

CEPF Letter of Inquiry

Please submit your Letter of inquiry by **17:30 (Washington DC time), on Monday 14th October 2013**. Late applications will not be considered.

Lols for small grant projects (up to US\$20,000) should be submitted by email to cepfeastmelanesia@iucn.org

Lols for large grant projects (over US\$20,000) should be submitted by email to cepfgrants@conservation.org.

If you have any questions or concerns please send your inquiry to cepfeastmelanesia@iucn.org and we will do all that we can to assist.

Thank you for your interest in CEPF.

Organization Information
<p>Organization Legal Name</p> <p><i>Mama Graun Conservation Trust Fund Limited</i></p>
<p>Organization Short Name / Acronym, if any.</p> <p><i>MGCTF</i></p>
<p>Project Lead Contact – Provide the name and contact information for the person responsible for correspondence with CEPF regarding this project.</p> <p><i>John Gonapa (Grants Officer) - Mama Graun Conservation Trust Fund, P.O. Box 107, BOROKO, NCD 111, Papua New Guinea</i></p>
<p>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.</p> <p><i>Leo Bualia, Deputy Executive Director</i></p>
<p>Mailing Address</p> <p><i>Mama Graun Conservation Trust Fund, P.O. Box 514, BOROKO, NCD KG House, Office # 2, Lot 5, Section 225, Kunai Street, Hohola, NCD PNG</i></p>
<p>Physical Address – if different from mailing address above.</p> <p><i>Same as above</i></p>
<p>Country</p> <p><i>Papua New Guinea</i></p>
<p>Telephone:</p> <p><i>3256041/3257026</i></p>
<p>Fax, if any.</p> <p><i>3257026</i></p>
<p>Web Site Address, if any.</p>
<p>E-mail Address – Provide an e-mail address. CEPF will use this to communicate the status of your application.</p> <p><i>mamagraun@global.net.pg</i></p>
<p>Total Permanent Staff: 4</p>
<p>Year Organization Established: 2000</p>

Organization Type Local International

Local organizations should be legally registered in a country within the hotspot where the project will be implemented and have an independent board of directors or other similar type of independent governing structure.

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

The Mama Graun Conservation Trust Fund (MGCTF) was created in 2000 as a PNG Conservation Trust Fund organization. However, Mama Graun did not start its operation until mid 2006 as there were contentious issues between the World Bank and the Papua New Guinea Government that prevented the release of the pledged donation to the Trust. The GEF/World Bank project was cancelled in August 2005. In early 2006, Mama Graun secured a small amount of funding to start up a two-year program that allowed MGCTF to demonstrate its operational and management capacity as a financial and capacity building mechanism for the protection of PNG's important biodiversity. At the end of 2008, the Board decided to expand the Mama Graun program to include the whole Melanesia Region to support biodiversity conservation and related sustainable development initiatives in the respective Melanesian countries.

Mama Graun accomplishes its mission by providing long-term, sustained funding through a grants program that rejuvenates, expands and supports the Melanesian country Protected Areas Network.

The MGCTF is set up as a private charitable corporation with a governing board of 12 Trustees members of highly distinguished personalities in their area of expertise that represents all sectors of civil society. Out of these 12 members, 2 are international member representatives - one from Japan and one from the United States of America. Mama Graun is working to mobilize funding from a variety of public and private sources to build an endowment of at least PGK 150 million to provide long term support for sustainable biodiversity resource management in Melanesian territories.

In addition to providing financial support, Mama Graun is placing special emphasis on building the capacity of Melanesian land owners, resource users and organizations to design and manage conservation programs. Mama Graun is a conduit that brings together people from government, private enterprise, community and non-profit organizations to collectively address the challenges of natural resource management in Melanesia, enhancing public-private partnerships, and sharing experiences and best practices.

MAMA GRAUN's VISION

Biodiversity sustaining Melanesian community livelihoods and cultures

MAMA GRAUN's MISSION

Supporting biodiversity conservation and related sustainable development initiative for the future of Melanesia and the world.

The experience Mama Graun had by funding program based on management plan with all 12 selected priority protected areas. Out of 12 priority protected areas it is working with, Mama

Graun supported 5/12 PAs, three PAs have fully developed WMA management plans while 2 protected areas management plans is still in progress incorporating the feedback from the stakeholders and partners. Through the grant program, Talele in ENB will soon have its management plan written facilitated by ENBECMC of East New Britain. This will be followed by Mt. Gahavisuka and Mt. Wilhelm National Parks.

Our experience involved conducting community awareness and planning, visioning and socio-economic surveys in the WMA areas. We generate information by using SWOT and SMART techniques to arrive at desired community development plans which are part of the Wildlife Management Plan.

Eligibility Questions

The questions below 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 or you may wish to consult the "Resources" section at www.cepf.net that provides links to additional funding sources and resource sites.

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 below.

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

Safeguard Questions

The questions below will help CEPF to determine whether your project triggers any of the World

Bank's safeguard policies. CEPF is required to assess all applications to determine if safeguards are triggered, and if so, whether or not appropriate mitigation measures are included in project design and implementation. For further information on CEPF application of safeguards please refer to http://www.cepf.net/grants/Pages/safeguard_policies.aspx.

Environmental assessment. Will the project have adverse impacts on the environment? If you answer yes, please provide additional information and a description of mitigating measures you will take.

Yes
 No

The project is more institutional strengthening and organizational capacity building where the funds will be used to support the local CSO, CBOs, and NGOs and community groups to strengthen conservation areas and may not require environmental assessment at this stage.

Natural habitats and forests. Will the project cause or facilitate any significant loss or degradation of forests or other natural habitats? If you answer yes, please provide additional information and a description of mitigating measures you will take.

Yes
 No

Involuntary restrictions of access to resources. Will the project introduce or strengthen involuntary restrictions of access to resources? If you answer yes, please provide additional information and a description of mitigating measures you will take.

Yes
 No

Indigenous peoples. Does the project plan to work in lands or territories traditionally owned, customarily used, or occupied by indigenous peoples? If you answer yes, please provide a brief description of planned activities in these lands or territories, any adverse impacts foreseen on these indigenous peoples and any mitigating measures you will take.

Yes

The trainings proposed for this project is through the established wildlife management area committees. The WMA is gazetted through the national government facilitated through Department of Environment and Conservation. Basically the training proposed is to enhance their level of skills in report writing, proposal development, and basic book keeping and or financial management. No impacts are foreseen in this project.

Pest management. Will the project involve use of herbicides, pesticides, insecticides or any other poison for the removal of invasive species? If you answer yes, please provide the name of the pesticide, herbicide, insecticide or poison you intend to use.

Yes
 No

Project Title and Request
<p>Project Title: <i>Capacity Building Training for Pokili, Garu and Tavolo Wildlife Management Area in West and East New Britain Province PNG.</i></p>
<p>CEPF Region – Please list the CEPF region where your project will be implemented. CEPF funding regions are described on www.cepf.net. <i>Papua New Guinea</i></p>
<p>Project Location – Define the geographic location (including country, corridor, site, etc) where project activities will take place. <i>Garu in Talasea LLG, and Pokili in Hoskins LLG in West New Britain and Tavolo in East New Britain Provinces</i></p>
<p>Project Duration – Enter the approximate time period of your project. <i>1 Year</i></p>
<p>Strategic Direction from the CEPF Ecosystem Profile – Enter the single strategic direction this proposal aims to address. Use the exact number, such as 1, 2, etc. and wording from the ecosystem profile for this region found on www.cepf.net. <i>The proposal is in line with Strategic Direction 4. That is to:</i> <i>Increase local, national and regional capacity to conserve biodiversity through catalyzing civil society partnerships</i> <i>4.1 Strengthen the capacity of local and national civil society organizations in financial management, project management and organizational governance.</i> <i>4.2 Provide core support for the development of civil society organizations into national and regional conservation leaders.</i> <i>4.3 Strengthen civil society capacity in conservation management, science and leadership through short-term training courses at domestic academic institutions.</i> <i>For this project, it will support Mama Graun ongoing work within these Wildlife Management Area communities to protect the rich biodiversity from imminent threats such as oil palm expansion, and logging and over harvesting of marine and forest resources in these Wildlife Management Areas. The three protected areas are within the East Melanesia Island Hotspot or Key Biodiversity Area.</i> <i>We anticipate to conduct the following training –short courses within the three protected areas:</i> <i>a. Proposal writing</i> <i>b. Basic book keeping</i> <i>c. Report writing</i> <i>The skills acquired will be used by the WMA committees to seek funding from other sources to further strengthen the work of WMA committees in protecting the WMA boundaries. The WMA management committee will keep proper records of acquittals relating to funding sourced for Conservation areas related work, and further be able to do a report (both narrative and financial) back to the donors.</i></p>
<p>Funding Request Amount – Enter the amount of funds (in US \$) requested from CEPF. US\$ 17,140.00</p>
<p>Total Project Budget – Enter the total budget for this project from all funding sources. <i>Mama Graun Conservation Trust Fund - K2, 500.00 (To be secured from other sources) i.e. US\$ 1035.</i> Total – US\$ 18,175 or K43,900.00</p>

Counterpart Funding – Identify the amounts and sources of any other funding already secured to be directed to this project.

Mama Graun did not secure any other funding for this project, however it will source counter funding from its operational budget should any short fall is encountered during the implementation.

In- Kind Contributions – Enter the amount of your organization’s contributions to be directed to this project and explain how these have been calculated.

Administrative Support, Staff time, printing and binding

Project Budget – Provide a breakdown of the proposed budget (in US\$ and only for the CEPF funded portion of the project) using the following categories

Salaries/Benefits: **Not applicable**

Professional Services:

*2 x Training facilitators @ K350/day x 7 days = **K4,900.00/US \$2029***

We anticipate using an accounts person (external facilitator) to prepare training notes/Materials, and conduct basic book keeping, while another facilitator for the proposal writing training will do likewise. Mama Graun Grants officer will facilitate basic report writing components based on his substantial experience in report writing

Rent and Storage Not applicable

Telecommunications: **K300.00/US \$124**

Mobile units and telephone charges for communications relating to the project.

Postage and Delivery: **K100.00/US \$41**

Supplies: **K500.00/US \$207**

This funding allocation will be used for the workshop stationeries and training materials

Furniture and Equipment: **K3,000.00/ US \$1242**

(1) A lap top will be purchased and used over the duration of the project for preparing training materials, doing power point presentations, printing, writing reports and can be used in the same way during the next call for proposals for CEPF in the following year.

*(2) A digital Camera @ **K1,000.00/US \$414** will be purchased and used to capture images of the project and also used in the next CEPF projects*

Maintenance: **K300.00 / US \$124**

***K300.00** is the cost set aside for repair or maintenance work on the equipment used over the duration of the project.*

Travel: (1) Air Travel cost between POM-Kimbe Rtn @ K1,300.00 x 3 =**K3,900 /US \$1615**

The Air fare is inclusive of the training facilitators

(2) Land Travel Costs : **K5,250.00/US \$2174**

Distance between the three Wildlife Management Area is quite far and would require rental vehicle @ K750/day x 7 = K5250. The vehicle will be used to transport participants, purchase of food and return trip for the participants.

Meetings & Events:

1) Venue Hire – 200/day x 7 days – K1,400.00/US \$580

2) Food Costs – 30/person/day x 7 days = K3,150.00/US \$1304 for 15 participants

3) Stipend/Transport cost @ 30/participant x 7 x 15 – K3,150.00/US \$1304

4) Accommodation Costs – K70/night x 15 x 7 – K7, 350/US \$3043	
5) Per diem costs for 2 Mama Graun Staff @ 120/day x 10 = K2400/US \$994	
6) Fuel Cost – K490.00/US\$ 203	
Miscellaneous:	K437.00/US \$181
Sub-Grants:	- NA
Indirect Cost (max 13%):	K3, 773.00/US \$1562
Total Budget:	K41,400.00/US \$17,140

* Exchange Rate = PGK1.00=US\$ 0.414 at Friday 25th/10/2013

Letter of Inquiry

The letter of inquiry is meant to provide CEPF with an overview of the project concept. It is typically 2-3 pages in length, and must include at least the following information:

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

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.

Project Partners/Stakeholders – List any partners to be directly involved in implementing this project as well as important stakeholders and how you have involved them in your planning.

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

Please compose your letter of inquiry in the section below.

* Letter of Inquiry

Project Rationale.

Mama Graun has been working with the three Wildlife Management Areas, which are Garu in Talasea LLG, Pokili in Hoskins LLG in West New Britain, and Tavolo in Pomio East New Britain Province. During its engagement, Mama Graun conducted visioning, wildlife management planning workshops and conducted socio-economic surveys. The information generated were used to form part of the Wildlife Management Plan.

Mama Graun disbursed grants to the WMA areas as part of ongoing support towards strengthening the WMA work in this region. However from the feedback/reports and financial reports received during monitoring visits, there has been evidence of poor financial accountability, and poor reporting. Further the management committees need further training in basic proposal writing skills. The rationale behind submitting this proposal is to conduct three basic trainings:

- 1. Report Writing*
- 2. Proposal Writing*
- 3. Basic Book keeping/Financial Management/Acquittals etc*

These trainings will prepare them not only to secure funding from CEPF but GEF, Mama Graun,

SPSN and other development funding opportunities.

Project Approach:

Mama Graun have contacts of the chairman's of the three WMA including the committees in our data base. Once the grant is secured, the following are the activities we aim to undertake in this project.

- 1. Mama Graun staff involve will develop an annual work plan with budget in consultation with WMA committee chairman in East and West New Britain.*
- 2. Identify key personnel to be involved in the project which include liaising with external consultants/Facilitators. Mama Graun Staff will provide logistic support, organizing venues, and also participate in one of the training components especially to do with reporting.*
- 3. Communicate the training dates to the WMA committee chairman and participants*
- 4. Prepare training manuals, materials, programs*
- 5. Get quotes for venue hire, transport, accommodation, meals etc in West New Britain (may require using partners, TNC or Mahonia Na Dari facilities in Kimbe Bay or at Walindi.*
- 6. Purchase Training materials*
- 7. Hire training facilitators*
- 8. Travel to site (West New Britain)*
- 9. Conduct Training*
- 10. Produce narrative and financial report to donor*

**All the above activities will be put into an annual work plan to implement this project.*

Link to CEPF Investment Strategy

The Lol will link to CEPF Investment Strategy 4 – That is to increase local, national and regional capacity to conserve biodiversity through catalyzing civil society organization. The training proposed through this project is to enhance the capacity of the Wild life Management Area committees which they can then use to further secure funding through other funding avenues such as the CEPF and GEF small grants etc.

Project Partners / Stakeholders – List any partners to be directly involved in implementing this project as well as important stakeholders and how you have involved them in your planning.

Mama Graun Conservation Trust Fund has established key public and private partnerships both in country (PNG) and externally. Some of the key partners and stakeholders for this project will include,

UPNG, TNC, Forcert, CI, Mahonia Na Dari, Local NGOs, and local communities it is working with.

Long-term Sustainability/Reliability – Describe how project components or results will continue or be replicated beyond the initial project.

The project is about building the capacity of the local Wild Life Management Area committees who are also the resources owners within the WMA boundary. The skills developed can then be used to further secure funding from sources such as GEF small grants, CEPF, Mama Graun and

other donors to enhance the work of protected area management, biodiversity conservation or environmental education and awareness within the area.

Most of the time NGOs used funds to do work within the Protected Areas while the resources owners and WMA committees become recipients and spectators. This basic training skills will enable them to be self reliant and be able to secure other funding opportunities that may exist once this funding ends. The skills will enable them to do proper book keeping, do acquittals, and be able to report back to the donors on the activities carried out. Further, they can also apply for funding through Mama Graun Conservation Trust Funds when we do call for proposals through our normal granting process.

This arrangement will strengthen self governance, proper accountability, and reporting of their protected areas activities rather than waiting for interventions from external partners to drive most activities within the area.

Attachment 1: CEPF WMA Capacity Training Budget Summary

Item	Cost Description	Unit	Total Costs (K)	Total USD
1	Training Facilitators @ K350/day x 7	2	4,900	2028
2	Telecommunications @ K20/day	6	300	124
3	Postage and delivery	1	100	41
4	Suppliers	1	500	207
5	Project Lap Top	1	3,000	1242
6	Digital Camera	1	1,000	414
7	Maintenance	1	300	124
8	Air Travel Cost (Pom-Kimbe return @ 1,300 x 3	3	3,900	1615
9	Land Transport Cost (hire) 750/day	7	5,250	2174
10	Venue Hire @ 200/day	7	1,400	580
11	Food Costs @30/person/day	7	3,150	1304
12	Stipend/Transport Costs @ 30/participant x 15	7	3,150	1304
13	Accommodation Costs @ 70/night x 15	7	7,350	3043
14	Per diem for 2 x Mama Graun staff @120/day	10	2,400	994
15	Fuel Cost @70/day	7	490	203
16	Miscellaneous	7	437	181
17	Indirect Costs	ea	3,773	1562
10	Total Budget		41,400	17,140

* Exchange rate is @ PGK1.00= USD 0.414