

APPLICATION FOR THE SEYCCAT BLUE GRANTS FUND

A HOW-TO GUIDE



SEYCHELLES CONSERVATION
AND CLIMATE ADAPTATION
TRUST

SeyCCAT



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I. WHAT IS THE BLUE GRANTS FUND?

The SeyCCAT Blue Grants Fund (BGF) is a fund to invest in projects that help the Blue Economy in the Seychelles. We want you to create projects that help build sustainable fisheries, improve ocean protection and promote the Blue Economy.

The ocean is important to the economy and the culture of the Seychelles. And we want to help you develop projects by giving you grants.

There are two types of grants on offer:

1) Small to medium grants of up to SCR 100,000. These projects can last up to one year. You need to fill in a Concept Note to apply for this type of grant.

2) Large grants of between SCR 100,000 to SCR 1,000,000. If you get this type of grant, you have up to two years to set up and complete the project. There is a two-stage application process for this grant. First, you send in a Concept Note. If that is approved, you then need to submit a Full Proposal.



The SeyCCAT grants are given to those who can show which of the five strategic objectives their project will address. These objectives are:

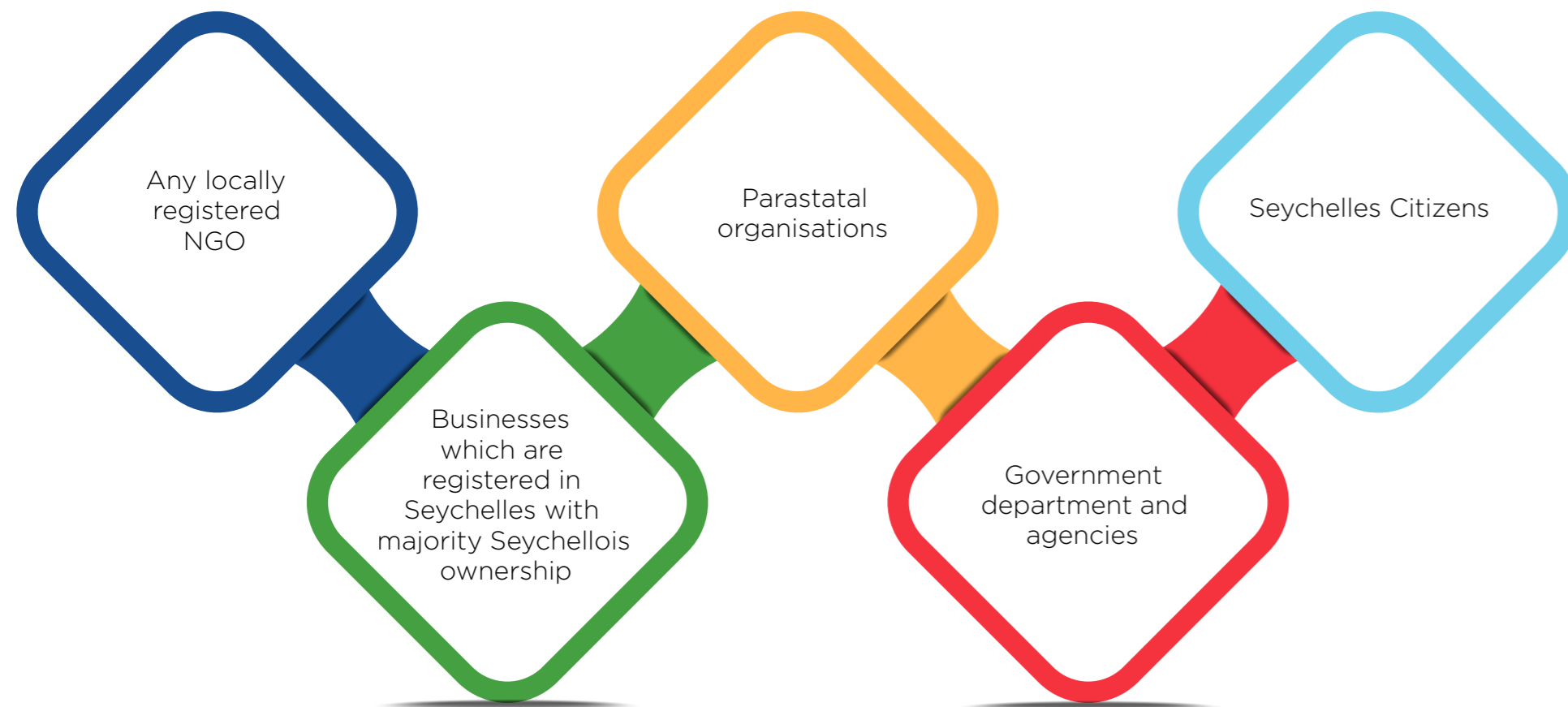
1. Support new and existing marine and coastal protected areas and sustainable use zones;
2. Empower the fisheries sector with robust science and knowhow to improve governance, sustainability, value and market options;
3. Promote the rehabilitation of marine and coastal habitats and ecosystems that have 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 the Seychelles' Blue Economy.

Find out if SeyCCAT has provided a list of specific projects it is willing to support as it has for BGF

There is usually one cycle of grant applications each year, and the application can be filled out in English or Creole. The application forms and next set of deadlines can be found in "how to apply" section of the website

2. WHO CAN APPLY?

The Blue Grants Fund is open to:

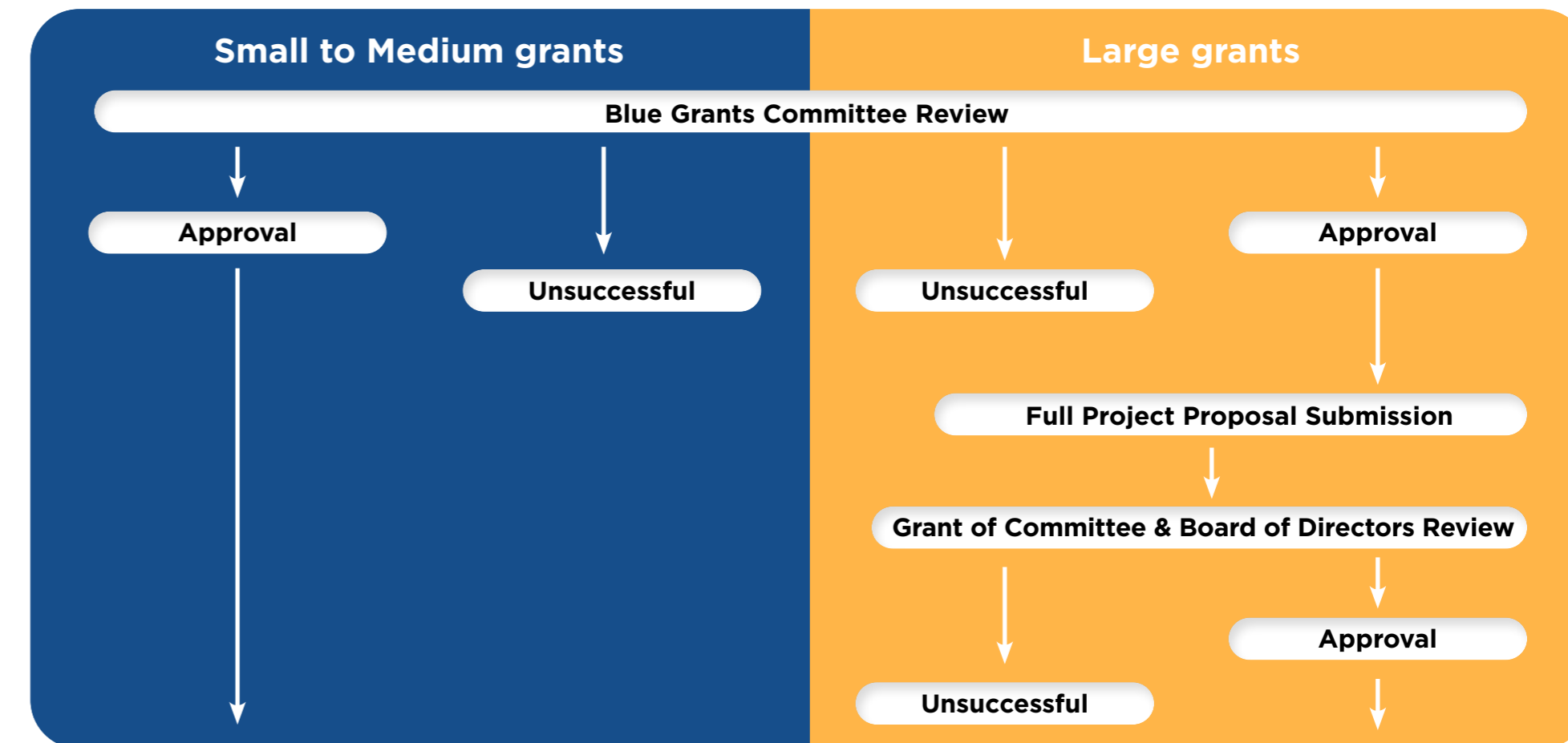


All applicants must have legally existed and operated in the Seychelles for a minimum of one year

BGF APPLICATION PROCESS

SEYCCAT GRANT CONCEPT NOTE SUBMISSION

(The call for concept note is open for 6 weeks)

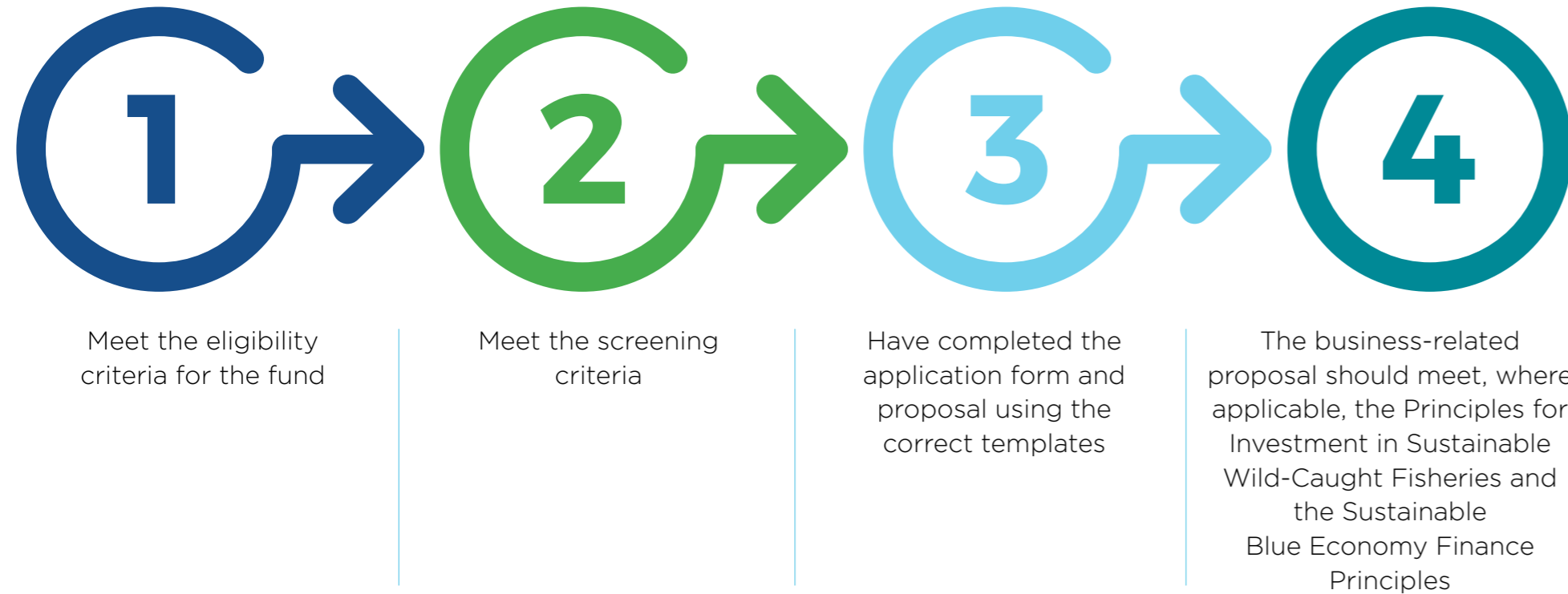


Funds released - Project Starts

Sites visit to assess project implementation

3. APPLICATION REQUIREMENTS

Applicants for the Blue Grants Fund need to ensure they:



There are nine principles that each project should adhere to. These are just guidelines, and not all of them will be relevant to your project.

Principle 1
Comply With the Law
You need to ensure your project complies with local and international laws in particular with regard to local rules regarding small-scale fisheries.

Principle 2
Make it Green
You need to ensure the fish stocks you target and the ecosystem in which they are found are not damaged as a result of your project.

Principle 3
Keep it Green
You should make sure that your project does not take place in an area where sealife stocks are already low.

Principle 4
Monitor and Enforce
You will need to ensure your project fits into an existing monitoring and management system and that you monitor and manage your own project.

Principle 5
Be Transparent
Your project will need to be able to track the fisheries products you catch back to the point of capture, and ensure you keep detailed records of capture including numbers, dates and storage.

Principle 6
Be Good
Your project should guarantee basic human rights of everyone working for you, and you should not discriminate against anyone.

Principle 7
Engage With The Community
If your project will have an effect on the local community, you need to talk to them and ensure they are OK with the project.

Principle 8
Don't Block Access
Make sure your project doesn't block access to natural resources or right of way to other members of the community.

Principle 9
Don't Impact Food Sources
You should ensure your project won't stop other members of the community from fishing, farming or collecting food.



4. HOW TO APPLY

Head to SeyCCAT.org – How to Apply section to start your application online.

You need to prepare a BGF Concept Note, which you can download from the website (how to apply section)

First, read the Eligibility Criteria and the Exclusion List

Then, download the Concept Note template and follow the instructions.

You will be expected to:

Decide on a Project Title

A good title should summarize the project, be memorable and use key words to communicate what it's about. Remember, when in doubt, keep it simple.

State a Strategic Objective

Be clear about which of the SeyCCAT's strategic objectives your project will achieve. If in doubt, refer to the five strategic objectives on page 2.

Add Your Name and Contacts

Include your name, phone number, address and email, as well as the name of the organisation if it's being made on behalf of another group.

Add Partners

If you are partnering with an organisation, you need to add its contact details here.



Add Location

Where will your project take place? This can be either specific or more general, depending on the type of project.

Add Duration

How long will your project take? When will it start and when will it end? Remember, smaller projects have a maximum duration of 12 months, while bigger projects have a maximum length of 24 months.

Request Your Budget

The amount you request should be stated in Seychelles Rupees and the maximum grant limit for small and medium projects is SCR 100,000, while the maximum amount for large grants is SCR 1 million.

List Any Co-Funding

Is anyone else helping with funding? Are you co-funding? Co-financing can be in cash, or in services. Everything from cash donations from friends and family to sponsorship to donation of office space should be included.

Describe Your Project

You have 500 words to describe your project, so be sure to make them count. What issues are you trying to address? What activities will you be doing during the project? Describe the people who will be running the project with you. Who will benefit from the project and how? How will your project contribute towards SeyCCAT's strategic objectives (see page 2)? How long will the project take and let us know the main take-home message of the project.

List Your Activities

What will you do in your project? List all the activities that you will be doing in bullet point form.

Plan Your Schedule

You need to create a detailed schedule of your tasks, so you can tell if you are behind or ahead of schedule once your project gets started.

List Your Budget

How much is all this going to cost? You need to list all your projects' costs. You can also add here what the possible challenges are to the project – what might go wrong? You have the simplified budget and an itemised budget. You need to complete both using the templates provided.

Add an Annex

Finally, add a list of your teams' experience on similar projects as well as the CVs of the main team members.

5. PREPARING A FULL BLUE GRANTS FUND PROPOSAL

Congratulations! If you have reached this stage, it means that the evaluators like your idea and that your project might be worth funding.

You now need to prepare a Full Proposal to provide extra details of your project. Use your Concept Note as most of the information you need will already be in that.

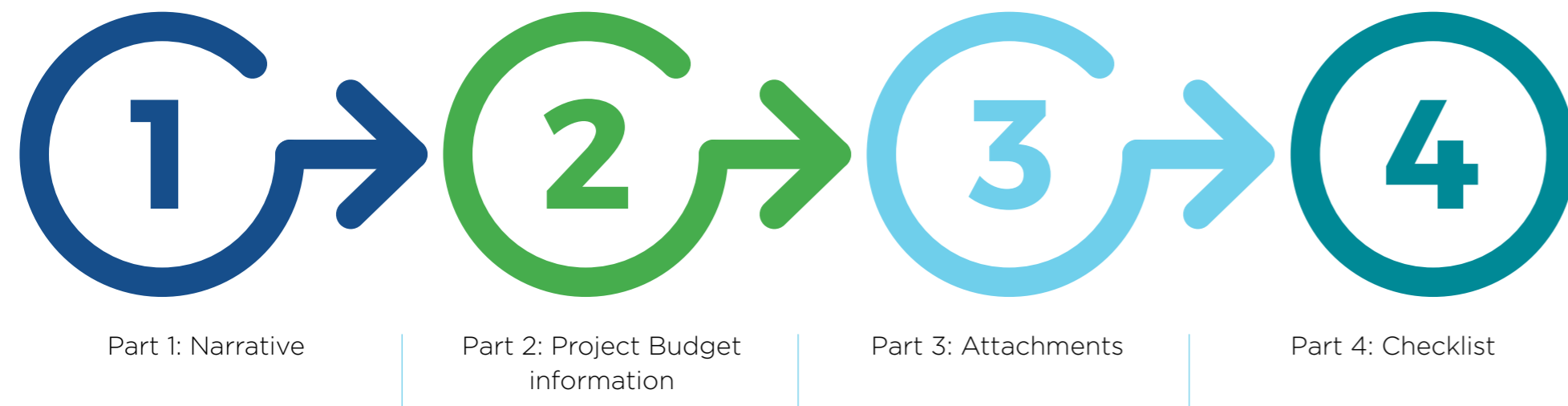
You can change your project slightly if necessary, but not to the point that it changes your overall goal or the main activities

of your project. Take note of the comments by the SeyCCAT reviewers and address them in the full proposal.

First, download the Full Proposal Template from the SeyCCAT website and follow all the instructions and guidelines. If there is anything that you are unsure of, you can contact SeyCCAT to get help.

Remember, you can see an example of a Full Project Proposal in the Supplementary Course Material online.

The Full Proposal is divided into four parts:



Part 1: Narrative

This part of the proposal is broken into eight parts. We will go through each one briefly here.

Section A: Cover Page

Use the same information here that you used on the cover page of the Concept Note.

Section B: Summary

The summary is the same as the one for your Concept Note, but you have room here to go into more detail. Make sure to demonstrate what the problem you are going to solve is, and how you are going to solve it. Link these solutions to SeyCCAT's strategic objectives. Write in a clear way and don't go over the one-page length.

Section C: Organisational Background and Capacity

List the experience of you and your team. Briefly describe the type of organisation you are, the number of staff, and any relevant associations you are a member of. Describe any experience relevant to the current project.

Section D: Project Outcomes and Expected Results

In this section you should focus on the problems that your project will address, and go into detail about the scale and urgency of these problems. You will also use this section to explain the reasoning behind the project and details of any partnerships. You will also need to highlight the expected outcomes of the project and how they will be met. Please also list the specific objectives from your Concept Note. Also add the expected results, and the changes you expect to see by the end of your project. Please go into more detail about the location you will be in, adding maps where relevant.

Section E: Activities Description

This is usually the longest section of the Full Proposal as it's where you include details of all the activities you are planning. Make sure these are as specific as possible and be clear how they will contribute towards your project's goals. Use the tables prepared in the template to prepare a project implementation plan – this plan will list all the major activities in order, and is a great way to monitor the progress of your project.

Section F: Risks

Use the table template provided to list the major risks that could stop your project from achieving its expected results. The risks should include both internal factors (technology doesn't work as expected) and external factors (changes to laws). In order to complete the Risk Matrix in the form, you need to think of all the possible risks, and attach a risk category to each (political, social, technological, environmental, legal etc). The assign a potential level of impact to each risk, from low to high. Finally, identify things that can be done to reduce the risk level of each.

Section G: Evaluation and Indicators

This section should let us know how you will monitor the project's activities.

Section H: Sustainability

This section should be filled in to let us know how the project's activities will be sustained after the project is over, and how you intend to transfer the knowledge gained to others.

Part 2: Project Budget Information

Section A: Total Project Funding Summary

Please start this section by looking at the Itemized Budget you prepared for the Concept Note. If anything has changed since then, add those changes to the budget. If you have any co-financiers, this is where you attach their letters of commitment.

Section B: Activity-Based Budget

You can use the template provided in the Full Proposal Template to link each of your project objectives to the proposed activity and their budget. You can refer to the Mock Project Proposal in the Supplementary Course Material to see an example of this.

Section C: Budget Categories

Once you have finished your detailed budget, sum up all the expenses for each category for Year 1 and Year 2, then complete the itemized budget table.

Part 3: Attachments

In this section include other documents that will help your submission, such as:

CVs of the key project staff

Co-financing letters

Letters of support

Letters of recommendation from past projects

Part 4: Safeguards

Safeguards refer to policies, standards and procedures designed to identify and avoid, minimize, or mitigate adverse impacts on the environment and the local community. Safeguards also help ensure that your project is truly sustainable.

To comply with the safeguards standards, you will be requested to prepare a safeguards plan that identifies possible adverse effects and suggest measures to negate them. Once you reach this stage, the team will provide you with a template and offer support in completing the safeguards plan.

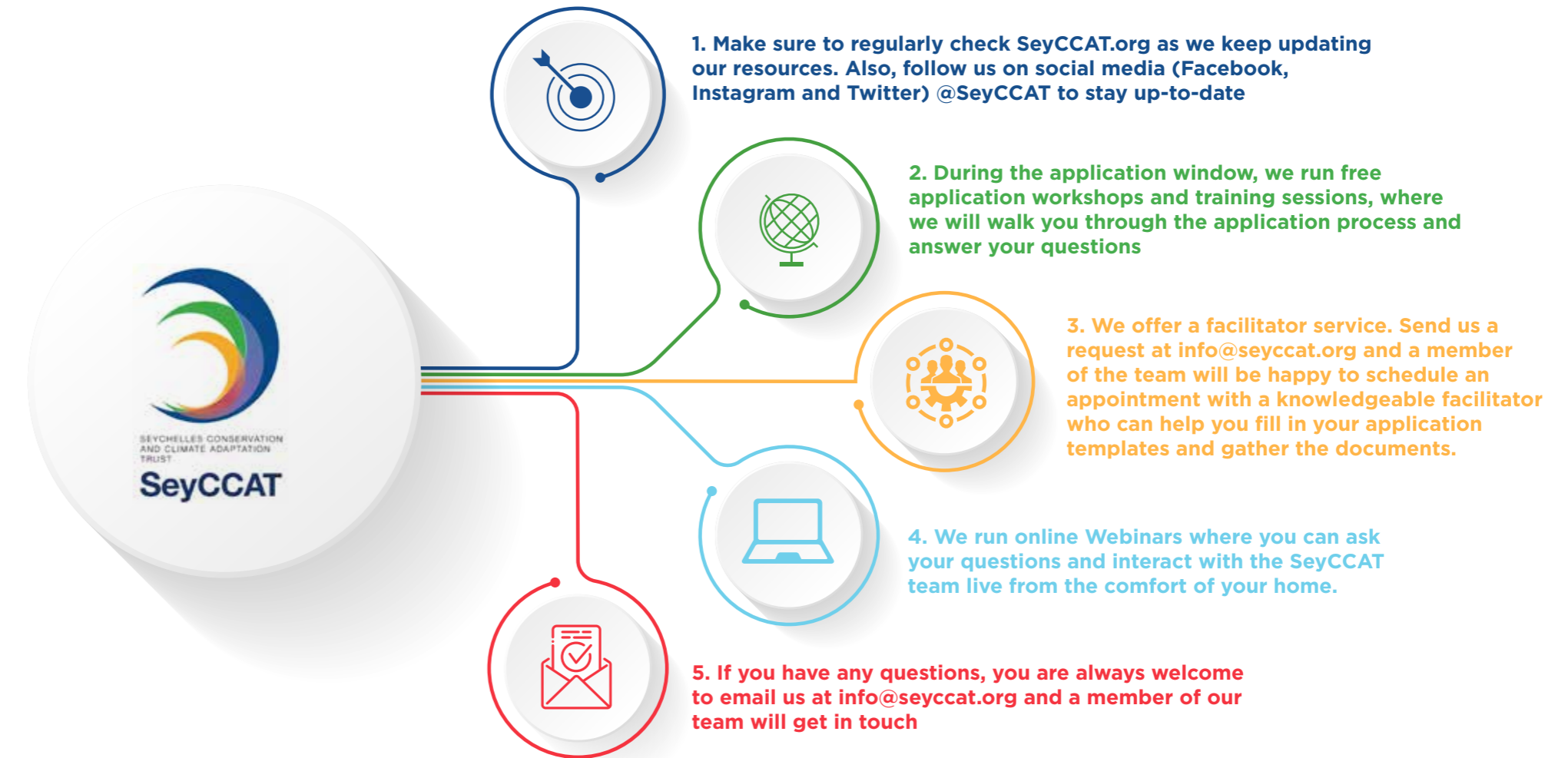
Part 5: Checklist and Submission

Once your project and budget have been prepared, go over the checklist and make sure you have done everything required. Once you have submitted Yes to all the questions in the checklist, submit the application in Word format no later than 5pm Seychelles time on the date advertised.

Send the application to: info@seyccat.org using the title of your project as the subject of your mail. If you are emailing supporting documents separately, please include the number of emails you will send in the subject line (eg: 1 of 3, 2 of 3, 3 of 3). You are not required to send a hard copy.

6. WE ARE HERE EVERY STEP OF THE WAY

At SeyCCAT, we understand that the application process can be complicated. Every year, we offer numerous resources to help you prepare a successful application, even if it is your first grant application.





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