ***yes****, please provide a short description.* |
| **Are there political or regulatory risks associated with your preliminary project design?** *.* | *If* ***yes****, please provide a short description* |
| **Are there financial or cost overrun risks associated with your preliminary project design?**  | *If* ***yes****, please provide a short description.* |
| **Are there technical or operational risks associated with your preliminary project design?** *.* | *If* ***yes****, please provide a short description* |
| **What are the potential mitigation measures for the risks and impacts identified above?** | **Main Risks***Please expand here as needed* | **Potential Mitigation Measures***Please expand here as needed* |
| **Is the Project or any of its activities in the CBF’s Exclusion List?**  | *See the list here for reference:* [*https://caribbeanbiodiversityfund.org/resources/cbf-environmental-and-social-policy-and-exclusion-list/*](https://caribbeanbiodiversityfund.org/resources/cbf-environmental-and-social-policy-and-exclusion-list/) |

**PART E: Project Estimated Budget[[8]](#footnote-8)**

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

| **Total Grant Request (USD)** |  |
| --- | --- |
| **Cofinancing (USD)** |  |
| **Total budget (USD)** |  |

**Please provide an estimate for your main budget categories and the source of funding in the table below:[[9]](#footnote-9)**

| **Main Budget Categories** | **ACE Facility**(USD) | **Sources of Co financing** (USD) | **Amount of Co financing** (USD) |
| --- | --- | --- | --- |
| *PROJECT MANAGEMENT COSTS (PM) COSTS (including Staff time (Personnel), Contractors (Personnel), PM Software, Licenses and Storage Solutions, Training and Development of the Project Team, Meeting Costs (Team Meetings), Travel (Team Meetings), Accommodation (Team Meetings),* *Reporting and Documents, Miscellaneous (Office supplies, event planning) and Legal Services* |  |  |  |
| *PROJECT ACTIVITIES - Technical Expertise* |  |  |  |
| *PROJECT ACTIVITIES - Project Travel* |  |  |  |
| *PROJECT ACTIVITIES - Equipment* |  |  |  |
| *PROJECT ACTIVITIES - Infrastructure* |  |  |  |
| *PROJECT ACTIVITIES - Training* |  |  |  |
| *PROJECT ACTIVITIES - Events* |  |  |  |
| *PROJECT ACTIVITIES - Communication and Outreach*  |  |  |  |
| *PROJECT ACTIVITIES - Administrative* |  |  |  |
| **TOTAL** |  |  |  |

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

**Please provide the estimated cost per Project Activity and the source of funding[[10]](#footnote-10)**

| **Activity** | **ACE Facility**(USD) | **Sources of Co financing** (USD) | **Amount of Co financing** (USD) |
| --- | --- | --- | --- |
| Activity XX |  |  |  |
| Activity XX |  |  |  |
| Activity XX |  |  |  |
| Etc. |  |  |  |
| **TOTAL** |  |  |  |

**Please provide an outline of the proposed co-financing contributions[[11]](#footnote-11),[[12]](#footnote-12) from your organisation or from other supporters or partners in the table below[[13]](#footnote-13)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sources of Co financing** | **Type of Co financing**  | **Cash (USD)** | **In-kind (USD)** |
| *Name of entity / project etc*  | *e.g equity investment*  | xxx | NA |
| *Name of entity / project etc*  | *e.g project grant* |  |  |
| *Name of entity / project etc* | *e.g infrastructure*  | NA | xxx |
| **TOTAL**  |  |  |

**PART F: Additional Due Diligence**

|  |
| --- |
| **Financial Principles and Systems** |
| **What accounting software system does the organisation use?** |  |
| **Does the organisation’s accounting system separately record and track income and expenditure for each individual project, grant, or contract?** |  |
| **Does the organisation have written policies for the following:*****Accounting; Procurement; Code of conduct, ethics, bribery & corruption*** | *Including here coverage of conflict of interest. Please provide copies or Weblink.* |
| **Does the organisation have the capacity to establish and manage a designated USD bank account for receipt and disbursement of funds if the application is successful[[14]](#footnote-14)?** |  |
| **Regulatory Filings** |
| **Is the organisation currently fully compliant and up-to-date with all tax, registration, and social security obligations?** |  |
| **Debt** |
| **Does the organisation have any debt relating to: bank loans, bank overdrafts, or other debt that may impact your ability to sustain operations and continue work on ongoing project?**  | *If* ***yes****, please provide details.* |
| **Insurance** |
| **Please confirm which insurance policies and the level of coverage the organisation has related to Third party liability,** **Infrastructure, Vehicles or Other Insurance.** |  |
| **Internal Controls and Record-keeping** |
| **Please confirm which insurance policies and the level of coverage the organisation has related to Third party liability,** **Infrastructure, Vehicles or Other Insurance.** |  |
| **Briefly describe your organisation’s system for filing and keeping supporting documentation.** |  |

1. At the discretion of the ACE Facility Committee, Concept Notes exceeding the twenty (20) page limit may be disqualified from the evaluation process. [↑](#footnote-ref-1)
2. If a member of the consortia is also a co-financier, one letter can suffice, provided it includes both the consortia and co-financing declarations [↑](#footnote-ref-2)
3. If your project will be implemented by a consortium of organisations, there must be one leading organisation that will be the applicant and sign the contract with CBF. [↑](#footnote-ref-3)
4. For projects that include activities in Cuba, project proponents must be international institutions that have experience in implementing projects and other activities in compliance with US Government sanctions and regulations concerning Cuba. *Please demonstrate capacity here.* [↑](#footnote-ref-4)
5. For each project listed, please provide a reference along with the contact details (name and email address) of an individual who is not affiliated with your organization. [↑](#footnote-ref-5)
6. Organisations from outside the Caribbean applying for funding need to have technical expertise, as well as **one or more local**

**Partner**s in each project intervention country. Please confirm local project partners here. [↑](#footnote-ref-6)
7. Natural disasters like hurricanes, tornadoes, and earthquakes, and human actions, such as armed conflict and human-made diseases [↑](#footnote-ref-7)
8. All budgets must be prepared and presented in United States Dollars (USD). Applicants whose local currency differs should apply an appropriate exchange rate at the time of preparation and account for potential fluctuations that may occur during the project implementation period. [↑](#footnote-ref-8)
9. Import duties cannot be paid with CBF grant funds. [↑](#footnote-ref-9)
10. Please ensure these activities are aligned with the activities outlined in Part B: Project Description of this template and in alignment with the budget categories outlined [↑](#footnote-ref-10)
11. Cash cofinancing can include operational cost offsets; equity investments or other projects/grant funding. [↑](#footnote-ref-11)
12. In-Kind contributions can include technical assistance; equipment, materials and services; human resources; infrastructure and facilities. [↑](#footnote-ref-12)
13. If your project will be implemented by a consortium of organisations, there must be one leading organisation that will be the applicant and the requisite co-financing requirements should be in accordance with the categorisation (e.g. Non-profit organisations or Regional Organisations etc.) of that lead organisation. However, consortium members are strongly encouraged to align with the thresholds applicable to their respective categories, taking into account the current state of their operations. [↑](#footnote-ref-13)
14. If no, please provide a justification, supported by evidence (e.g., banking regulations, institutional policies, or alternative arrangements in place to ensure transparent and accountable fund management). [↑](#footnote-ref-14)