 

**The CEPF East Melanesian Islands**

**Biodiversity Hotspot**

**Letter of Inquiry Template for Small Grants**

**LOI Instructions**

Please complete each question below. Remember to follow the guidance in the call for proposals and the strategy described in the ecosystem profile.

You are welcome to provide supporting documents, such as maps or letters of community support, as attached files with the submission of this LOI.

To submit your Letter of Inquiry (LOI) or if you have any questions or concerns, please email the CEPF regional implementation team (RIT) at [cepfeastmelanesia@iucn.org](mailto:cepfeastmelanesia@iucn.org).

**Section 1: Eligibility**

The following questions help CEPF determine the eligibility of your organization or proposed project activities to receive CEPF funds. Where possible, you may revise your strategy to avoid these elements. If you need further help, we encourage you to seek guidance from the RIT at [cepfeastmelanesia@iucn.org](mailto:cepfeastmelanesia@iucn.org).

**Ineligible Recipients of Funds**

Government agencies, and organizations controlled by government agencies, are not eligible to receive CEPF funds.

Do you represent, or is your organization controlled by, a government agency?

[   ] Yes  
[   ] No

Government-owned enterprises or institutions are eligible only if they can establish (i) that the enterprise or institution has a legal personality independent of any government agency or actor, (ii) that the enterprise or institution has the authority to apply for and receive private funds, and (iii) that the enterprise or institution may not assert a claim of sovereign immunity.

If your organization is a government-owned enterprise or institution, can it clearly establish each of the three items named above?

[   ] Yes  
[   ] No

**Ineligible Use of Funds**

CEPF will not fund the capitalization of trust funds, the purchase of land, the involuntary resettlement of people, or the removal or alteration of any physical cultural property under any circumstances.

Please answer “yes” or “no” to each item:

CEPF will not fund the capitalization of trust funds, the purchase of land, the involuntary resettlement of people, or the removal or alteration of any physical cultural property under any circumstances.

Does your proposed activity intend to use CEPF grant money to capitalize a trust fund?

[   ] Yes  
[   ] No

Does your proposed activity intend to use CEPF grant money to purchase land?

[   ] Yes  
[   ] No

Does your proposed activity intend to use CEPF grant money to resettle people?

[   ] Yes  
[   ] No

Does your proposed activity intend to use CEPF grant money to remove or alter any physical cultural property (defined as movable or immovable objects, sites, structures, and natural features and landscapes that have archeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance)?

[   ] Yes  
[   ] No

**Section 2: Applicant and Organization Information**

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| **Name of applicant**  Provide the name and contact information for the person responsible for correspondence with the RIT regarding this project. |
| **Position in organization** |
| **Email contact of applicant**  Provide an e-mail address. The RIT will use this email address to communicate with you. |
| **Applicant organization legal name**  Write the name of the organization as stated in the legal registration certificate. |
| **Short name/acronym of the organization, if any.** |
| **Mailing address**  Where you want mail (hard copies of material) sent. Please provide a full address. |
| **Physical Address (if different)**  Where your office is located if different from mailing address above. Be sure to include the country in which your office is located. |
| **Telephone (include country code)**  Provide a number for the office and for a mobile phone of the project lead contact, if available. |
| **Website address, if any** |
| **Official/general email address, if any** |
| **Fax, if any** |
| **Staffing**  Please provide the number of people that work for the organization in the relevant category:  Permanent staff:  Part time staff:  Volunteers: |
| **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.  \_\_\_ Local \_\_\_\_ International |
| **Year organization established** |
| **History and mission statement**  Provide a brief description of your organization’s history and mission, including experience relevant to the proposed project. Maximum one page. |

**Section 3: Basic Project Information**

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| **Project title**  A good title should paint a quick picture for the reader of the key idea(s) of your project, identify the strategic objectives and note which key biodiversity area(s) - KBA(s) and country the project will focus on. |
| **Project duration**  Enter the approximate time period of your project and the project’s expected start date. Please note that the RIT will aim to grant successful applications within four months of LOI submission, so please ensure your start date takes this into account. |
| **Project location**  Define the geographic location where project activities will take place (including country, corridor and KBA where relevant). Refer to the [EMI Ecosystem Profile](https://www.cepf.net/sites/default/files/emi_ecosystem_profile.pdf) (PDF – 3.8 MB) to help identify the specific location of your project. Note: If possible, please include a map of your proposed project site, a link to an appropriate GoogleEarth map, or indicate latitude and longitude.  Country(s):  Key Biodiversity Area(s): |
| **Strategic direction from the CEPF ecosystem profile**  Tick one single strategic direction this proposal aims to address. If you believe your project addresses more than one strategic direction, indicate the one you feel your project makes the largest contribution to. Use the exact number and wording on page 172 of the[EMI Ecosystem Profile](https://www.cepf.net/sites/default/files/emi_ecosystem_profile.pdf) (PDF – 3.8 MB).  [ ] Strategic Direction 1 Investment Priority ( )  [ ] Strategic Direction 2 Investment Priority ( )  [ ] Strategic Direction 3 Investment Priority ( )  [ ] Strategic Direction 4 Investment Priority ( ) |

**Section 4: Letter of Inquiry**

Please complete the sections below. The information you provide is meant to give the RIT a clear understanding of your project concept and how you will go about implementation. Once completed, this section is typically 4 – 6 pages long. The guidance notes for each section outline the type of information required.

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| **Project rationale** (approximately one page)  This section should cover the following topics: conservation need addressed by the project (i.e., current threats, challenges, problems that you are attempting to address or improve by carrying out the project; what would happen if the project was not implemented; any past interventions; and how this project is different from other projects that may have attempted to address the same issue).  Please include a brief statement describing why your organization is best suited to undertake this project. For example, your organization has long-standing efforts in the area or was invited by appropriate local stakeholders. |
| **Project approach** (approximately one to two pages)  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 you would like to carry out.  State the **main goal** of your project: This is the solution to the conservation problem/need stated above.  List the objectives of the project. Be as specific as possible, ensuring the objectives are measurable and attainable by the end of the project; relevant; and time bound.  Describe the proposed project components and activities: These are the actions to be taken to achieve the project objectives. |
| **Project impacts** (approximately half to one page)  Describe the anticipated conservation impacts as a result of your proposed project activities.  Include the **expected results** of your project, which should be arranged into **outputs and outcomes**.  The project outputs are the tangible and measurable project deliverables (e.g., one workshop, two training manuals). The project outcomes are the direct short-term benefits produced by your project activities. State possible benefits and who will benefit.  Impacts should be listed as short-term (during the course of this project, 1-3 years) and long-term (following, or as a result of, this project, 3+ years). |
| **Project risks** (approximately 150-300 words)  Describe any potential risks you face in implementing your project. For example, could the project activities be impacted by environmental risks (e.g., cyclone season), political risks (e.g., civil unrest, government policies that are against your project idea) or social risks (e.g., beneficiaries unwilling to try new techniques, high turnover of project staff)? If the answer is yes to any of these questions, please describe the type of risks involved in the project and the proposed measures to be undertaken to minimize potential adverse impacts. |
| **Project partners and stakeholders** (approximately half a page)  List all partners who will be directly involved in implementing this project and for each one, describe their anticipated role. This includes individuals as well as organizations, agencies or community bodies. List key stakeholders and provide information on how you have involved them in planning your project. |
| **Long-term sustainability** (approximately 150-300 words)  Describe how the results will contribute to conservation of biodiversity beyond the life of the project. Can project activities or outcomes be replicated? Sustained? Think about social and economic factors. |
| **Link to CEPF investment strategy** (approximately 150-300 words)  Describe how the project advances the goals of the ecosystem profile. Make reference to the strategic directions and investment priorities for the East Melanesian Islands. You may list multiple strategic directions and investment priorities here. |

**Section 5: Safeguards**

The following questions help CEPF determine if your project triggers any social or environmental safeguards. CEPF is required to assess all applications to determine if safeguards are triggered, and if so, whether or not appropriate mitigation measures need to be included in project design and implementation.

Selecting “yes” to any of the questions below will not necessarily preclude your project from being funded. For further information on CEPF application of safeguards please refer to the CEPF website.

If the answer to one or more of the following questions is marked “yes,” please provide detailed information in the respective section marked Justification I, II, III, IV or V.

**Environmental Aspects**

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

Click here to reply

**Will the proposed project support any physical construction or rehabilitation?**

Click here to reply

**Will the proposed project support any building of trails?**

Click here to reply

**Will the proposed project require you or your team to interact with live animals?**

Click here to reply

**Will the proposed project support any forestry activities?**

Click here to reply

**Justification I**: If the answer to one or more of the above 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 measures to address environmental issues.

**Your justification:**

**Social Aspects**

**Will the proposed project support activities in an area used or inhabited by Indigenous Peoples?**

Click here to reply

**Will any proposed impact from the grant negatively affect the livelihoods of Indigenous Peoples either in the area or somewhere else?**

Click here to reply

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

Click here to reply

**Will the proposed project result in the strengthened management of a protected area?**

Click here to reply

**Will the proposed project result in reduced or restricted access to the resources in a protected area?**

Click here to reply

**Will the proposed project result in removal or eviction of anyone from a protected area?**

Click here to reply

**Justification II:** If the answer to one or more of the above 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 measures to address social issues.

**Your justification:**

**Pest Management**

**Will the project involve use of herbicides, pesticides, insecticides or any other poison?**

Click here to reply

**Will the proposed project pay for the manufacture, acquisition, transport, application, storage or disposal of pesticides, including the costs of materials, equipment and labor?**

Click here to reply

**Will the proposed project pay for the planning, management, or supervision of work which involves the general use of pesticides or animal control as described in the points above?**

Click here to reply

**Justification III**: If the answer to one or more of the above questions is marked “yes,” please provide the name of the pesticide, herbicide, insecticide or poison you intend to use. In addition, 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 measures to address pest management issues.

**Your justification:**

**Health and Safety**

**Will the proposed project have any activities that might impact the *health* of project staff or any other people associated with the project in any way?**

Click here to reply

**Will the proposed project have any activities that might affect the *safety* of project staff or any other people associated with the project in any way?**

Click here to reply

**Justification IV: If the answer to one or more of the questions above is “yes,” please provide an explanation of the potential impacts and how these might be avoided or mitigated.**

**Your justification:**

**Physical Cultural Resources**

Will the project involve the removal or alteration of any physical cultural resources (defined as movable or immovable objects, sites, structures, and natural features and landscapes that have archeological, paleontological, historical, architectural, religious, aesthetic or other cultural significance)?

Click here to reply

**Justification V: If the answer to the question above is “yes,” please provide an explanation of the potential impacts and how these might be avoided or mitigated.**

**Your justification:**

**Section 6: Project Budget Summary**

Please provide a breakdown of the proposed project budget. Your budget must relate to the activities in your proposed project. Please explain how your budget was calculated in the boxes below or attach your workings to help the RIT understand how it relates to your project plan.

Ensure all budget lines only cover costs related to this project and are written in US dollars.

Please refer to Appendix 1 for a sample project budget.

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| **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 or partner organization's contributions are to be directed to this project and explain how these have been calculated. |
| **Salaries/Benefits:**  This is for people employed by your organization. Please indicate names, their job designation, the rate to be paid and what activity they will be involved in. |
| **Professional Services**  This is for services you will pay for, such as a consultant, workshop presenter, printing services, etc. Please indicate the rate of pay for each service listed. |
| **Rent/Storage/Utilities:**  This is for the rent of office space, storage space for supplies or equipment, and utilities such as electricity/water. Please indicate what project activity it relates to. |
| **Telecommunications:**  Please indicate what project activity it relates to (e.g., for a mobile phone please state who will be using it, why it is needed and calculate costs as accurately as possible). |
| **Postage and delivery:**  Please indicate what project activity it relates to. |
| **Supplies:**  Supplies are items needed to execute project activities (e.g., stationery, paper, printer ink, seedlings). For each item, please indicate how many are required and provide an estimated unit price. |
| **Furniture and equipment:**  Office furniture, or equipment such as field equipment/tools/cameras/safety equipment. For each item, please indicate how many are required and provide an estimated unit price. |
| **Maintenance:**  Maintenance of any equipment you will use during the project. |
| **Travel:**  E.g., flights, local transport, petrol (indicate mileage expected), boat rental as well as accommodation, meals and incidentals. |
| **Meetings and events:**  Stakeholder workshops, project events, etc. Please indicate the number of people attending and what the amount will cover (e.g., catering, venue hire). |
| **Miscellaneous:**  Payments are made in US $, so please check if there will be bank charges related to your bank account. If there are, please calculate them and include them in this line. Please try to include all other expenses where possible in the other budget lines. Note that CEPF cannot support general contingency expenses, but only specific budget items. We ask all grantees to include at least $50 under this line. |
| **Indirect cost (max 13%):**  This line is reserved for organizations with an approved United States of America, Federal Indirect Cost Rate. Organizations seeking to use this budget line to cover costs such as electricity, rent, etc., will have to provide documents to support this designation. Please ensure it will only cover costs related to this project and is not duplicated in other budget lines. |
| **Total Budget:**  Please check that sub-totals from each budget line add up. and include only the total amount you are requesting for this CEPF grant. |

|  |  |  |
| --- | --- | --- |
| **SUMMARY OF BUDGET** | | |
| Item | Amount requested from CEPF | Any other contributions from other funding sources? |
| Salaries and benefits |  |  |
| Professional Services |  |  |
| Rent and Storage |  |  |
| Telecommunications |  |  |
| Postage and Delivery |  |  |
| Supplies |  |  |
| Furniture and Equipment |  |  |
| Maintenance |  |  |
| Travel |  |  |
| Meetings and Special Events |  |  |
| Miscellaneous |  |  |
| Management fees |  |  |
| TOTAL funding requested from CEPF |  |  |

**Section 7: Example Budget Summary**

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| **Funding request amount:**  Enter the amount of funds (in US $) requested from CEPF.  US$ 19,080 |
| **Total project budget:**  Enter the total budget for this project from all funding sources.  US$ 28980 |
| **Counterpart funding:**  Identify the amounts and sources of any other funding already secured to be directed to this project.  GEF small grant US$3500 |
| **In-kind contributions:**  Enter the amount of your organization’s contributions or partner organization's contributions are to be directed to this project and explain how these have been calculated.  Salary for Project Manager at $250.00/month for 8 months- $2,000  Facilitation of the Public Awareness Campaign $500.00  Financial Management of the Project $1,000.00  Project Accounts $500.00  Project Record Keeping $500.00  General Administrative Costs of the Project $2,500  2 x Personnel at $150/month for 8 months- $2,400  Materials and Supplies including stationary materials at $500  Total In-Kind Contribution: US$6,400 |
| **Salaries/Benefits:**  This is for people employed by your organization. Please indicate names, their job designation, the rate to be paid and what activity they will be involved in.  John Brown, Technical Officer @ US$250 per month for 4 months for project management  TOTAL = $1000 |
| **Professional Services**  This is for services you will pay for, such as a consultant, workshop presenter, printing services, etc. Please indicate the rate of pay for each service listed.  Costs for consultant to create a video documentary on the culture and conservation of the area @ US$200 per month for 2 months = $800  Costs for editing and final production of video at US$200 =$200  Costs for facilitator of workshop for 2 months @ US400 per month = $800  TOTAL = $1800 |
| **Rent/Storage/Utilities:**  This is for the rent of office space, storage space for supplies or equipment, and utilities such as electricity/water. Please indicate what project activity it relates to.  Rent for office space for 2 months @ US$250 per month = $500    TOTAL = $500 |
| **Telecommunications:**  Please indicate what project activity it relates to (e.g., for a mobile phone please state who will be using it, why it is needed and calculate costs as accurately as possible).  Mobile phone to be used for organization of workshops by Project Manager for 2 months @ US$30 per month = $60  TOTAL = $60 |
| **Postage and delivery:**  Please indicate what project activity it relates to.  Dissemination of workshop report and outputs  TOTAL = $300 |
| **Supplies:**  Supplies are items needed to execute project activities (e.g., stationery, paper, printer ink, seedlings). For each item, please indicate how many are required and provide an estimated unit price.  Printer and accessories = $900  Stationery for workshops = $200    TOTAL = $1100 |
| **Furniture and equipment:**  Office furniture, or equipment such as field equipment/tools/cameras/safety equipment. For each item, please indicate how many are required and provide an estimated unit price.  Equipment - rental of video camera for the video documentary at $200/month for two months = $400  Equipment - rental of projector at $100/month for two months = $200  Furniture – rental of chairs and tables for workshops =$800    TOTAL = $1400 |
| **Maintenance:**  Maintenance of any equipment you will use during the project.  N/A |
| **Travel:**  E.g., flights, local transport, petrol (indicate mileage expected), boat rental as well as accommodation, meals and incidentals.  Travel for video documentary consultant to project site (flight @$1000, plus road and boat transport @ $500)  Travel for Project manager to workshop (road and boat transport @ $500)  Travel for workshop facilitator (flight @$1000, plus road and boat transport @ $500)  Accommodation and incidentals for documentary consultant @ $200/day for 5 days = $1000  Accommodation and incidentals for workshop facilitator @ $200/day for 5 days = $1000  Accommodation and incidentals for Project Manager at workshop @ $200/day for 5 days = $1000  Local transportation costs for participants at workshop (20 persons @ $20 for 4 days) = $1600    TOTAL =$9,100 |
| **Meetings and events:**  Stakeholder workshops, project events, etc. Please indicate the number of people attending and what the amount will cover (e.g., catering, venue hire).  Catering at workshops (23 persons at $30 for 4 days) = $2760  Venue hire @ $250/day for 4 days = $1000  TOTAL = $3760 |
| **Miscellaneous:**  Payments are made in US $, so please check if there will be bank charges related to your bank account. If there are, please calculate them and include them in this line. Please try to include all other expenses where possible in the other budget lines. Note that CEPF cannot support general contingency expenses, but only specific budget items. We ask all grantees to include at least $50 under this line.  Bank transfers (3@ $20) for funds from CEPF = $60  TOTAL = $60 |
| **Indirect cost (max 13%):**  This line is reserved for organizations with an approved United States of America, Federal Indirect Cost Rate. Organizations seeking to use this budget line to cover costs such as electricity, rent, etc., will have to provide documents to support this designation. Please ensure it will only cover costs related to this project and is not duplicated in other budget lines.  N/A |
| **Total Budget:**  Please check that sub-totals from each budget line add up. and include only the total amount you are requesting for this CEPF grant.  Total budget amount = $19220 |