Hello and welcome to this training video, in which you will learn how to submit a Letter of Inquiry for a small grant under the CEPF Caribbean Islands Phase II Investment.
About this training

This training is for:
• Prospective grantees interested in submitting a LOI for a small grant in the Caribbean Islands

We will learn how to:
• Find the RIT Call for Proposals Site and access resources available on the site
• Access the small grant LOI documents
• Submit LOI using the online form submission

This training is for prospective grantees interested in submitting a Letter of Inquiry or LOI; for a small grant in the Caribbean Islands. We will learn how to find the Regional Implementation Team’s Call for Proposal Page for small grants, access the LOI document to apply for a grant, and how to submit an LOI using the online form submission.
Finding the RIT Call for Proposals Site

- CEPF website: [https://www.cepf.net/](https://www.cepf.net/)
  - Grants/See Open Calls for Proposals/Caribbean Islands/Call for Letters of Inquiry for Small and Large Grants
  - [https://www.cepf.net/grants/open-calls-for-proposals/2021-caribbean-islands-small-large-grants](https://www.cepf.net/grants/open-calls-for-proposals/2021-caribbean-islands-small-large-grants)
  - Direct link to site is under Additional Resources ‘RIT Call for Proposals Page’

- CANARI website: [https://canari.org/](https://canari.org/)
  - News & Blogs/Critical Ecosystem Partnership Fund (CEPF) – First Call for Proposals Now Open
  - [https://canari.org/cepf-1st-calls-for-proposals/](https://canari.org/cepf-1st-calls-for-proposals/)

- The direct link to the site: [https://sites.google.com/view/call-for-caribbean-islands/home](https://sites.google.com/view/call-for-caribbean-islands/home)

Accessing the RIT Call for Proposals site is easy. There are three ways you can get to the site:
The first is through the link located on the CEPF site under Grants/See open call for proposals/Caribbean Islands/ Calls for Letters of Inquiry for Small and Large Grants. The site is listed under the Additional Resources section as ‘RIT Call for Proposals Page’.
The second way to get to the site is from the RIT’s website under News & Blogs/Critical Ecosystem Partnership Fund First Call for Proposals Now Open article.
The third and simplest option is to enter the link to the site directly into a web browser and hit enter, which will direct you to the site immediately.
Finding the RIT Call for Proposals Site

Once you get to the site, you will see a home page similar to this. This site is meant mainly to serve as a submission platform for small grants, but also provides access to useful tools and resources for all prospective grantees.
Using the site you may access:

- **Required documents:**
  - Small grants LOI template in English, Spanish, French for download [applicable languages to each call]

- **Information:**
  - The call document in applicable languages for download.
  - Target geographies maps
  - Reference documents: ecosystem profile, priority species, logical framework, strategic directions, etc.

- **Small grants submission system:**
  - Google Form to submit completed LOI & supporting documents

Using the site, you may access required documents. The site provides links to most important required document for the call, the LOI template in applicable languages to each call. Information useful for prospective grantees are also accessible here, including links to the ecosystem profile, priority species, target geography maps showing priority corridors and key biodiversity areas, etc.

The site is importantly, the submission platform for the small grants under the call and is submitted using a google form which must include the completed LOI word document, as well as any other supporting documents. We will go through the submission process now.
On the RIT Call for Proposals Site, you will see a step by step process for applying for both small and large grants. **This training will focus on small grants only.** To apply for a small grant, you first need to download the LOI template in your preferred language. It is easy to download, just click the language of choice and you will be redirected to the document.
Once the link has opened, you need to go to File/Download/ and save as a Microsoft Word document, so that you can edit the template and fill out your LOI.
When you have completed your LOI word document, and have gathered all supporting documents needed to submit (e.g. letters of support, maps, etc.) you are ready to submit your LOI. Click on the link for the Form to enter the Google Form platform. You must sign in to a Gmail account in order to access the form. If you do not have a Gmail account, there is a link on the site page to direct you to create one.
Google form submission process

Once you access the google form, simply fill out the information required, ensuring that you click SUBMIT at the end of the process. Every section which has a red star next to it is required and must be completed.
When you are filling out your Google Form, your email contact to act as your preferred communication email, can be another email aside from the Gmail account you created in order to fill out the form. E.g. an organisational email.
Now let’s go through a short video together, showing a Google Form submission. Here, you can see that all of the required fields have been populated with information. We are now going to attach our completed LOI document, as well as any other supporting documents before we submit our Google Form. The LOI must be in word format in order to be uploaded. You also cannot upload more than 1 attachment for any of the attachment fields. Please remember to click upload, or your document will not be attached. All other annexes must be compiled into a single PDF document which cannot exceed 10 MB in size. Once you have uploaded all of your documents you can press the submit button.
An automated email response will be sent directly to the email you indicated as your preferred communication contact. It will also include a copy of your submitted responses.
Confirmation of Submission

• An automated email to confirm submission is sent after you press submit on the google form.

• Do not reply to the automated email

• Any queries should be sent to caribbeanrit@canari.org

Please do not reply to the automated email account. Any questions or concerns should be sent directly to the regional implementation team at caribbeanrit@canari.org
Thank you for watching this training video. If you require any additional information, please do not hesitate to contact us at CANARI – the Caribbean Natural Resources Institute, CEPF’s Regional Implementation Team at caribbeanrit@canari.org. Thank You!