****

**Project Title**

[INSERT TEXT]

**Lead Organization/Individual**

[INSERT TEXT]

**Date of Submission**

[INSERT TEXT]

# INSTRUCTIONS

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**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](https://seyccat.org/wp-content/uploads/2018/05/10.-SeyCCAT-Social-Environmental-Safeguards-May-2018.pdf) applied by SeyCCAT. Please pay particular attention to the [Exclusions List](https://seyccat.org/wp-content/uploads/2018/05/9.-Exclusion-List_March-2018.pdf).

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 at:

**SEYCHELLES’ CONSERVATION AND CLIMATE ADAPTATION TRUST**

**Oceangate House, Room 109, Flamboyant Avenue, Victoria, Mahe, Seychelles.**

**www.seyccat.org // info@seyccat.org // +248 432 5806**

**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 (5) pages** in length (excluding budget and Annex).

# BACKGROUND INFORMATION

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

*(tick)*

**Project Title**

[INSERT TEXT]

**SeyCCAT Strategic Objective – *as listed in the Request for Proposals***

[INSERT TEXT]

**Name, contact details and status of lead applicant organization / 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.***

[INSERT TEXT]

**Partner organizations (include country if not based in Seychelles)**

[INSERT TEXT]

**Project Location**

[INSERT TEXT]

**Duration – start and end dates**

***In months: small-medium grants not to exceed 12 months; large grants not to exceed 24 months***

[INSERT TEXT]

**Total Budget Requested**

***Note the upper limit as per the guidelines.***

[INSERT TEXT] SR

**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.***

[INSERT TEXT]

# 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.***

[INSERT TEXT]

**Outcome and impacts**

***What is the intended outcome and likely impacts of the project (what will be achieved at project end)?***

[INSERT TEXT]

**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, Measurable, Achievable, Realistic and Time-bound.***

[INSERT TEXT]

**Outputs**

***What will be delivered (physical items, materials or infrastructure, training or skills development, etc.)?***

[INSERT TEXT]

**Activities**

***Briefly list the activities to be undertaken to implement the project. Do they build upon any existing projects?***

[INSERT TEXT]

**Schedule**

***Briefly indicate the schedule or phases of the project. Insert a timeline / Gantt chart to show the sequencing of project activities.***

[INSERT TEXT]

**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?***

[INSERT TEXT]

# FINANCIAL INFORMATION

# ANNEXES

# ANNEXES

# ANNEXES

# ANNEXES

# ANNEXES

# ANNEXES

# ANNEXES

|  |  |  |  |
| --- | --- | --- | --- |
| **Itemized Budget**  (*please also submit using the separate excel spreadsheet, and ensure the same line items are used as presented here*).  **IMPORTANT: Please ensure you consider costs associated with monitoring and evaluation, as well as any relevant taxes e.g. if importing goods or paying overseas employees.** | 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

# ANNEXES

# ANNEXES

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# ANNEXES

# ANNEXES

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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

|  |  |
| --- | --- |
| **ACTION** | **COMPLETE** |
| Have you **read the SeyCCAT** [**Application Guidelines**](https://seyccat.org/wp-content/uploads/2018/05/3.-SeyCCAT-BGF-Application-Guidelines-May-2018.docx)? |  |
| Have you **read the** [**environmental and social safeguards policy**](https://seyccat.org/wp-content/uploads/2018/05/10.-SeyCCAT-Social-Environmental-Safeguards-May-2018.pdf)? |  |
| Have you **referred to the** [**glossary**](https://seyccat.org/wp-content/uploads/2019/03/SeyCCAT-Glossary-of-Proposal-Terms-BD.pdf)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**](https://seyccat.org/wp-content/uploads/2018/05/11.-Guidance-on-Generic-Impacts-of-Blue-Bond-funded-activities_March-2018.pdf) **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**](https://seyccat.org/) 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.