



TIPS FOR PREPARING A CEPF LETTER OF INQUIRY (LOI)

The CEPF Secretariat, Regional Implementation Team and the Regional Advisory Committee for CEPF (RACC) will be looking for the following components when reviewing a CEPF letter of inquiry for both small and large grants:

- 1. Strategic Importance to CEPF:** Will the results of this project contribute to achieving the priorities articulated in the CEPF *Ecosystem Profile* and more specifically, the *Caribbean Islands Hotspot: Logical Framework for CEPF Investments* (found within the *Ecosystem Profile*)? How will the project contribute to a specific investment priority and target and indicator within the Logical Framework and meet specific and justified needs in the KBA, corridor, country, or hotspot?
- 2. Ability of Project to Achieve Results:** Are the objectives, approach / strategies and deliverables well thought out and comprehensive? Are the project objectives, approach/ strategies and proposed deliverables aligned to achieving strategic conservation results?
- 3. Applicant Capacity:** Does the applicant have the capacity and comparative advantage (skills, knowledge, experience, relationships and credibility with local stakeholders) to successfully implement the project? Is permission required for the project to proceed? If yes, are there any risks in the project obtaining permission?
- 4. Building Caribbean Civil Society Capacity:** Does the project contribute to CEPF's priority to empower Caribbean civil society organisations, including local community organisations and indigenous groups?
- 5. Participation:** Does the project incorporate stakeholder consultation in design and participation in implementation to build local ownership, buy-in and capacity? *Were key stakeholders, including government agencies and local communities, involved in the project design and will they be involved in project implementation?*
- 6. Cost-effectiveness:** Is the proposed funding request commensurate and reasonable in view of the objectives and activities proposed? Is the proposed funding request acceptable within CEPF's overall budget allocation for the strategic direction?
- 7. Strategic Alliances and Partnerships:** Does the project have the potential to establish and/or maintain long-term relationships for collaboration on biodiversity conservation with appropriate local, regional, or national organisations? Does it ensure coordination and build synergy with existing and future initiatives?
- 8. Leveraging Resources:** Does the project attract additional funding or an in-kind contribution that will directly increase CEPF's impact and contribute to project sustainability? Is the applicant already receiving funding for this project?