

**CONCEPT NOTE**

**INSTRUCTIONS**

**Read the following before designing your concept**

All proposals submitted to the fund must have as their main purpose the conservation and/or management of marine and coastal biodiversity and/or ecosystem based adaptation to climate change in the Seychelles.

Refer to the Call for Proposals to see the priorities for funding in the current round of SeyCCAT grants. Do not submit a proposal that falls outside of these identified priorities.

Do not include activities or costs that are defined as ineligible by SeyCCAT.

Proposals must be compliant with Environmental and Social Safeguards applied by SeyCCAT. Please pay particular attention to the Exclusions List.

Refer to the SeyCCAT website for information on the above: [www.seyccat.org](http://www.seyccat.org)

In the event of specific questions, contact the SeyCCAT Secretariat.

**In preparing your concept**

Be clear and concise.

Follow the guidelines and instructions (major points) described below.

The concept should be provided in Font Times New Roman size 11 characters, single spacing.

The concept should not exceed five pages in length (excluding budget and annex).

**SeyCCAT Project Concept Note**

|  |  |
| --- | --- |
| **Small-medium grant** |  |
| **Large grant** |  |

*(tick)*

**BACKGROUND INFORMATION**

|  |  |
| --- | --- |
| **Project Title** |  |
| **SeyCCAT Strategic Objective – *as listed in the Request for Proposals*** |  |
| **Name, contact details and status of lead applicant organisation / individual** | *Organization/institution or individual, contact details*  *(if an organization/institution, give the contact person)*  *Include date of formation; if an individual, provide evidence of your citizenship / NIN.* |
| **Partner organizations (include country if not based in Seychelles)** |  |
| **Project location** |  |
| **Duration – start and end dates** | *In months: small-medium grants not to exceed 12 months; large grants not to exceed 24 months* |
| **Total budget requested** | *SR*  *Note the upper limit as per the guidelines.* |
| **Indicative co-financing** | *Co-financing is not needed for small-medium grants (but may be indicated) and is encouraged for large grants. Co-financing provides an indication of broader support for the project.*  *Please provide details of the source of co-finance and the amount of co-finance.* |

**PROJECT DESCRIPTION**

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| --- | --- |
| **Abstract (500 words max)** | *Briefly describe the proposed project. Clearly identify the threats to be addressed and the proposed solution, project beneficiaries, etc.*  *If your project overlaps or duplicates activities of a previous or on-going project funded by SeyCCAT or another donor be sure to indicate here why your project is different and /or necessary. Failure to do so will mean automatic rejection of the proposal.*  *If the project is part of a coordinated proposal to several donors simultaneously this must be stated.* |
| **Outcome and impacts** | *What is the intended outcome and likely impacts of the project (what will be achieved at project end)?* |
| **Objective/s** | *State the objective/s of the project (what is the problem or issue that will be addressed) and ensure your objectives are SMART – Specific, Measureable, Achievable, Realistic and Time-bound.* |
| **Outputs** | *What will be delivered (physical items, materials or infrastructure, training or skills development, etc.)?* |
| **Activities** | *Briefly list the activities to be undertaken to implement the project. Do they build upon any existing projects?* |
| **Schedule** | *Briefly indicate the schedule or phases of the project. Insert a timeline / gantt chart to show the sequencing of project activities.* |
| **Sustainability and replication** | *Indicate how the proposed activities are sustainable and may be scaled up or replicated. This can include an indication of follow-up activities, strategies, ownership, etc*.  *Also indicate what might go wrong / what are the possible obstacles or challenges to your proposed project?* |
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| **Itemized Budget**  **(*please also submit using the separate excel spreadsheet, and ensure the same line items are used as presented here*)** | Refer to your proposed objectives and activities and include the cost: | | |
| ***Category*** | ***Year 1*** | ***Year 2 (large grants only)*** |
| *1. Lead applicant salaries (inc. benefits)* | *SR* | *SR* |
| *2. Communications* | *SR* | *SR* |
| *3. Travel* | *SR* | *SR* |
| *4. Supplies* | *SR* | *SR* |
| *5. Equipment* | *SR* | *SR* |
| *6. Contractual (sub-grant/s to partners)* | *SR* | *SR* |
| *7. Training/Seminars/Workshops* | *SR* | *SR* |
| *8. Other (specify)* | *SR* | *SR* |
| *9. Management fee (if any) – may not be more than 10% of SeyCCAT request* | *SR* | *SR* |
| ***TOTAL FUNDS REQUESTED OF SEYCCAT - PER ANNUM***  ***TOTAL PROJECT COST – PER ANUM*** | ***SR***  ***SR*** | ***SR***  ***SR*** |
| ***TOTAL SEYCCAT FUNDS REQUESTED***  ***TOTAL PROJECT COSTS*** | ***SR***  ***SR*** | |

**ANNEXES**

1. Please also submit a separate document that provides a summary of your project teams’ experience. It should include an annotated list of similar projects implemented and CV’s for the main project team members.

**The application must not exceed five (5) pages, not including the budget, checklist and Annex.**

**Concept Note – Checklist for submission**

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| --- | --- |
|  | **Check** |
| Have you **read the SeyCCAT Application Guidelines**? |  |
| Have you **read the** **environmental and social safeguards policy**? |  |
| Have you **referred to the glossary** for explanations of different terms used in the proposal application form? |  |
| Have you used the correct **Template for Concept Note Applications**? |  |
| Have you checked the **deadline time and date** for the submission of the project? |  |
| Have you indicated the correct **SeyCCAT strategic objective** for this call? |  |
| Have you included **CV’s for all the key project personnel**? |  |
| Have you provided **actual start and end dates** for your project (and checked they synchronize with when SeyCCAT would make grant monies available)? |  |
| Have you **checked the Guidelines on Generic Impacts and Risks of Activities** to assess if an Environmental Impact Assessment needs to be carried out or supplemental environmental safeguards instruments prepared? |  |
| Have you provided your **budget and used the correct template provided for concept notes**? |  |
| Have you checked that your **budget is complete**, correctly adds up and that you have included the correct final total on the top page of the application? |  |
| If you are supported by co-finance - have you included the **value of, and supporting organization for the co-finance, and indicated if it is cash or in kind?** |  |
| Have you **checked the SeyCCAT website** immediately prior to submission to ensure there are no late updates? |  |

**Once you have answered *Yes* to the questions above, please submit the application in Word format, not later than 5PM (Seychelles time) on to the due date advertised in the request for proposals to:**

**info@seyccat.org using the title of the project (or first few words) as the subject of your email. You do not need to send a hard copy. Please note, you can submit any time before the due date, you do not have to submit on that date itself.**

If you are e-mailing supporting documentation separately please include in the subject line an indication of the number of e-mails you are sending (e.g. whether the e-mail is 1 of 2, 2 of 3 etc). You are not required to send a hard copy.