



SEYCHELLES' CONSERVATION
AND CLIMATE ADAPTATION
TRUST

SeyCCAT

DEEP BLUE GRANTS FUND

APPLICATION GUIDELINES (November 2018)

Note – these guidelines only apply to the Deep Blue Grants Fund and are not to be used with any other SeyCCAT request for proposals.

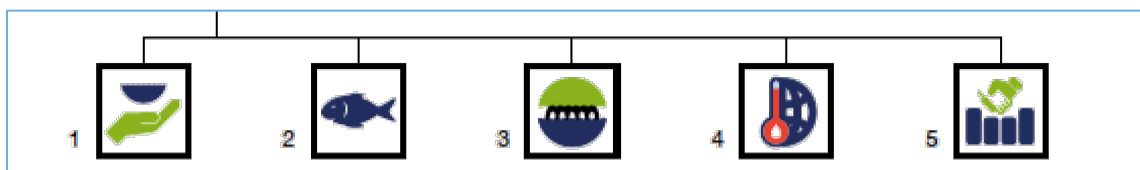
1. ACTIVITIES THAT SeyCCAT MAY FUND

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

Proposals may cover any part of the territory of Seychelles, terrestrial, coastal and marine, but may not cover areas outside of the territory of Seychelles. Proposals may, however, include regional or transboundary co-financing.

The provisional list of Strategic Objectives that SeyCCAT may fund is as follows (this is not exclusive):

1. Support new and existing marine and coastal protected areas and sustainable use zones;
2. Empower the fisheries sector with robust science and knowhow to improve governance, sustainability, value and market options;
3. Promote the rehabilitation of marine and coastal habitats and ecosystems that have been degraded by local and global impacts;
4. Develop and implement risk reduction and social resilience plans to adapt to the effects of climate change;
5. Trial and nurture business models to secure the sustainable development of Seychelles' blue economy.



For each of SeyCCAT's requests for proposals (see section 4), a priority strategic objective (or objectives) will be defined.

2. WHO CAN APPLY?

Any citizen of Seychelles may submit a proposal to the SeyCCAT and Nekton Deep Blue Grants Fund. Proposers must have legally existed and operated in the Seychelles for a minimum of one year.

Overseas-based individuals or organizations are not eligible.

Proposers will be required to include details of qualifications and experience to ensure that a sound judgment can be made concerning the proposer's ability to deliver the project.

3. GRANT CATEGORIES, EXCLUSIONS AND CO-FINANCING

3.1 Categories

For the Deep Blue Grants Fund only one category of grant may be applied for:

- **Small research grant** up to SCR 250,000 [approximately US\$20,00]. These grants will be awarded on the basis of an approved concept.

Applications that fall outside the given categories will not be considered.

The maximum duration of grant awards is 12 months for a small research grant. Note, project activity can take place outside of the time spent on the research vessel.

3.2 Exclusions

The Board of Directors may introduce exclusions that will not be considered for funding. Initial exclusions are as follows:

- Funds may not be used, directly or indirectly, to pay for Government administrative or operating costs.
- Funds may not be used for activities solely concerned with helping a profit or non-profit making entity increase its production and revenue.
- Funds may not be used for the following (specific exclusions):
 - Individual sponsorships for participation in workshops, seminars, conferences, congresses, or individual scholarships
 - Debts and provisions for losses or debts
 - Interest owed
 - Items or costs incurred by or through projects already financed under another framework
 - Purchases of land or administrative buildings
 - Purchase of automobiles
 - Currency exchange losses
 - Taxes
 - Credits to third parties
- Management fees applied by the proposer may not be more than more 10% of the total grant amount requested from SeyCCAT and Nekton.
- Contingency costs should not be included.

3.3 Co-financing

Co-financing is not mandatory for small research grants, but in kind co-financing is accepted.

SeyCCAT grants may be proposed as co-financing in proposals to other funding agencies. SeyCCAT advises only leveraging its funds against other proposals on a singular basis, i.e. not to cite SeyCCAT funds as co-finance for multiple projects.

4. CALL FOR PROPOSALS

4.1 Schedule

A Call for Proposals will be made every 6 - 12 months. The responsibility of issuing the Call for Proposals lies with the SeyCCAT Secretariat.

Per this schedule, the Board of Directors would meet to approve these grants. Decisions could also be made electronically if the Board of Directors schedules are restricted.

4.2 Formats

Concept notes

All proposers, for any size of grant, must first submit a concept note that provides key information on the proposer, a brief description of the activities proposed for financing and the objectives they address, a summary of the execution approach and a cost estimate.

Please refer to the format (template) for a Concept.

4.3 Evaluation of concepts

Administrative compliance

Concepts will be received by the SeyCCAT Secretariat. All proposals received will be required to pass the administrative compliance stage before being forwarded to the Deep Blue Fund Grants Committee. The Secretariat will check that submissions are administratively compliant by applying the following procedures:

In the case of initial concepts:

- a) Ensure that the subject of the proposal is compliant to the priorities for funding
- b) Verify that the proposer is eligible
- c) Verify that the proposal has been submitted in complete form before the imposed deadline for receiving grants
- d) Check the budget is compliant with the different categories
- e) Ensure that all required documentation has been received (if papers are missing the Secretariat will contact the proposer and request the proposal be resubmitted)

Referring to the above, the Secretariat will complete the cover sheet to the Evaluation Form prior to submitting the form and the concept or full proposal to the Grants Committee.

Technical evaluation

The Secretariat will be responsible for circulating a dossier containing all concept notes to be evaluated, with attached administrative compliance sheets, to each member of the Grants Committee.

The individual members of the Grants Committee will complete their technical assessments and scoring.

Technical assessment of concepts will involve the allocation of scores for elements of the submitted documentation. The evaluation of the concept note focuses on whether the proposal addresses priority research issues and its alignment with the Nekton science plan – in the case of small research projects this is sufficient to make a recommendation for a grant (or not).

In broad terms, all proposals will be expected to:

- a) Be new and innovative, or build upon previous projects. Projects that develop synergies with on-going projects funded by SeyCCAT or other sources are

recommended, as long as they do not duplicate previous or on-going projects funded by SeyCCAT or other sources.¹

- b) Provide clear and demonstrable benefits (economic, environmental and social) proportional to the grant investment (value for money).

The evaluation meeting (in person or electronic) will operate as follows:

- a) For each individual proposal:
 - Submission by members of their individual scores and compilation into a matrix by the SeyCCAT secretariat.
 - Calculation of average scores by the SeyCCAT secretariat.

- b) When all proposals have been scored:
 - Ranking of concepts
 - Discussion of grants to be awarded.
 - Formulation of recommendations to the Board of Directors and Nekton.

5. GRANT AWARDS

The Grants Committee at the end of the evaluation meeting will make recommendations to the Board of Directors and Nekton for grants to be awarded. For each proposal a short text will be provided giving reasons for a) rejection or b) recommendation for a grant award.

SeyCCAT has a Grant Application Appeal Process mechanism in place, details of which are available to applicants via the SeyCCAT website or through the SeyCCAT Secretariat.

6. SUPERVISION AND MONITORING

All projects will be supported by the SeyCCAT secretariat and Nekton. SeyCCAT and Nekton will provide supervision in the form of advice and guidance with regard to the application and delivery expectations. In addition, the SeyCCAT secretariat and Nekton will engage with projects to conduct site visits to understand how projects are progressing, any challenges being experienced, how risks are being managed, and to offer support and guidance where necessary. The SeyCCAT Executive Assistant will provide this function, with support from Nekton and the SeyCCAT CEO and grants committee if necessary.

¹ The Grants Committee will verify this against the ‘List of Conservation and Adaptation Projects in Seychelles’ that has been developed as a guide to grant awards, and will be updated annually.