

**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.

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).

**KONSENP POUR PROZE**

**LENSTRIKSYON**

**Lir sa bann lenformasyon swivan avan ki ou met an ekri ou nide pour ou proze**

Tou bann propozisyon ki ganny met devan SeyCCAT i bezwen an liny swa avek konservasyon oubyen avek zestyon bann biodiversite maren ek rezyon lakot, e osi avek devlopman bann lekosistenm dan Sesel pou zot vin pli rezilyan e pou zot kapab adapte avek sanzman klima.

Fer referans avek nou dokiman lo ‘Lapel pou proze’ pour konn bann kategori ek kalite proze ki pou ganny konsidere pour finansman dan sa enn lapel pour laplikasyon pour bann fon SeyCCAT. Pa bezwen anmenn okenn proze ki tonm an deor sa bann kategori.

Pa bezwen enkli okenn aktivite oubyen bann fre ki SeyCCAT pa pou kouver.

Tou bann propozisyon i bezwen an liny avek bann sofgard Lanvironnman ek Sosyal ki SeyCCAT i met lanfaz lo la.

Fer referans avek sit web SeyCCAT pour plis lenformasyon: [www.seyccat.org](http://www.seyccat.org)

Si zot annan okenn kestyon spesifik, kontakte sekretarya SeyCCAT.

**Ler ou pe prepar ou konsenp oubyen pe devlop ou nide pour proze**

Eksprim ou lekor klerman e direkteman.

Swiv bann gid ek lenstriksyon (bann pwen enportan) ki ganny mansyonnen anba.

Ou konsenp pour proze i devret ganny ekri dan sa bann spesifikasyon swivan, ‘Font Times New Roman, size 11, single spacing’.

Sa dokiman pa devret annan plis ki 5 paz (san kont seksyon pour bidze ek bann dokiman siplemanter/ ‘annex’).

**SeyCCAT Project Concept Note**

**SeyCCAT Konsenp Pour Proze**

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

*(tick)*

**BACKGROUND INFORMATION**

|  |  |
| --- | --- |
| **Project Title/ Tit ou proze** |  |
| **SeyCCAT Strategic Objective – *as listed in the Request for Proposals /* Lobzektif stratezik SeyCCAT – *parey i aparet dan lapel pour proze*** |  |
| **Name, contact details and status of lead applicant organisation / individual / Non, kontak ek stati sa aplikan/lorganizasyon ou endividi ki pe ansarz proze** | *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.*  *Detay kontak sa lorganizasyon/lenstitisyon oubyen endividi*  *(si i konsern en lorganizasyon oubyen lenstitisyon, donn detay kontak son reprezantan)*  *Enkli dat ki sa lenstitisyon/lenstiti ti ganny formen, si i konsern en endividi, donn lenvidans ki i en sitwayen Sesel/par egzanp son nimero kart idantite* |
| **Partner organizations (include country if not based in Seychelles)/ Bann lorganizasyon ki ou pou an partenarya avek (enkli non pei kot zot baze si zot pa baze Sesel)** |  |
| **Project location/ Lokasyon kot Proze pour baze** |  |
| **Duration – start and end dates / Dirasyon – dat konmansman ek finisyon** | *In months: small-medium grants not to exceed 12 months; large grants not to exceed 24 months*  *Met kantite mwan : pti a mwayen proze fodre pa depas 12 mwan; gro proze fodre pa depas 24 mwan* |
| **Total budget requested / Sonm total pour bidze** | *SR*  *Note the upper limit as per the guidelines.*  *Pa bliy limit lo lakantite finansman ki SeyCCAT i donnen, ki ganny spesifye dan gid lenformasyon.* |
| **Indicative co-financing / Spesifye sonm pour lezot sours finansman ou proze** | *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.*  *I pa neseser pour annan lezot sours finansman pou bann proze ki tonm dan kategori pti oubyen mwayen (me selman ou kapab endike si i annan) me selman nou ankouraze pou ki i annan pou bann gro proze. Ler ou annan lezot sours finansman i en lendikasyon ki ou annan sipor anplis pou ou proze.*  *Silvouple donn detay lo sours ek lakantite finansman ki ou pe gannyen an deor fon SeyCCAT.* |

**PROJECT DESCRIPTION**

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| **Abstract (500 words max)/ Abstre (Pa plis ki 500 mo)** | *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. /*  *Donn en deskripsyon bref lo ou proze. Idantifye klerman dann keksoz ki kapab afekte sikse ou proze e propoz solisyon pou adres sa bann keksoz, dir lekel ki pou benefisye avek sa proze, etc.*  *Si ou proze i relye avek, oubyen son bann aktivite i parey bann aktivite en proze kin deza ganny finanse oubyen ki pe aktyelman ganny finanse par SeyCCAT ouswa en lot lenvestiser, fer sir ou endike akoz e ki manyer ou proze i diferan oubyen neseser. Si ou pa fer sa, ou proze i pou otomatikman ganny diskalifye.*  *Si sa proze pe ganny kordinen par diferan lenvestiser sa i bezwen ganny endike.* |
| **Goal**  **Lenpak ek lakonplisman proze** | *What is the intended outcome and likely impacts of the project (what will be achieved at project end)?*  *Ki kalite lenpak ou proze i kapab annan (kwa ki ou proze pour akonpli)?* |
| **Outcome and Objective/s**  **Bann lobzektif** | *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.*  *Nonm bann lobzektif sa proze (ki bann problenm ki sa proze pour adrese) e fer sir ki ou bann lobzetif i SMART – Spesifik, Mezirab, Kapab ganny akonpli, Realistik e i annan en Lendikasyon kan ki i pour ganny akonpli.* |
| **Outputs/ Bann rezilta** | *What will be delivered (physical items, materials or infrastructure, training or skills development, etc.)?*  *Ki bann rezilta ou proze (bann keksoz fizik, marteryel oubyen lenfrastriktir, formasyon ou devlopman bann konpetans, etc,)?* |
| **Activities / Bann aktivite** | *Briefly list the activities to be undertaken to implement the project. Do they build upon any existing projects?/*  *Nonm an bref, bann aktivite ki ou pou fer pour enplimant sa proze. Eksi i konplimant okenn lezot proze ki aktyelman egziste?* |
| **Schedule / Kalandriye aktivite pour proze** | *Briefly indicate the schedule or phases of the project. Insert a timeline / gantt chart to show the sequencing of project activities. /*  *Endik an bref, bann faz sa proze. Azout en ‘timeline/gantt chart’ pou montre devlopman bann aktivite pour ou proze.* |
| **Sustainability and replication / Soutenabilite e posibilite ki ou proze i kapab ganny devlope lo en pli gran lanpler** | *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?/*  *Endike ki manyer bann aktivite ki pe ganny propoze i soutenab e kapab ganny kopye ou devlope lo en pli gran lanpler. Sa i kapab enkli bann lendikasyon bann aktivite swivi, bann stratezi, apartenans, etc.*  *Endik osi kwa ki kapab al mal/ ki bann lobstak oubyen difikilte ki ou proze i kapab rankontre.* |

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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*)/**  **Bidze**  **(*silvouple enkli plis detay lo en lot papye separe kin ganny fer dan* *‘excel spreadsheet’ e fer sir ki i an liny evek e parey sa bann kategori ki ou mansyonnen isi*)** | Refer to your proposed objectives and activities and include the cost:  Fer referans avek bann aktivite ki ou pou fer, avek ou bann lobzetif pour ou proze e osi enkli sa bann kou swivan: | | |
| ***Category / Bann Kategori*** | ***Year 1/ Premye lannen*** | ***Year 2 (large grants only)/ Dezyenm lannen (bann gro proze selman)*** |
| *1. Lead applicant salaries (inc. benefits)/ Saler sa aplikan ki pe ansarz proze (enkli bann benefis)* | *SR* | *SR* |
| *2. Communications / Bann kominikasyon* | *SR* | *SR* |
| *3. Travel / Vwayaz* | *SR* | *SR* |
| *4. Supplies / Bann bezwen neseser* | *SR* | *SR* |
| *5. Equipment / Lekipman* | *SR* | *SR* |
| *6. Contractual (sub-grant/s to partners)/ Bann kontra (sou finansman avek bann partener* | *SR* | *SR* |
| *7. Training/Seminars/Workshops / Bann formasyon/Seminar/Latelye* | *SR* | *SR* |
| *8. Other (specify)/ Lezot keksoz (spesifye)* | *SR* | *SR* |
| *9. Management fee (if any) – may not be more than 10% of SeyCCAT request / Fre pou zestyon proze (si i aplikab)– i pa annan dwa plis ki 10% sa larzan ki ou pe demande avek SeyCCAT* | *SR* | *SR* |
| ***TOTAL FUNDS REQUESTED OF SEYCCAT - PER ANNUM***  ***TOTAL PROJECT COST – PER ANNUM/ LAKANTITE FINANSMAN KI OU PE DEMANN SEYCCAT – PAR LANNEN***  ***KOU SA PROZE – PAR LANNEN*** | ***SR***  ***SR*** | ***SR***  ***SR*** |
| ***TOTAL SEYCCAT FUNDS REQUESTED***  ***TOTAL PROJECT COSTS/***  ***LAKANTITE FINANSMAN AN GRO KI OU PE DEMANN SEYCCAT***  ***KOU TOTAL SA PROZE*** | ***SR***  ***SR*** | |

**ANNEXES / BANN DOKIMAN SIPLIMANTER/ ‘ANNEX’**

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.

Silvouple, atas en dokiman separe ki donn detay an bref lo lekspertiz oubyen bann leksperyans ki ou tim i annan ansanm avek ou laplikasyon. Sa i merit enkli en lalis siplemanter lo bann proze similer kin deza ganny enplimante e osi CV bann manm kle kin travay lo sa bann proze.

**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 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.

**Konsenp pou proze – Bann keksoz ki ou merit fer ouswa enkli dan ou laplikasyon**

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|  | **Verifye** |
| Eski oun lir sa gid lo Laplikasyon pou bann fon **SeyCCAT**? |  |
| Eksi oun lir polisi SeyCCAT lo bann sofgard lanvironnman e sosyal? |  |
| Eksi oun fer referans avek sa dokiman ‘glossary’ ki eksplik bann diferan term ki ganny servi dan sa form laplikasyon? |  |
| Eksi oun servi en ‘format’ apropriye pour devlop konsenp ou proze? |  |
| Eksi oun tyek dernyen dat ek ler pour anmenn ou laplikasyon? |  |
| Eksi oun endik en **lobzektif stratezik** **SeyCCAT** ki aplikab pour sa enn lapel pour laplikasyon proze? |  |
| Eksi oun enkli CV tou bann dimoun kle ki asosye avek sa proze? |  |
| Eksi oun endik dat aktyel ki sa proze pou konmanse e osi fini (tyeke si ou bann dat i konpatib avek dat ki SeyCCAT pour distribye sa bann fon)? |  |
| Eksi oun fer e enkli en bidze pou ou proze e osi servi en ‘format’ apropriye pour devlop ou konsenp? |  |
| Eksi oun tyeke si ou bidze i konplet, e osi si ou bann kalkilasyon i byen e si oun enkli sonm total pour ou proze anler lo ou paz laplikasyon? |  |
| Si ou pe ganny asiste par lezot sours finansman eksi oun mete ki kantite ou pe gannyen, lekel sa lorganizasyon ki pe siport ou, e osi si ou pou ganny siporte avek larzan oubyen lezot lasistans? |  |
| Eksi oun tyek sit web SeyCCAT zis avan oun anvoy ou laplikasyon pour fer sir ou azour avek bann dernyen devlopman? |  |

**Ler ou larepons pou tou sa kestyon i wi, silvouple anvoy ou laplikasyon dan ‘format’ Microsoft Word, pa pli tar ki 5 er apremidi (ler Sesel) zour ki SeyCCAT in spesifye dan son bann lapel pour laplikasyon, kot:**

**info@seyccat.org par servi tit ou proze (ou sa de premye mo dan ou tit) konman size/topik ou email. Ou pa bezwen anvoy en kopi kin ganny enprimen. Silvouple note ki ou kapab anvoy ou proze nenport keler avan ‘deadline’ e ki ou pa bezwen spesifikman esper sa dernyen zour pour anvoy ou proze.**

Si ou pe anvoy bann dokiman siplemanter dan en lot email ki separe avek ou laplikasyon, silvouple enkli dan laniy kot ou met size/topik ou email en lendikasyon lo ki kantite email ou pe anvoye (e.g. si sa i premye email dan 2,3, 4 etc). I pa neseser pour ou anvoy kopi bann dokiman kin ganny enprimen.