



United Nations Development Programme

GEF Small Grants Programme






Information Sheet 4 Application Procedure

Once you have determined the problem that you wish to address in your community and have decided that it fits with the GEF criteria, you are ready to develop your project concept application.

The purpose of this project concept is to provide minimal necessary information, so that the National Coordinator can assess whether the proposed project and CBO/NGO are eligible for SGP funding. The concept must be completed and discussed with the National Coordinator before the full project proposal is completed.

Project Concept - Formats

SGP-Namibia accepts project concepts in various formats. Choose the method that best suits your project and community.

<p>Video Proposals</p> <p>You may choose to videotape community members telling us about the environmental problem and the project ideas. This could be done at a community meeting.</p> 	<p>Flipchart Proposals</p> <p>You may choose to record information about the problem and project ideas on flipchart paper, as they are discussed by your community.</p> 	<p>Project Concept Document</p> <p>You may choose to prepare a written document based on the ideas of your organization and with input from the community and stakeholders.</p> 
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You may submit your project concept in a language other than English. Please use the language that your organization and community members are most comfortable using for your video or flipchart submission.

Once your project concept is complete, it should be sent to:

SGP-Namibia
c/o Namibia Nature Foundation
PO Box 245, Windhoek
Fax: +264 61 248344
ng@nnf.org.na / sn@nnf.org.na

The SGP Secretariat are available to assist at any point during the application process.

Next Steps

The SGP Secretariat will review your project concept to make sure that it fits with the GEF criteria. The SGP may be able to work with your organization to make this link clear. If your project idea is appropriate for SGP, then you will be asked to prepare a Project Proposal. This document includes more detailed information about your planned project, including:

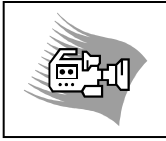
- Baseline assessment of environmental and socio-economic conditions
- Project goal, objectives, and proposed activities
- Expected results and how these will be measured
- Workplan
- Budget
- Monitoring and Evaluation Plan

At this stage you will be provided with further information on how to prepare the proposal. As well, the SGP will assist you with this process directly or suggest other organizations or individuals who can provide assistance.

After your proposal is submitted, it is reviewed by the SGP National Steering Committee (NSC). The NSC meets four times per year to review project proposals. Preference is given to projects that:

- Incorporate outreach and awareness regarding global environmental concerns;
- Build capacities of communities and NGOs to address these concerns;
- Provide a mechanism for demonstrating and disseminating community-level and community-led solutions to global environmental problems.

Video Proposals



During your community meeting, you may want to record the ideas of the community on video. You can then send the tape to the SGP as your project concept. There is some key information that should be included, both in the video and in an additional written page.

Please note: Your video may be in a language other than English, in which your community members are most comfortable.

Written Page:

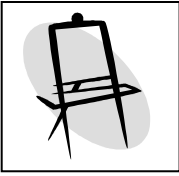
Name of the CBO/NGO	
Full Contact Details	
Legal Status of NGO/CBO (if available)	
Has the NGO/CBO managed other donor-funded projects in the past? If so, name the projects and donors.	
References (respected organizations and individuals who can give testimony for the NGO/CBO)	
Project Title	
GEF Focal Area	

Video

The other project information can be recorded on **video**, including:

- What are the environmental problems in the community?
- How do you propose to address this environmental problem?
- What are some of the proposed project activities?
- What are some of the expected outcomes of these activities?
- Where will the project be located?
- What other institutions and bodies are likely to be involved and how? (NGOs, private sector, CBOs, traditional authorities, regional authorities etc)
- Who will participate in the project?
- Roughly how many people in the community are likely to benefit from the project and how?

Flipchart Project Concept



During your community meeting, you may want to record your progress on flipchart paper, which can be submitted to SGP as your project concept. There is certain key information that you should make sure to include.

Please note: Your flipchart papers may be in a language other than English, in which your community members are most comfortable.

CBO Name

Contact Information

Legal Status

What other donor-funded projects has our organization managed?

Who funded these projects?

Who are references (respected organizations and individuals) who can give testimony for our CBO?

-name and contact details

What are the environmental problems in our community?

What will our project be?

Project Title:

How will the project address the problem?

What GEF focal area and operational program does this correspond with?

Activities	Outcomes

Description of our Community

-location:

What other institutions are likely to be involved and how?

Who will participate in the project, and how?

How many people in the community will benefit, and how?

Project Concept Document

Maximum 5 pages

A. CBO/NGO INFORMATION AND REFERENCES

1. **Name of the CBO/NGO**
2. **Full Contact Details**
3. **Legal Status of NGO/CBO** (if available)
4. **Has the NGO/CBO managed other donor-funded projects in the past? If so, name the projects and donors.**
5. **References.**
(Name and contact details of any respected organization or individual who can provide testimony for the NGO/CBO)

B. ENVIRONMENTAL PROBLEM TO BE ADDRESSED

6. **Brief but clear description of the environmental problem.** (NB GEF Focal Areas).
Please avoid bullet points.
7. **How are you proposing to solve/address this environmental problem? (NB GEF objective: local action global benefit)**
Please avoid bullet points

C. PROJECT LOCATION

8. **Brief explanation of the location of the project.**
(E.g. political region, constituency, town/settlement/village)

D. STAKEHOLDERS

9. **Brief description of stakeholders.**
Which other institutions and bodies are likely to be involved/affected, and how?
(NGOs, private sector, CBOs, traditional authorities, regional authorities etc).

E. PROJECT PARTICIPANTS

10. **Briefly describe who the project participants are.**
11. **Roughly how many people in the community are likely to benefit from the project and how?**