

**SeyCCAT Project Full Proposal**

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

1. **COVER PAGE**

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| --- | --- |
| **Project Title** |  |
| **SeyCCAT Strategic Objective – *as listed in the Request for Proposals (tick one)*** | |  |  | | --- | --- | | 4. Develop and implement risk reduction and social resilience plans to adapt to the effects of climate change. |  | | 5. Trial and nurture appropriate business models to secure the sustainable development of Seychelles’ blue economy. |  | |
| **Cross Cutting theme (*tick one*)** | |  |  | | --- | --- | | 1. Research and Development |  | | 1. Management and Implementation |  | | 1. Policy and Advocacy |  | | 1. Education, Training and Outreach. |  | |
| **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** | *Medium and Large grants not to exceed 24 months(refer to specific RFP)* |
| **Total budget requested** | *SCR*  *Note the upper limit as per the guidelines.* |
| **Indicative co-financing** | *SCR (This sum should match the* ***Total Other budget*** *in the* ***excel itemized budget****)*  *Co-financing is not needed for small grants (but may be indicated) and is encouraged for medium and 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 goal, outcome, 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 **Goal** of the proposal - what long-term effect will be achieved at project end.
* The specific **outcomes** of the proposal – *these are the specific objective(s) or changes(s) you wish to achieve within the project timeframe.*  (*ensure these 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 outcomes. A clear and direct link between the activities and the desired project outcomes and goal 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 (Gantt Chart), to indicate the sequence of all major activities.

**PROJECT SCHEDULE/ GANTT CHART**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Timeline** | | | | | | | | | | | |
| **Activities** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
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**F. PROJECT MONITORING AND EVALUATION**

Complete a **full Project M&E framework using the Excel Template** provided by SeyCCAT. The information you provided in your concept note will help to complete this.

In the full M&E framework you should describe the Goal, Outcomes, and Outputs that you described in your concept note, and any additional ones that have been added to your project plan, and now also describe the activities of your project. For each of these Results (Goal, Outcome, Output, Activity) please include:

* Means of verification, i.e., the source of data.
* Frequency of measurement.
* Indicator baselines – the value as it stands now.
* Indicator targets – what you want to achieve through your project.
* Person(s) responsible for data collection.

It is expected the project indicators will be monitored regularly to enable the project team to evaluate its progress. The Excel M&E Framework is a management tool that should be used during project implementation to monitor indicators and submitted during reporting to SeyCCAT.

1. **ENVIRONMENTAL & SOCIAL RISKS and IMPACTS** 
   * + 1. Identify and list potential environmental and social risks and impacts associated with project activities and propose measures to mitigate/minimise negative risks and impacts]

|  |  |  |  |
| --- | --- | --- | --- |
| **(i)Risks/Impacts** | **Risk category**  **Environmental Risk :Sector resources, biodiversity ,geology and soil, landscape, pollution, environmental and social concerns, Health & Safety**  **Social impacts: land, lifestyle, historical , archaeological and cultural sites, local income, gender concerns, environmental and social capacity, stakeholder engagement and consultation** | **Potential level of impact**  **(e.g. low, medium, high)** | **Risk mitigation measures** |
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**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. When preparing their activity-based budget they should break the activity into sub-activities and classify each expense according to the budget categories

**B. Activity-based budget:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outcome/Objective** | **Activities** | **Total cost of Activity**  **SR** | **Amount requested from SeyCCAT**  **SR** | **Co-financing**  **SR** | **Budget category** |
| Outcome 1 | Activity 1.1 |  |  |  |  |
| Monitoring of mangroves growth and survival | 18000 |  |  |  |
|  |  |  |  |  |
| Outcome 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. Itemized Budget**

Complete a detailed budget using **the Excel Template** provided by SeyCCAT.

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

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

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| --- | --- |
|  | **Check** |
| Have you **read the SeyCCAT Application Guidelines**? |  |
| 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 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 **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 **your budget and used the correct template** provided for 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 **figure value of, and supporting organization for the co-finance, and indicated if it is cash or in kind? (make sure it matches your itemized budget for “OTHER” budget)** |  |
| Have you **checked the SeyCCAT website** immediately prior to submission to ensure there are no late updates? |  |
|  |  |
| **Environmental and Social Safeguard** |  |
| Have you studied the list of eligible activities for the BGF? |  |
| Have you studied the blue bond activities exclusion list? |  |
| Have you read the environmental and social safeguards policy? (ESMF, ESMF Addendum and PF) |  |
| 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? |  |

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