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**Mediterranean Basin Biodiversity Hotspot**

**Letter of Inquiry – Small Grants**

**Project title: ……**

*(Include name of country, name of KBA, and the topic of the proposed project, e.g. “Restore the wetlands of KBA x in country y”)*

**LOI Instructions**

The [Critical Ecosystem Partnership Fund (CEPF)](https://www.cepf.net/) enables civil society to protect the world’s biodiversity hotspots. CEPF funding opportunities are announced via Calls for Proposals.

BirdLife International and DOPPS, as the Regional Implementation Team for the region, facilitates the CEPF Small Grants programme in the Mediterranean Basin. Successful applications will be contracted as a small grant, with an agreement made between the organisation and BirdLife International.

This Letter of Inquiry (LOI) form is the first stage of the application process. *Please complete all sections before you submit your application*. The review process will take approximately 4 to 8 weeks from the closing date. All applicants will be notified of the status of their LOI and successful applicants will be invited to stage 2.

Before applying, applicants are encouraged to discuss project ideas and eligibility with the Programme Officer for their region, as follows:

* 1. Balkan: Marijana Demajo at marijana.demajo@birdlife.org and/or for Albania: Mirjan Topi at mirjan.topi@dopps.si
	2. Middle East: Ibrahim Al Hasani at ibrahim.alhasani@birdlife.org
	3. North Africa: Awatef Abiadh at awatef.abiadh@birdlife.org
	4. Cabo Verde: Aurélien Garreau at aurelien.garreau@proton.me

3. If you have any general questions about this call for proposals, please contact the Regional Implementation Team leader Vedran Lucić at vedran.lucic@dopps.si. Questions will be accepted and responded to until Tuesday, 22 July 2025.

**To submit your LOI, please send this completed form and any attachments, before the deadline of Friday, 1 August 2025, 23.59 GMT, to: CEPF-MED-RIT@birdlife.org.**

**Section 1: Eligibility**

**1.1 Please answer the following question:**

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

[ ]  YES [ ]  NO

If YES, can you demonstrate that your organisation:

* Has a legal personality independent of any government agency or actor? [ ]  **YES** [ ]  **NO**
* Has the authority to apply for and receive private funds? [ ]  **YES** [ ]  **NO**
* May not assert a claim of sovereign immunity? [ ]  **YES** [ ]  **NO**

**1.2 Please check the following list of ineligible activities:**

CEPF lists a number of activities that are *ineligible* for funding, under the section “Is your project eligible?” on <https://www.cepf.net/grants/eligibility>. Please review this list and answer the following question:

Will your project include one or more of the activities listed here:

* *Use of child labor or forced labor.*
* *Construction or rehabilitation of large or complex dams.*
* *Payment of salaries or salary supplements to government security personnel.*
* *Purchase of firearms or other weapons.*
* *Activities that promote the trade in or use of any substances listed under the Stockholm Convention on Persistent Organic Pollutants, or other chemicals or hazardous materials subject to international bans, restrictions or phase-outs due to high toxicity to living organisms, environmental persistence, potential for bioaccumulation, or potential depletion of the ozone layer.*
* *Purchase and use of pesticides that fall in the World Health Organization classes IA and IB, or in class II if they are likely to be used by, or be accessible to, lay personnel, farmers or others without training, equipment and facilities to handle, store and apply these products properly.*
* *Physical resettlement of people (voluntary or involuntary).*
* *Purchase of land.*
* *Activities that have the potential to cause adverse impacts to critical habitat.*
* *Activities that introduce or use potentially invasive, non-indigenous species.*
* *Removal or alteration of any tangible cultural heritage.*

[ ]  YES [ ]  NO

If YES, please explain which of the above-listed activities would be part of your project, and why:

**Section 2: Organisation information**

**2.1 Applicant Organisation Name**: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ..

*(Write the name of the organisation as stated in the legal registration certificate)*

**2.2 Short Name/Acronym** (*if any*): . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**2.3 Physical Address**:. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 **Country**: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

*(Where your office is located, if different from mailing address below. Please include the country in which your office is located)*

**2.4 Mailing / Postal Address** *(if different from the above)*: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**2.5 Official/general email address:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ..

**2.6.a Name of Project Lead**:. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**2.6.b Position in Organisation**:. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ..

**2.6.c Email contact of Project Lead**: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ..

*(Provide the name, position and email address for the person responsible for correspondence with the RIT regarding this project. The RIT will use this email address to communicate with you.)*

**2.7 Telephone (include country code)**:. . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ..

*(Provide a number for the office and for a mobile phone of the project lead contact, if available)*

**2.8 Website address** (*if any*): . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**2.9 Other Social Media** *(i.e. Facebook, Instagram, X, etc):* . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**2.10 Permanent staff**: . . . . . . **Part time staff**: . . . . . . **Volunteers**: . . . . . .

*(Provide the number of people that work for the organisation in the relevant category. Please note that under “staff” we consider only persons with employment contracts, and who receive a salary from the organisation):*

**2.11 Organisation Type**(*tick the relevant category*): \_\_\_ Local/National \_\_\_\_ International

**2.12 Year your organisation was established:** . . . . . . . . .

**2.13 Mission, history, experience:** *(maximum 200 words)*

*(Provide a brief description of your organisation’s history and mission, including experience relevant to the proposed project)*

Mission: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

History: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Experience relevant to the project: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Section 3: Basic Project Information**

**3.1 Project Title: . . . .**

*(Include name of country, name of KBA, and the topic of the proposed project, e.g. “Restore the wetlands of KBA x in country y”)*

**3.2 Project** **Duration** *(in months)*: . . . . months; start date: .. / .. / 2025

**3.3 Project summary** *(50-75 words)*

*(A good summary contains 2-3 sentences, starts with an active verb (e.g., implement, undertake, conduct, etc.), and provides an overview of main activities (i.e., what will you do?))*

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**3.4 Project Location:** *Define the geographic location where project activities will take place*.

* **Country/ies**: . . . . . .
* **Key Biodiversity Area(s)** *(If relevant)*: . . . . . .
* **Coordinates:** . . . . . .
* **Map/location:** *Please include a map of your proposed project site below or in a separate attachment, provide a link to an appropriate Google Earth (or any other format/service) map or indicate its latitude and longitude here.*

**3.5 Relevance to CEPF Investment Strategy:**

**3.5.a Strategic Direction:**

*(Please state the CEPF Strategic Direction that this project will contribute to)*

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**3.5.b Investment Priority/ies:**

 *(Please state the Investment Priority/ies that this project will address)*

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**3.5.c Link to CEPF Investment Strategy:**

*(Explain how this project contributes to the CEPF Strategic Direction and Investment Priorities listed above)*

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**Section 4: Project Design**

**4.1 Justification:**

*(Describe the conservation value of the species/site you plan to work for, and its importance for biodiversity and people)*

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**4.2 Problem analysis:**

* **4.2.a. Overall threats:**

*(Describe the general threats to the species/site you plan to work for; refer to sources of information if they are available)*

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* **4.2.b What is the specific conservation problem your project is addressing?**

*(Describe the specific threat/problem that you will be addressing in this proposed project – focus on what you can achieve in this project)*

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* **4.2.c Do you have a ‘gap’ in your own organisation that needs to be filled?**

*(If you want, you may describe an institutional/organisational development issue you would like to address in this project – e.g. strategic planning, communications, staff turnover, burn-out, governance, fundraising capacity or similar. Refer to your latest Civil Society Tracking Tool scores if you have already implemented a CEPF-funded grant before)*

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**4.3 Project Approach:**

* **4.3.a Project Short-term Impacts**

*(The Short-term Impacts are what you will achieve within the project period, they are the ‘new situation’ you will create by fixing the identified problems. Please include both your conservation impact(s) and your organisational impact(s) – they should respond to the problems you identified in questions 4.2.b and 4.2.c. above. You can phrase your impacts as: “By the end of this project, xxx will be in place / improved / changed…” or similar SMART approach)*

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* **4.3.b Project Results**

*(These will be the direct, measurable changes the project will make, by implementing the Activities (below) and to achieve the Short-term Impacts (above). Results are in the direct control of the project team, so should be delivered during the project. Results should be expressed as ‘products achieved’, not as activities or processes)*

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* **4.3.c Project Activities**

*(For each Result listed above, there will be several Activities that you need to implement to achieve it. Activities are typically expressed in the active tense. Try to make your Activities specific (who will do what, how, when, where....)*

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**4.4 Project Risks**

*(Describe any internal and external risks that may affect your project, and explain what you would do if they occur. Add more rows if you need them)*

|  |  |
| --- | --- |
| **Risk** | **Mitigation action** |
|  |  |
|  |  |
|  |  |

**4.5 Project Partners and Stakeholders**

*(In the table below, list all partners and stakeholders that are involved in this project; also explain if and how they have been involved in writing this application, and what their role will be in the project’s implementation. Add more rows if you need them, If you have endorsement letter for Protected Area managers or other partners/stakeholders, please send them as attachment to your application and mention it here.)*

|  |  |  |
| --- | --- | --- |
| **Name of partner / stakeholder** | **How they were involved in project design** | **How they will be involved in project implementation** |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Gender**

*(Describe how your project will include gender considerations, if relevant. You can find more information and guidance documents here:* [*https://www.cepf.net/grants/before-you-apply/cepf-gender*](https://www.cepf.net/grants/before-you-apply/cepf-gender)*). Then answer the following 8 questions:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr** | **Question** | **Yes/No** | **Elaborate** |
| 1 | Have you considered the respective roles of women and men and how they relate to the project? |  |  |
| 2 | Have both women’s and men’s opinions been sought in project development? |  |  |
| 3 | Are women’s and men’s unique roles reflected in the project’s objectives? |  |  |
| 4 | In what ways will the activities benefit women and men differently? |  |  |
| 5 | Is the project likely to have negative effects for women or for men? |  |  |
| 6 | Are there any social, legal and/or cultural obstacles that could prevent women or men from participating in the project? |  |  |
| 7 | Does the project have programs, activities and/or services in place to ensure that gender-based issues and concerns will be addressed? |  |  |
| 8 | Does the project design include relevant sex-disaggregated indicators that measure participation and benefits for women and men? |  |  |

**4.7 Safeguards**

*CEPF is required to assess all applications to determine if safeguards are triggered, and if any appropriate mitigation measures need to be included in project design and implementation. Please look at* [*https://www.cepf.net/grants/before-you-apply/safeguards*](https://www.cepf.net/grants/before-you-apply/safeguards) *and answer the following 10 questions:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr** | **Question: does your project…** | **Yes/No** | **If YES, please elaborate** |
| 1 | Support construction or rehabilitation? |  |  |
| 2 | Support forestry activities? |  |  |
| 3 | Have indigenous people present in or around the project site? |  |  |
| 4 | Have any adverse impacts on local communities? |  |  |
| 5 | Strengthen the management of a Protected Area? |  |  |
| 6 | Restrict access to resources in a Protected Area? |  |  |
| 7 | Remove or evict anyone? |  |  |
| 8 | Use pesticides or any other type of poison? |  |  |
| 9 | Have any Health and Safety concerns for project staff or volunteers? |  |  |
| 10 | Remove or alter any cultural resources? |  |  |

**4.8 Links to other conservation projects/initiatives relevant to this proposal:**

*(Give a brief summary of other conservation projects/initiatives working on similar issues to your proposed work. Explain how*

*your work will build on what has been done in the past or what is currently being done.)*

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**4.9 Why do you think that your methods will deliver the conservation result(s) that you are expecting?:**

*(This refers to methods of species or site conservation; habitat or species management; invasive species control, influencing decision-makers, and education/outreach/communications activities. Please provide evidence from personal communications, anecdotal evidence, published or unpublished papers, reports from similar projects, or projects cited on* [*Conservation Evidence*](https://www.conservationevidence.com/)*. Conservation Evidence is a free resource where you can search for your species, habitat or issue of interest and check how successful a method for conservation action has been in a specific location.)*

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**Section 5: Budget**

**5.1 Please provide a breakdown of the budget (in US dollars) using the following budget lines:**

|  |  |  |
| --- | --- | --- |
| **Budget lines** | **USD ($)** | **Description/Justification** |
| **Salaries and benefits** *(Only list project staff that will receive salary from the project e.g. project manager, assistant, accountant…. Include taxes and benefits such as health insurance, pension etc. Add rows if needed)* | *(Only include the salary costs you will charge to the project)* | *(Explain how many days / months / which percentage of time these individuals will work on the project)* |
| 1. | . . . | . . . |
| 2.  | . . . | . . . |
| . . . |  |  |
| **Consultancies and professional services** *(Please list the consultant(s) / service providers that will be contracted under this project)* | *(Include total costs i.e. nr of days x daily rate = USD xxx)* | *(Explain how many days / months these people will work on the project, and what they will deliver)* |
| 1. | . . . | . . . |
| 2. | . . . | . . . |
| . . . |  |  |
| **Occupancy** *(Office rent and utilities, such as water, electricity, security etc )* | *(Only include costs of rent / utilities you will charge to the project)* | *(Explain which percentage of rent/utilities you will charge to the project, and why)* |
| Rent | . . . | . . . |
| Utilities, e.g. . . . .  | . . . | . . . |
| **Telecommunications** *(Telephone, internet)* |  | *(Explain whether these costs occur in the office or in the field)* |
| . . . | . . . | . . . |
| . . . | . . . | . . . |
| **Postage and delivery** |  | *(Explain what you will be mailing, why, and how e.g. courier)* |
| . . . | . . . | . . . |
| **Supplies** *(e.g. paper, pens, notebooks etc)* |  | *(Provide details)* |
| 1. | . . . | . . . |
| 2. | . . . | . . . |
| . . . |  |  |
| **Furniture and equipment** *(e.g. desks, chairs, laptops, cameras, GPS, bicycles, tents etc)* |  | *(Explain why you need this equipment)* |
| 1. | . . . | . . . |
| 2. | . . . | . . . |
| . . . |  |  |
| **Maintenance** *(e.g. vehicle maintenance, software maintenance, etc.)* |  | *(Provide details)* |
| . . . | . . . | . . . |
| **Travel and special events** *(Describe the expected expense that will incur during events and travel)* |  | *(Break these costs down as much as possible e.g. costs of individual flights, car hire, venue hire, etc)* |
| 1. Transportation | . . . | . . . |
| 2. Meetings | . . . | . . . |
| 3. Lodging, Meals, and Incidentals | . . . | . . . |
| . . . |  |  |
| **Bank and insurance fees** |  | *(Explain the charges e.g. bank fees on transfer of funds, insurance of project vehicle etc)* |
| Bank fees | . . . | . . . |
| Insurance fees | . . . | . . . |
| **Management Support Costs** (*max 13%)*  |  | *(Describe whether your organisation has a policy/manual for overheads / management support costs)* |
| . . .% | . . . | . . . |
| **Total Budget** | . . . |  |

**5.2 Which major donors are funding your organisation at this moment, and what are they supporting?**

*(Explain which major donors are currently supporting your organisation, and what they are funding, e.g. a specific conservation project, a schools programme, core funding etc. Indicate if there is any geographic or thematic overlap / synergy with the project you are submitting to CEPF. Also provide start and end date of this support e.g. ‘2023-2025’. Please add rows if needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Donor** | **Topic/item they are funding** | **Geographic / thematic overlap with this application** | **Start and end date of donor’s support** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |