



The Caribbean Islands Biodiversity Hotspot

Letter of Inquiry (LOI)

Project Title - (A good title should address the strategic objective or main result (what the project is supposed to achieve) as well as which key biodiversity area(s) - KBA(s) - and country the project will focus on)

Name of Organization

CEPF Letter of Inquiry for Small Grants

To submit your Letter of Inquiry (LOI), please send it to the Regional Implementation Team (RIT) at cepf-rit@canari.org. If you have any questions or concerns please send your inquiry to the same account and we will do all that we can to assist. Thank you for your interest in CEPF.

Organization Information

Organization Legal Name – Write the name of the organization as stated in the legal registration certificate.

Organization Short Name / Acronym, if any – In English

Project Lead Contact – Provide the name and contact information for the person responsible for correspondence with the RIT regarding this project.

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.

Mailing Address – Where you want your mail (hard copies of material) sent; please provide a full address.

Physical Address – Where your office is located if different from mailing address above. Be sure to include the country in which your office is located.

Telephone – Provide a number for the office and for a mobile phone of the project lead contact if available.

Fax, if any:

Website Address, if any:

Email Address – Provide an e-mail address. The RIT will use this email address to communicate the status of your application:

Staffing - Please provide the number of people that work for the organization in the relevant category:

Permanent staff:

Part time staff:

Volunteers:

Year Organization Established – Provide the date of establishment

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, field of expertise, including experience relevant to the proposed project (one page maximum).

Project Information

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. All projects must be completed by **30 September 2015**, in line with the closing of the CEPF Caribbean Islands investment programme. Please note that the RIT will aim to grant successful applications within eight weeks of LOI submission, so please ensure your start date takes this into account.

CEPF Region: Caribbean Islands Biodiversity Hotspot

Project Location – Define the geographic location where project activities will take place (including country, corridor and KBA where relevant).

The eligible sites are listed in the **Ecosystem Profile**. Please see pages 90 -98.

Country(s):

Corridor(s):

Key Biodiversity Area(s):

Strategic Direction from the CEPF Ecosystem Profile – Tick **one single** strategic direction this proposal aims to address.

The Strategic Directions are in the **Ecosystem Profile**. If you believe your project addresses more than one strategic direction or investment priority, indicate the ones to which you feel your project makes the largest contribution.

Please see pages 99 -105: You should add the investment priority number(s) (e.g. 1.1, or / and 1.2 etc.)

- | | | | |
|--------------------------|------------------------------|------------------------------|----------|
| <input type="checkbox"/> | Strategic Direction 1 | Investment Priority (|) |
| <input type="checkbox"/> | Strategic Direction 2 | Investment Priority (|) |
| <input type="checkbox"/> | Strategic Direction 3 | Investment Priority (|) |

Letter of Inquiry

Please complete sections 1 to 8 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.. The LOI is typically 4 – 8 pages long. The guidance notes for each section outline the type of information required. :

1. Project Rationale – (One page at maximum)

Identify what is (are) the conservation problem(s) or need(s) in the area that the project will attempt to address. Describe what would happen if this project was not implemented. This section should at least answer the following questions:

1. What are the current threats / challenges / problems / needs that you are attempting to address or improve by doing the project?
2. What have been the main past interventions (if any)?
3. What makes this project unique and different from other projects that attempted to address the same issue?

2. Description of Project Site(s) / Location(s) – (One page at maximum)

Provide a brief description of the site(s) including the location, ecological importance, and the social and economic context (try to include a map, if possible).

3. Project Goal, Activities and Expected Results– (Three pages at maximum)

This section provides details on how you will address the needs identified.

State the main **goal** of your project. The goal should be stated as the solution to the conservation problem/ need stated above.

List the **objectives** of the project. Be as specific as possible, ensuring the objectives are specific, measurable, attainable by the end of the project, relevant and time bound.

State the expected **results**. These are what you expect the project to achieve. These should be arranged into **outcomes** and **outputs**. The project outcomes are the direct short-term benefits produced by the actions. State possible benefits and who will benefit.

The project outputs are the tangible and measurable project deliverables. For example, one workshop, two training manuals. Please list all outputs which are relevant to observe progress towards achieving the objectives.

Describe the proposed project **activities**. The project activities are the actions taken or the work performed to achieve the project goal. Also, present your actions in the workplan form attached to this LOI with an indicative timeframe.

4. Project Potential Risks – (150 words)

This section deals with planning for circumstances that can lead to not achieving your project goal which are outside of the control of the project.. This section should for

example answer the following questions:

- Could the project be affected by any social and/or economic risks (such as crop prices being unstable, labour strikes, beneficiaries unwilling to try new techniques, high turnover of project staff)?
- Could the project be affected by any environmental risks (such as no rainfall and its effect on the rain-fed crops, flooding, hurricane season)?
- Could the project be affected by any other risks including, but not limited to, political and financial risks (such as the economic crisis, civil unrest, government policies that are against your project idea)?

If the answer was yes to any of the three above questions, please describe the type of risks involved in the project and the proposed measures to be undertaken to minimize potential adverse impacts.

5. Project Partners / Stakeholders - (150 words)

List all partners that will be directly involved in implementing this project and for each one, describe their anticipated role. List key stakeholders and provide information on how you have involved them in planning your project.

6. Long-term Sustainability – (150 words)

Describe how the results will contribute to conservation of biodiversity beyond the life of the project. It should address the sustainability of three different aspects - ecological, social and economic.

7. Link to CEPF Investment Strategy – (150 words)

How does your project relate to the CEPF investment strategy presented in the Ecosystem Profile? Your answer should include references to the specific Strategic Direction the project will support. Also refer to the logical framework on pages 107 – 109 of the Ecosystem Profile and indicate if your project will contribute to Outcomes 1 – 3 and

8. Work plan

Using the actions identified in your LOI's Project Goal, Activities and Results section, list the activities that you will need to undertake and highlight the month(s) you intend to implement them. Please adjust the table according to the number of proposed activities as well as the proposed timeframe of the project. Refer to Appendix 1 for a sample work plan.

Budget

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.

Provide a breakdown of the **proposed project budget** using the following categories (in US \$ and only for the CEPF funded portion of the project). 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. We ask applicants to submit figures based on **recent quotes** and to be as accurate as possible, ideally to the nearest \$100.
*Ensure all budget lines **ONLY** cover costs related to this project and that are not already included in the Indirect Cost line.*
Refer to Appendix 2 for a sample project budget.

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 workshop/laboratory/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 such as stationery, paper, printer ink, seedlings, etc. needed to execute project activities. Please indicate for each item, how many of each item is required and provide an estimated unit price.)

Furniture and Equipment:
(This is for furniture if you require office furniture, or equipment such as field

equipment/tools/cameras/safety equipment. Please indicate for each item, how many of each item is required and provide an estimated unit price.)

Maintenance:

(This is for maintenance of any equipment or vehicles you will use during the project).

Travel:

(This is for travel costs such as petrol (indicate mileage expected), boat rental, flights, etc.)

Meetings & Events:

(This is for stakeholder workshops, project events, etc. Please indicate the number of people attending and what the amount will cover (e.g. food/accommodation/local transport costs for participants.)

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.)

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 the sub-totals from each budget line add up and include only the total amount you are requesting for this CEPF grant)

Eligibility

The questions below help the RIT 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. If you need further help we encourage you to seek guidance from the RIT at cepf-rit@canari.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:

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 Policy Aspects

If the answer to one or more of the following questions is marked Yes, please summarize the potential impacts and how these might be avoided or mitigated. Please be aware that the RIT may ask applicants for additional information and project documentation if the project possesses the potential to trigger Safeguard Policies. For more information about the Safeguard Policy Aspects please check the following: 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

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
 No

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

Appendix 1 - Workplan example

Workplan

Using the actions identified in your LOI's Project Goal, Activities and Results section, list the activities that you will need to undertake and highlight the month(s) you intend to implement them. Please adjust the table according to the number of proposed activities as well as the proposed timeframe of the project.

Description of Activities	Project Duration (months)											
	1	2	3	4	5	6	7	8	9	10	11	12
Activity 1: Field data collection												
Activity 2: Analysis of field data												
Activity 3: Workshop planning												
Activity 4: Workshop												
Activity 5: Reporting												
Activity 6:												
Activity 7:												
Activity 8:												
Activity 9:												
Activity 10:												

Appendix 2 - Budget example

Budget
<p>Funding Request Amount – Enter the amount of funds (in US \$) requested from CEPF.</p> <p>US\$ 19,220</p>
<p>Total Project Budget –Enter the total budget for this project from all funding sources.</p> <p>US\$ 29,470</p>
<p>Counterpart Funding – Identify the amounts and sources of any other funding already secured to be directed to this project.</p> <p>GEF small grant US\$ 3500</p>
<p>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.</p> <p><i>Salary for Project Manager at US\$250.00/ month for 9 months- \$2,250.00</i> <i>Facilitation of the Public Awareness Campaign US\$500.00</i> <i>Financial Management of the Project US\$1,000.00</i></p> <ul style="list-style-type: none"> • <i>Project Accounts US\$500.00</i> • <i>Project Record Keeping \$US500.00</i> <p><i>General Administrative Costs of the Project US\$3,000.00</i></p> <ul style="list-style-type: none"> • <i>Personnel at US\$150/month for 9 months- US\$2,850.00</i> • <i>Materials and Supplies including stationary materials and meeting refreshments at US\$1,500</i> <p>Total In-Kind Contribution: US\$6,750.00</p>
<p>Provide a breakdown of the proposed project budget using the following categories (in US \$ and only for the CEPF funded portion of the project). 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. We ask applicants to submit figures based on recent quotes and to be as accurate as possible, ideally to the nearest \$100.</p> <p><i>Ensure all budget lines ONLY cover costs related to this project and that are not already included in the Indirect Cost line.</i></p>
<p>Salaries/Benefits:</p> <p>(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.)</p> <p>John Brown, Technical Officer , @ US\$200 per month for 5 months for project management 1000</p>
<p>Professional Services:</p> <p>(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).</p>

Stipend for 2 persons to create a video documentary on the history, culture and conservation of the area @ US\$200 per month for 2 months	800
Stipend for facilitator of workshops for 2 months @ US400 per month	800
<i>Stipend</i> for editing and final production of video at US\$200	200
TOTAL = 1800	
Rent/Storage/Utilities:	
(This is for the rent of workshop/laboratory/office space, storage space for supplies or equipment, and utilities such as electricity/water. Please indicate what project activity it relates to).	
<i>Rent</i> for workshops for 2 months @ US\$250 per month	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 mobilisation for workshops by Project manager for 2 months @ US\$20 per month	40
Postage and Delivery:	
(Please indicate what project activity it relates to).	
Dissemination of workshop report and outputs	300
Supplies:	
(Supplies are items such as stationery, paper, printer ink, seedlings, etc. needed to execute project activities. Please indicate for each item, how many of each item is required and provide an estimated unit price.)	
200 seedlings	200
20 Kg Fertiliser	100
Stationery for workshops	800
TOTAL = 1100	
Furniture and Equipment:	
(This is for furniture if you require office furniture, or equipment such as field equipment/tools/cameras/safety equipment. Please indicate for each item, how many of each item is required and provide an estimated unit price.)	
<i>Equipment</i> for the clearing and demarcation of the trail and reforestation	430
<i>Equipment</i> rental of video camera for the video documentary at \$100/month for two months	200
<i>Equipment</i> rental of projector and flip chart board at \$100/month for two months	200
<i>Furniture</i> for workshops - chairs and tables	800
Total = 1430	
Maintenance:	
(This is for maintenance of any equipment or vehicles you will use during the project).	
Travel:	
(This is for travel costs such as petrol (indicate mileage expected), boat rental, flights,	

etc.)

Travel for 12 persons to demartrate the trail / reforest the land for a total of 40 days at
US\$20 per day 9,600

Meetings & Events:

(This is for stakeholder workshops, project events, etc. Please indicate the number of people attending and what the amount will cover (e.g. food/accommodation/local transport costs for participants.)

Meals for workshops (25 persons at 35 US\$ for 3 days) 2625

Local transportation cost for participants (25 persons @ 10 US\$ for 3 days) 750

Total = 3375

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.)

Bank transfer (3@ 25 US\$) for funds from CEPF 75

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 the 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