

CEPF Letter of Inquiry

To submit your Letter of Inquiry, please send it to cepfgrants@conservation.org. If you have any questions or concerns please send your inquiry to the same account and we will do all that we can to assist.

Thank you for your interest in CEPF.

Organization Information
Organization Legal Name
Organization Short Name / Acronym, if any.
Project Lead Contact – Provide the name and contact information for the person responsible for correspondence with CEPF regarding this project.
Organization Chief Executive – Provide the name and contact information for the chief executive or person who is authorized to sign contracts on behalf of your organization.
Mailing Address
Physical Address – if different from mailing address above.
Country
Telephone
Fax, if any.
Web Site Address, if any.
E-mail Address – Provide an e-mail address. CEPF will use this to communicate the status of your application.
Total Permanent Staff
Year Organization Established

Organization Type ___ Local _____ International <i>Local organizations should be legally registered in a country within the hotspot where the project will be implemented and have an independent board of directors or other similar type of independent governing structure.</i>
History and Mission Statement – Provide a brief description of your organization’s history and mission, including experience relevant to the proposed project.
Eligibility Questions
CEPF funds may not be used to directly fund government agency activities. In addition, they may not be used for the purchase of land, involuntary resettlement of people, the capitalization of a trust fund or the alteration of any physical cultural property. If your proposed project involves any of these, CEPF is not in a position to fund your proposal. Where possible, you may revise your strategy to avoid these elements or you may wish to consult the “Resources” section at www.cepf.net that provides links to additional funding sources and resource sites.
Do you represent, or is your organization controlled by, a government agency?
Do you plan to use any of the potential project funds to purchase land?
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 archeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance)?
Does the project involve the relocation of people or any other form of involuntary resettlement?
Do you plan to use any of the project funds to capitalize a trust fund(s)?
Project Title and Request
Project Title
CEPF Region – Please list the CEPF region where your project will be implemented. CEPF funding regions are described on www.cepf.net .
Project Location – Define the geographic location (including country, corridor, site, etc) where project activities will take place.
Project Duration – Enter the approximate time period of your project.
Strategic Direction from the CEPF Ecosystem Profile – Enter the single strategic direction this proposal aims to address. Use the exact number, such as 1, 2, etc. and wording from the ecosystem profile for this region found on www.cepf.net .

Funding Request Amount – Enter the amount of funds (in US \$) requested from CEPF.
Total Project Budget –Enter the total budget for this project from all funding sources.
Counterpart Funding – Identify the amounts and sources of any other funding already secured to be directed to this project.
In-Kind Contributions – Enter the amount of your organization’s contributions to be directed to this project and explain how these have been calculated.
Project Budget – Provide a breakdown of the proposed budget (in US\$ and only for the CEPF funded portion of the project) using the following categories.
Salaries/Benefits:
Professional Services:
Rent and Storage:
Telecommunications:
Postage and Delivery:
Supplies:
Furniture and Equipment:
Maintenance:
Travel:
Meetings & Events:
Miscellaneous:
Sub-Grants:
Indirect Cost (max 13%):
Total Budget:
Safeguard Policy Aspects
If the answer to one or more of the following questions is marked Yes, please summarize the potential impacts and how these might be avoided or mitigated. Please be aware that CEPF may ask applicants for additional information and project documentation if the project possesses the potential to trigger Safeguard Policies.
Environmental Aspects Will the proposed project involve activities that are likely to have adverse impacts on the environment? <input type="checkbox"/> Yes <input type="checkbox"/> No

Justification I - Provide rationale for environmental impact if the answer marked is Yes.

Social Aspects

Will the proposed project involve activities that are likely to have adverse impacts on the local community?

Yes

No

Justification II - Provide rationale for social impact if the answer marked is Yes.

Letter of Inquiry

The letter of inquiry is meant to provide CEPF with an overview of the project concept. It is typically 2-3 pages in length, and must include at least the following information:

Project Rationale – Describe the conservation need (key threats and/or important opportunities) your project aims to address and what would happen if this project were not implemented.

Project Approach – Describe the proposed strategy and actions of your project in response to the conservation need stated above. Include the expected results of the project and any potential risks you face in implementing this plan. (no more than 500 words)

Link to CEPF Investment Strategy – How does your project relate to the CEPF investment strategy presented in the Ecosystem Profile? (This document may be found at www.cepf.net) Your answer should include reference to a specific strategic direction from the relevant ecosystem profile that the project will support.

Project Partners / Stakeholders – List any partners to be directly involved in implementing this project as well as important stakeholders and how you have involved them in your planning.

Long-term Sustainability/Replicability – Describe how project components or results will continue or be replicated beyond the initial project.

Please compose your letter of inquiry in the section below.

* Letter of Inquiry