**OM 4.3.2**

**Project Proposal**

The below is copied from CEPF’s online system, ConservationGrants.

**Proposal Instructions**

* Congratulations on being invited to submit a full Proposal to CEPF!
* You can navigate through the gray tabs at the top of the screen in any order. Once you begin to populate your Proposal form, be sure to click Save regularly or click Save and Next if you are done with one tab and ready to move to the next tab. You may save your work on the proposal before formal submission and resume editing at a later time. Note that, once the proposal has been submitted, you will no longer be able to edit it.
* In responding to the questions, please follow the guidance provided by CEPF team in order to facilitate the evaluation of your proposal. Provide supporting documents, such as maps or letters of community support, as uploads, where relevant.
* If you want others within your organization to work on parts of the proposal, add those people via the Collaborators tab.
* Once all of the tabs of the proposal have been completed, you may formally submit it by clicking Review/Submit near the top right corner of the screen. You will receive an email notification from the system once your proposal has been successfully submitted.
* For more information, please contact the CEPF Team.
* To start filling in your proposal, click Save & Next below.

**Collaborators**

* Use the**+**Invite New Members button to invite people within your organization to register on the CEPF portal and allow them to view and edit the Proposal.
* Use the **+**Search/Add Members button to search for people within your organization with existing CEPF portal accounts to allow them to view and edit this Proposal.

**About Organization**

* Complete the following information about your organization. Note that the organization name defaults from your grantee and application portal account. Please contact [grants@cepf.net](mailto:grants@cepf.net) if the organization's name is incorrect.
* Applicant Organization Name from Registration:
* Organization Legal Name (Long)
* Enter the legal name of your organization if it exceeds more than 80 characters
* Short Name/Acronym:
* Total Permanent Staff:
* Organization Type:
* CEPF defines a "local organization" to be one that is legally registered in a country within the hotspot where the project will be implemented and that has an independent board of directors or other similar type of independent governing structure. Organizations not fulfilling these two criteria are considered international organizations.
* Organization Status:
* Select the most accurate description of the organization.
* Year Organization Established:
* Website:
* Official Email:
* Mailing Address:
* Official Mailing Address:
* Physical Address: if different from mailing address above.
* Chief Executive Officer (CEO)
* Title:
* Given Name:
* Family Name:
* Country:
* CEO Telephone Number:
* CEO Country Code:
* CEO Email:
* History and Mission Statement:
* Provide a brief description of your organization’s history and mission.
* Ineligible Recipients of Funds
* Government agencies, and organizations controlled by government agencies, are not eligible to receive CEPF funding. Answer the following questions and upload the relevant documentation to support your answers (if applicable) by clicking Choose File at the bottom of this page.
* Do you represent, or is your organization controlled by, a government agency?    
  Government-owned enterprises or institutions are eligible only if they can answer yes to the following questions. (Submit the relevant documents, if applicable, to support your answers)
* If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution has a legal personality independent of any government agency or actor?
* If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution has the authority to apply for and receive private funds?
* If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution may not assert a claim of sovereign immunity?
* Upload any documents about your organization here.
* You may add one or multiple files. To add a file:

Step 1: Click Choose File.

Step 2: Select the file you want to upload

Step 3: Click Upload

**Basic Project Information**

* Hotspot:
* Project Title:
* Suggest a project title in English using 10 words or fewer.
* Countries:
* Select only countries eligible under the current call for proposals.
* Does the project take place in a protected area?
* If you answered yes, add the protected area information in the Protected Areas tab.
* Strategic Direction:
* Enter the single strategic direction this proposal aims to address. Use the exact number (i.e., Strategic Direction 1, Strategic Direction 2, etc.) and wording from the region's ecosystem profile for this region found here [www.cepf.net](http://www.cepf.net/).\*
* Corridor(s):
* If your project addresses the conservation of one or more conservation corridors listed in the ecosystem profile, give the name(s) of the corridor(s) here:
* Key Biodiversity Area(s):
* If your project addresses the conservation of one or more Key Biodiversity Areas (KBAs) listed in the ecosystem profile, give the name(s) of the KBA(s):
* Select taxonomic group(s)
* Select any taxonomic groups that are a major focus of the project.

* Select a habitat.
* Select the main habitat where the project takes place. To view a list of the habitat types with definitions, examples of alternative habitat terms especially those used in different parts of the world, and guidance notes on using the classification, kindly refer to IUCN Habitat Classification Scheme here

**Protected Areas**

* If the project activities are in one or more protected areas, enter them one by one in this tab.
* To do so, press on the +New and enter your protected area Official Name and press Save.
* If the protected area does not exist in our database, click next below and add it in the Additional Locations tab.

**Additional Locations**

If the project will work anywhere that is not a CEPF priority corridor, priority KBA or a Protected Area, use this tab to explain where it will take place.

Note you can add one or more locations in this tab by pressing the +New button for each location.  For each location, you may enter the following information:

1. Location Name
2. Description of your project location. Include a link to an appropriate Google Earth map (if possible)
3. Latitude
4. Longitude
5. Precision

After adding all locations, click Next.  If you need to edit an existing entry, click on the Edit link in the Action Column next to the record you want to edit.  To remove a location, click on the Delete link in the Action Column next to the record you want to delete.

**Project Concept**

* Duration (Months)
* Project Start Date - Date has to be the first day of the month. (Format date: MM/DD/YYYY)
* Project Rationale:
* Describe the conservation need addressed by the project (i.e., key threats and/or important opportunities). Explain what would happen if the project were not implemented.

* Project Approach:
* How will the project address the problem identified above? Describe the activities the project will implement.
* Project Impacts:
* List the impacts the project will seek to achieve in terms of biodiversity, human well-being, civil society capacity and/or enabling conditions for conservation. Be as specific and quantitative as possible.
* Link to CEPF Investment Strategy:
* Describe how the project advances the goals of the ecosystem profile. Make reference to the strategic directions and investment priorities in the CEPF investment strategy for the hotspot.
* Project Long-term Sustainability:
* Describe how the results of the project will continue or be replicated after CEPF funding ends.
* Organizational Strengths:
* Describe why your organization is best suited to undertake this project (e.g. if it has long-standing efforts in the area).
* Stakeholder Engagement:
* Describe any relevant consultations you have had or partnership agreements you have made with external stakeholders regarding the project.
* Project Assumptions and Risks:
* Describe the proposed strategy and actions of the project in response to the conservation need stated above, including a summary of project objectives, components, and key activities (if available at this stage).
* Social Context:
* Describe the broad socio-economic context of the project area. Describe how the project will work in this context and with local communities, if relevant.
* Upload any additional support documents related to the project concept.
* You may add one or multiple files. To add a file:

Step 1: Click Choose File

Step 2: Select the file you want to upload

Step 3: Click Upload

**Components, Deliverables and Activities**

* Components:
* Use the "New Component" button to create one or more components that will be used to structure the project.

* Deliverables:
* Use the "Add Deliverable" button to create specific project deliverables under each component. Deliverables should be tangible outputs that demonstrate that an expected result has been achieved (e.g. reports, maps, government decisions, etc.).
* Activities:
* Use the "Add Activity" button to create time-based activities under each component. Specify the start and end date of each activity. These dates should be within the project term. Activities are actions that your team will take to achieve a deliverable. For example, if your deliverable is a “report,” then your activity might be research, consultations, or other work to write the report.

**Review Components**

Review components that will be used to structure the project.

**Review Deliverables**

Use this tab to review specific project deliverables organized by your components.

**Activities**

Review time-based activities that link to your deliverables and components.

**Impacts**

* Impacts should include quantitative measures in the statement when possible.
* In order to aggregate the results of CEPF grants at portfolio and global levels, CEPF uses a set of Key Indicators. The proposed project is being considered for support because it contributes to specific Key Indicators. When defining the expected impacts of the project, refer to the list available on the &Key Indicators tab, and ensure that each Key Indicator listed is addressed by at least one project impact.
* To add an impact, press +New.

**Key Indicators (KI)**

* In order to aggregate the results of CEPF grants at portfolio and global levels, CEPF uses a set of Key Indicators. The proposed project is being considered for support because it contributes to the following Key Indicators.
* When defining the expected impacts of your project in the Impact tab, refer to this list, and ensure that each Key Indicator below is addressed by at least one project impact.

**Red List Species**

* If the project activities are working to protect one or more globally threatened species, add the species from the IUCN Red List Database on this tab.
* To do so, click +New and follow the directions on that page to select the red list species.

**Project Actors**

* Indicate who will be responsible for the success of your project. This includes both individual named people or positions as well as organizations, agencies, or community groups.
* Note that Partners and Stakeholders that were entered on the LOI are displayed below. Click the Edit link to provide additional information as required.

**Budget**

1. Refer to our budget guidance accessible here for details on how to complete each of the budget line items below.
2. Press here to download the detailed budget template. Upload the completed template to the “Other Attachments” tab of the proposal (at the top right of the screen). This is a required form.
3. Please do not click the Generate Budget button, until directed by CEPF. You will be directed to do this once the budget is close to being finalized.

* Once directed to do so by CEPF, ensure your start and end date are populated automatically below.  If correct dates are not displayed, please enter this information in the "Project Concept" tab first and return to this tab.
* Once directed to do so by CEPF, press on the blue Generate Budget button. This will generate a column for each calendar year of your project.
* Enter amounts of planned project expenses, in US Dollars (US$), in each line item as appropriate, using the data from your completed detailed budget upload. If any budget lines are not needed, leave the “0” in the cell. Include in this budget only those items for which CEPF funding will be used. Any co-funding/in-kind may be entered on the “Leveraged Funding” tab of the proposal.
* Enter any comments in the “Comment” box for the relevant budget line item.

|  |  |  |
| --- | --- | --- |
| **Grantee Budget Category** | **Amount per year** | **Comments** |
| Salaries and Benefits |  |  |
| Consultancies and Professional Services |  |  |
| Furniture and Equipment |  |  |
| Supplies |  |  |
| Travel and Special Events |  |  |
| Occupancy (Office Rent and Utilities) |  |  |
| Telecommunications |  |  |
| Postage and Delivery |  |  |
| Maintenance |  |  |
| Bank and Insurance Fees |  |  |
| Management Support Costs |  |  |
| Subgrants |  |  |

**Additional Funding**

* Provide details of any additional funding that supported this project.
* Total Amount of Additional Funding ($USD)
* Provide a breakdown of additional funding:
* Provide a breakdown of additional funding (counterpart funding and in-kind) by source.

**Other Attachments**

* Upload the detailed budget that is referenced on the Budget tab of the proposal
* Step 1: Click Choose File
* Step 2: Select the file you want to upload
* Step 3: Click Upload

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