

Grant-Making Process

CEPF has a comprehensive grant application and management system that enables online access to the suite of CEPF application and reporting templates as well as key proposal and project reporting information.

Ecosystem Profiles developed together with stakeholders will guide all applicants in applying for grants as well as the award of all grants¹ by the CEPF Secretariat and Regional Implementation Teams². The investment strategies of each profile will be organized into the various elements of work for which CEPF is seeking proposals.

All profiles will be placed on the CEPF Web site, where applicants may access the *CEPF Letter of Inquiry*³ template and respond to a series of eligibility questions to ensure that they qualify as potential grantees. Applicants select a strategic direction from the profile for which they wish to apply and describe their proposed project. Submission of the Letter of Inquiry begins the *Grant Decision-Making Process*⁴.

If the Letter of Inquiry is satisfactory, and the applicant requests a grant of \$20,000 or less, additional forms are not required. If the Letter of Inquiry is satisfactory and the applicant requests a grant of more than \$20,000 the applicant will be invited to complete the *CEPF Project Proposal*⁵ as well as a *Financial Questionnaire*⁶. Once received by CEPF, this part of the proposal application will be reviewed. At the same time, a *Risk Assessment*⁷ will be carried out based on the submitted financial questionnaire to determine the level of monitoring and reporting required.

If the project is approved, a *Grant Agreement*⁸ will be generated and signed by both parties. Procedures for managing approved grants are summarized in Section 4.5.

¹ The Ecosystem Profiles and information requirements are described in 4.1

² The Regional Implementation Team Terms of Reference and Selection Process are found in Section 4.3

³ The Letter of Inquiry template is found in Section 4.4.1

⁴ A detailed description of the decision-making process is found in Section 4.4.3

⁵ The Project Proposal is found in Section 4.4.2

⁶ The Financial Questionnaire is found in Section 4.4.4

⁷ The Risk Assessment model is found in Section 4.4.5

⁸ The Grant Agreement is found in Section 4.4.6 and 4.4.7