

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.

History and Mission Statement – Provide a brief description of your organization’s history and mission, including experience relevant to the proposed project.

Year Organization Established

Total Permanent Staff

Key Project Staff - Include titles, roles and responsibilities, and percentage of time dedicated to project.

Counterpart Funding – Identify the amounts and sources of additional 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 Partners – List any partners to be directly involved in implementing this project. For each partner please indicate how they will be involved and whether they are a local or international organization.

Project Rationale - Describe the conservation need (key threats and/or important opportunities) your project aims to address and what would happen if this project is 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.

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)?

Safeguard Policy Aspects

If the answer to one or more of the following questions is marked Yes, summarize the potential impacts and how these might be avoided or mitigated. Describe proposed consultation process and assessments that will be undertaken to inform project design, as well as to measures to address social issues.

Environmental Aspects

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

Yes

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.

Additional Information

Stakeholder Participation - Describe any stakeholders important to your project and how you have involved them in your planning.

External Assumptions - Describe any important external factors that may affect your project during implementation and how you will mitigate these potential risks.

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

beyond the initial project. Note that this may include elements of project design, tools utilized during the project, or project results.

Social Context – Describe the broad socio-economic context of, and local communities living in, the area of the proposed project. Describe how the project will work in this context and with the local communities, if relevant.

Additional Information – Please provide any additional information relevant to CEPF's evaluation of your project.

Summary Budget

Project Title	
Organization:	
Application Code:	

This is a summary page of your budget. To complete your budget enter each individual output, by clicking on the appropriate link, where you will find a detailed budget worksheet. Complete each individual worksheet and the information entered will automatically populate the summary tables provided here.

Summary Budget

Description	2006	2007	Total
Subtotal			
Indirect Cost (cannot exceed 13% of subtotal)			
Project Total			

Summary Budget by Cost Category

Cost Category	2006	2007	Total
Salaries/Benefits			
Professional Services			
Rent and Storage			
Telecommunications			
Postage and Delivery			
Supplies			
Furniture and Equipment			
Maintenance			
Travel			
Meetings and Special Events			
Miscellaneous			
Sub-Grants			
Subtotal			
Indirect Cost (cannot exceed 13% of subtotal):			
Project Total			

Budget Worksheet

Project Title			
Organization:			
Application Code:			
Salaries/Benefits	2006	2007	Total
Full Time Employee #1			
Part Time Employee #1			
Comments	<div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div>		
Professional Services	2006	2007	Total
1099 (U.S. Consultants)			
Non-U.S. Consultants			
Audit Fees			
Legal Services			
Other Professional Services			
Printing Services			
Comments	<div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div>		
Rent and Storage	2006	2007	Total
Rent			
Storage			
Audit Fees			
Comments	<div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div>		
Telecommunications	2006	2007	Total
Voice			
Data			

Comments	<input type="text"/>		
Supplies	2006	2007	Total
Office Supplies			
Field Supplies			
Audit Fees			
Software			
Books and Subscriptions			
Hardware/Computer Supplies			
Comments	<input type="text"/>		
Furniture and Equipment	2006	2007	Total
Furniture and Equipment <\$5000			
Furniture and Equipment >\$5000			
Construction Materials			
Infrastructure			
Vehicles			
Comments	<input type="text"/>		
Maintenance	2006	2007	Total
Furniture/Equipment Maintenance			
Vehicle Maintenance			
Software Maintenance			
Comments	<input type="text"/>		
Travel	2006	2007	Total
Lodging, Meals, and Incidentals			
Travel Insurance			
Airfare			
Local Transportation			
Fuel			

Comments	<input style="width: 200px; height: 40px;" type="text"/>		
Meetings and Special Events	2006	2007	Total
Meetings and Special Events			
Training			
Comments	<input style="width: 200px; height: 40px;" type="text"/>		
Miscellaneous	2006	2007	Total
Miscellaneous			
Liability Insurance			
Gain/Loss on Exchange			
Taxes and Licenses			
Comments	<input style="width: 200px; height: 40px;" type="text"/>		
Sub-Grants	2006	2007	Total
Sub-Grants			
Comments	<input style="width: 200px; height: 40px;" type="text"/>		
	2006	2007	Total
SUBTOTAL			
TOTAL			
Comments	<input style="width: 200px; height: 40px;" type="text"/>		

Logical Framework*

Project Title:			
Organization:			
Application Code:			
Long-term Impacts (3+ Years)			
Short-term Impacts (1 - 3 Years)			
Project Components		Products / Deliverables	
Based on your Letter of Inquiry, please list each project component using the Add button below.		Based on your Letter of Inquiry, please list each product / deliverable for the corresponding component.	
Component 1.		1.1.	
Component 2.		2.1.	
		2.2.	
Component 3.		3.1.	
		3.2.	
Component 4.		4.1.	
		4.2.	
Activities Develop a set of key activities needed to deliver each of the stated Components.			
Project Component 1.			
Activity 1.1.			
Activity 1.2.			

Project Component 2.

Activity 2.1.

Activity 2.2.

Activity 2.3.

Project Component 3.

Activity 3.1.

Activity 3.2.

Activity 3.3.

Project Component 4.

Activity 4.1.

Activity 4.2.

Activity 4.3.

** This is a simplified version of the Logical Framework.*