

ANNEXURE 2: Application format and guidelines for CEPF Western Ghats Small Grants Program (http://www.atree.org/CEPF_WGhats/SGFormat.doc)

I. COVER PAGE- (1 page)

1. Proposal Title:
2. Name of Applicant/Organization:
3. Email Address:
4. Mailing Address:
5. Telephone:
6. Fax:
7. Web Site Address (if any)
8. Amount requested (not to exceed \$20,000):
9. Other Funding sources sought and/or secured:
10. Project Start Date:
11. Project End Date:

II. NARRATIVE SECTION: (12 pages)

12. Executive Summary (or Abstract): (1 page)
13. Introduction:
14. Rationale: (½ page) (Describe the importance of this project, why it should be done and what important contribution it will make to conservation in the Western Ghats, conservation outcomes)
15. Geographical area: (Description of the project site) (½ page)
16. Relationship with the Western Ghats Ecosystem Profile and Strategic Directions: (How does the project align with the Strategic Direction No. (e.g. 2.1) of the Ecosystem Profile and the investment priorities? How it will contribute to the conservation outcomes - species and/or, site and corridor?) (1 page)
17. Objectives: 2-3 points (1/2 page)
18. Expected Outputs: 3-5 points (1/2 page)
19. Methodology or field implementation modality as appropriate
 - a. Research design - 1 page
 - b. Field methods - 1 page

- c. Data analysis - 1 page
20. Proposed Activities: (1 page)

MISCELLANEOUS

1. Literature cited (if any):
2. Budget: (template provided - **annexure 3**)
3. Proposed work plan: (Broken down on a quarterly basis giving targeted outcomes of activities)
4. Include: CV of the principal investigator, organizational information (booklet, pamphlet, brochure as PDF)
5. Referee statements: Please provide statement signed from two national or international referees (including name, position and contact details) supporting and recommending your proposal.

Proposal Formatting:

Proposal: MSWord format (spell-checked)

Font: Times New Roman

Font size: 12

Line spacing: 1 and a half

Page margins: 1" on all four sides