

**FULL PROPOSAL**

**INSTRUCTIONS**

**Read the following before developing your full proposal**

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 full proposal**

Be clear and concise; stick to the page limit (10 pages maximum).

The budget must be based on real costs (except for subsistence costs and indirect costs). It is, therefore, in the applicant’s interest to provide a realistic and cost-effective budget.

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

**SeyCCAT Project Full Proposal**

**PART 1. NARRATIVE (Maximum 10 pages)**

1. **COVER PAGE**

|  |  |
| --- | --- |
| **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: large grants not to exceed 24 months* |
| **Total budget requested** | *SR*  *Note the upper limit as per the guidelines.* |
| **Indicative co-financing** | *Co-financing 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.* |

1. **SUMMARY (max 1 page)**

The summary should briefly describe:

* The issue to be addressed (the problem) and how it will be tackled (the solution)
* Site description if relevant
* Overall outcome, objective(s); outputs(s) and activities(s)
* Rationale for the project approach
* Beneficiaries
* Timeline or phases of the project
* Alignment with international and national priorities.

1. **Organizational Background and Capacity**

This section should provide information on the profile of the lead proposer (organization or individual) and main partners. Furthermore it should clearly demonstrate that the proposer (supported by partners if appropriate) has the capacity, commitment and experience of similar actions to successfully implement the proposed project. This section should include:

* The nature, purposes and main activities being carried out by the proposer (if an organization, their legal status, date of creation and governance) and partners(s).
* Administrative framework: number of paid staff members, any affiliation to associations or umbrella groupings (involvement in a network), registration with the government.
* Description of past or current successful experience(s) and partnership, relevant to the present proposal. Provide examples of relevant projects conducted to date, giving a brief description including: project title, period of implementation, project leader, partners, budget, donor, contact person and email of the donor agency.

1. **Project outcome, Objectives and Expected Results**

This section should contain a clear and specific statement of what the proposed project will accomplish. This section should include:

* A detailed presentation and analysis of the threats or issue to be addressed (problem statement)
* The **rationale** of the project. *This should explain the reasoning behind the need for the proposal. Demonstrate the relevance of the proposal to the threats identified. It should also explain the reasons and interest of developing a partnership with others organizations such as government agencies, NGO’s, or community organizations for the project implementation.*
* The specific **outcome** of the proposal - what will be achieved at project end.
* The specific **objective/s** of the proposal (*ensure your objectives are SMART – Specific, Measureable, Achievable, Realistic and Time-bound).*
* The **specific outputs** that the project aims to produce. *What outputs is the project intending to design and/or deliver and how will they support the outcome?*
* The **specific activities** that the project will conduct. *How will the activities provide the desired solutions?*
* **Expected results.** *The expected results are the measurable changes that will have occurred by the end of the project. For example, these metrics could include anticipated indicators of ecological or socio-economic change, management or policy commitments.*
* **Location**: If the project is site based, include adescription of the site and its relevance/important, including the potential for scaling up.

1. **Description of the Activities and their Effectiveness**

This section should describe the methodology of the proposal. Activity descriptions should be as specific as possible, identifying how they will contribute towards accomplishing the project’s objectives and outcome. A clear and direct link between the activities and the desired project outcome must be provided. **(Weaknesses in this area may be a major reason for the proposal being rejected or returned for re-submission.)**

In describing the activities, an indication should be given regarding the involvement of partners – the organizations and individuals involved in the activities – with reference to the roles and responsibilities of the various participants/organizations and the reasons for which these roles have been assigned to them. It is also important that this section emphasizes how the participation of local partners or stakeholders in the project will be achieved.

Describe the possibilities for replication and extension of the outcome (multiplier effects).

Use the following table, describing the project implementation plan, to indicate the sequence of all major activities and implementation milestones, including targeted beginning and ending dates of the project for each step. A monitoring plan should be included within the project to ensure the collection and archiving of relevant data or information necessary for evaluating the progress and impacts of the project.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project title:** | | | | | | | **Project start and end dates:** | | |
| **Project Outcome:** | | | | | | | | | |
| **Specific Objective No. 1** | | | | | | | | | |
| **Activity** | **Responsibility for implementation** | **Timeline of activity** | | | | | | | |
| **Year 1** | | | | | | **Year 2** | **Notes** |
| **Q1** | **Q2** | | **Q3** | **Q4** | |
| 1.1 |  |  |  | |  |  | |  |  |
| 1.2 |  |  |  | |  |  | |  |  |
| 1.3 |  |  |  | |  |  | |  |  |
| 1.4 |  |  |  | |  |  | |  |  |
| **Etc.** |  |  |  | |  |  | |  |  |
| **List indicators for each activity:** | | | | | | | | | |
| **Specific Objective No 2** | | | | | | | | | |
| 2.1 |  |  | |  |  |  | |  |  |
| 2.2 |  |  | |  |  |  | |  |  |
| 2.3 |  |  | |  |  |  | |  |  |
| 2.4 |  |  | |  |  |  | |  |  |
| **Etc.** |  |  | |  |  |  | |  |  |
| **List indicators for each activity:** | | | | | | | | | |

**Note: Expand the table rows as appropriate for your project.**

**F. RISKS TO SUCCESSFUL IMPLEMENTATION AND MITIGATION MEASURES**

Identify and list the major risk factors that could result in the project not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, changes to laws or regulations).

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk/Factors** | **Risk category**  **(e.g. political, social, economic, technological, environmental, legal)** | **Potential level of impact**  **(e.g. low, medium, high)** | **Risk mitigation measures** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**G. EVALUATION AND INDICATORS**

This section should explain how the project team will track its progress. It is expected the project indicators will be monitored regularly so as to enable the project team to evaluate its progress. Among the key issues to be addressed in this section are:

* How and at what frequency will the performance of the project will be monitored.
* How the impact of the project will be assessed in terms of achieving the project’s desired outcome, objective(s) and activities;

**H. SUSTAINABILITY AND REPLICATION**

This section should explain clearly how the project activities will be sustained beyond the lifetime of the project. Detail how you intend to go about transferring knowledge and learning to other stakeholders, such as via training events, social media, etc. The potential for scaling up or replication should also be explained.

**PART 2. PROJECT BUDGET INFORMATION (Maximum 3 pages)**

**A. Total Project Funding Summary:**

(Adapt this table to the phases or lifetime of your project)

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Source** | **Year 1** | **Year 2** | **TOTAL** |
| Amount requested from SeyCCAT |  |  |  |
| Contributions from your organization (a): |  |  |  |
| *Specify…* |  |  |  |
| Other contributions (b): |  |  |  |
| *Specify…* |  |  |  |
|  |  |  |  |
| **Total Project Cost** |  |  |  |

(a) Itemize any contribution to be made by your own organization, including cash and in-kind contributions

(b) Itemize all co-financing contributions, including cash and in-kind contributions, and including the source of the contribution (e.g. Private partnership with local business, other donor funds) the nature of the contribution (e.g. labour, land, cash), and an indication of whether the contribution is already committed.

**NOTE: Attach letter/s of commitment from co-financiers.**

Note that contributions from your organization and co-financers should aim to equal or exceed the contribution from SeyCCAT.

**B. Activity-based budget:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objectives** | **Activities** | **Total cost of Activity**  **SR** | **Amount requested from SeyCCAT**  **SR** | **Co-financing**  **SR** |
| Objective 1 | Activity 1.1 |  |  |  |
| Activity 1.2 |  |  |  |
| Activity 1.3 |  |  |  |
| Objective 2 | Activity 2.1 |  |  |  |
| Activity 2.2 |  |  |  |
| Activity 2.3 |  |  |  |
| **Etc.** |  |  |  |  |
|  |  | **TOTAL** | **TOTAL** | **TOTAL** |

Once a project has been approved for funding, the budget information becomes part of the binding contract between the SeyCCAT and the proposing organization.

The creation and management of a realistic budget is an important part of developing and implementing a successful project. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project.

The following important principles should be kept in mind in preparing a project budget:

* Only include in the budget costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
* The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
* The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation.
* SeyCCAT funds should be spent according to the agreed budget. All relevant financial records should be made available, including original receipts and invoices. These may be independently audited, and may become public information.
* The figures contained in the budget information sheet should agree with those on the proposal cover sheet and in the text of the proposal.
* For auditing purposes all paperwork of the grantee should be reserved for a minimum of 3 years.

**C. Budget categories:**

Provide a breakdown of the budget requested from SeyCCAT into the following categories

|  |  |  |  |
| --- | --- | --- | --- |
| **Itemized Budget**  **(*ALSO SUBMIT USING THE SEPARATE EXCEL SPREADSHEET*)** | Refer to your proposed objectives and activities and include the cost: | | |
| ***Category*** | ***Year 1*** | ***Year 2*** |
| *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 ANUM***  ***TOTAL PROJECT COSTS – PER ANUM*** | ***SR***  ***SR*** | ***SR***  ***SR*** |
|  | ***TOTAL SEYCCAT FUNDS REQUESTED***  ***TOTAL PROJECT COSTS*** | ***SR***  ***SR*** | |

**PART 3. ATTACHMENTS (Maximum 5 pages)**

E.g. CVs of key project staff (lead and partner organisations); co-financing letters and letters of support.

**Full Proposal / Stage 2 Application – Checklist for submission**

|  |  |
| --- | --- |
|  | **Check** |
| Have you **read the 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 Stage II / Large Grant proposals**? |  |
| 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 a **CV’s for all the key project personnel**? |  |
| Have you included a **letter of support from the main partner organizations** identified on the cover page? |  |
| 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 provided **actual start and end dates** for your project? |  |
| If required following your Stage 1 feedback letter, have you prepared and submitted here your **supplemental environmental safeguards instrument(s)**? |  |
| Have you provided your **budget and used the correct template provided for large / stage II proposals**? |  |
| 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 included a **supporting document from the co-finance organization** to stipulate the amount / support provided in terms of 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.