

4.3 Grant-Making Process

CEPF has a comprehensive grant application and management system that enables online access to the suite of CEPF application and reporting templates as well as key proposal and project reporting information.

Ecosystem Profiles developed together with stakeholders will guide applicants in applying for grants as well as the award of grants²⁰ by the CEPF Secretariat and Regional Implementation Teams²¹. The investment strategies of each profile will be organized into the various elements of work for which CEPF is seeking proposals.

All profiles will be placed on the CEPF Web site, where applicants may access instructions about submitting a *CEPF Letter of Inquiry*²² for a large grant or a small grant. Applicants select a strategic direction from the profile for which they wish to apply and describe their proposed project. Submission of the Letter of Inquiry begins the *Grant Decision-Making Process*²³.

If the Letter of Inquiry is satisfactory, and the applicant requests a small grant, additional forms are not required other than an anti-terrorism screening form that successful applicants will submit to their RIT who will in turn send the form to CEPF for processing. If the Letter of Inquiry is satisfactory and the applicant requests a large grant²⁴, the applicant will be invited to complete the *CEPF Project Proposal*²⁵ as well as a *Financial Questionnaire*²⁶ (including the documents referenced within) and an *Anti-Terrorism Screening Form*²⁷. A *Risk Assessment*²⁸ will be carried out based on the submitted financial questionnaire to determine the level of monitoring and reporting required.

If the project is approved, a *Grant Agreement*²⁹ will be generated and signed by both parties. Procedures for managing approved grants are summarized in OM 4.4.

²⁰ The Ecosystem Profiles and information requirements are described in 4.1

²¹ The Regional Implementation Team Terms of Reference and Selection Process are found in Section 4.2

²² The Letter of Inquiry template is found in Section 4.3.1

²³ A detailed description of the decision-making process is found in Section 4.3.3

²⁴ The terms small grant and large grant are defined in Section 2.1

²⁵ The Project Proposal is found in Section 4.3.2

²⁶ The Financial Questionnaire is found in Section 4.3.4

²⁷ The Anti-Terrorism Screening Form is found in section 4.3.5

²⁸ The Risk Assessment model is found in Section 4.3.6

²⁹ The Grant Agreement is found in Section 4.3.7 and 4.3.8

OM 4.3.1

4.3.1 Letter of Inquiry (LOI)

The below is copied from CEPF's online system, ConservationGrants.

LOI Instructions

Welcome to the CEPF Grantee Portal!

CEPF requires that all applicants submit a Letter of Inquiry (LOI) using this online form. Applicants that successfully pass the LOI stage will be invited to submit a full proposal.

A few important notes regarding this portal:

- You can navigate through the gray tabs at the top of the screen in any order.
- You must click Save before exiting a tab. Click Save & Next if you are done with one tab and ready to move to the next.
- Avoid using your browser navigation buttons as you may lose your work.
- You may save your work before formal submission and resume editing at a later time.
- Once the LOI has been submitted, you cannot make changes.
- If you have not already, take the eligibility quiz to ensure your proposed project meets CEPF criteria. Note that CEPF does not fund the capitalization of trust funds, the purchase of land, the involuntary resettlement of people, or the removal or alteration of any physical cultural property.
- In responding to the questions, follow the guidance in the call for proposals to which you are applying. Provide supporting documents—such as maps or letters of community support—as uploads, where relevant. Note that CEPF does not fund the capitalization of trust funds, the purchase of land, the involuntary resettlement of people, or the removal or alteration of any physical cultural property.
- If you would like others within your organization to work on parts of the LOI, add those people via the Collaborators tab.

Once all of the tabs of the LOI have been completed, submit the LOI by clicking Review/Submit near the top right corner of the screen. You will receive an automated email once your LOI has been successfully submitted.

Be sure to submit your LOI before the deadline indicated in the call for proposals. Once the deadline has passed, your application will be locked for editing and considered withdrawn.

For more information, refer to the call for proposals.

To start completing your LOI, click Save & Next below.

Collaborators

- Use the +Invite New Members button to invite people within your organization to register on the CEPF portal and allow them to view and edit the LOI.
- Use the +Search/Add Members button to search for people within your organization with existing CEPF portal accounts to allow them to view and edit this LOI.

About Organization

Complete the following information about your organization. Note that the organization name defaults from your grantee and application portal account. Please contact grants@cepf.net if the organization's name is incorrect.

- Applicant Organization Name from Registration:
- Organization Legal Name (Long)
- Enter your organization's legal name if it is longer than 80 characters.
- Short Name/Acronym:
- Total Permanent Staff:
- Organization Type:
- CEPF defines a "local organization" to be one that is legally registered in a country within the hotspot where the project will be implemented and that has an independent board of directors or other similar type of independent governing structure. Organizations not fulfilling these two criteria are considered international organizations.
- Organization Status:
- Select the most accurate description of the organization.
- Year Organization Established:
- Website:
- Official Email:
- Mailing Address:
- Official Mailing Address:
- Physical Address: if different from mailing address above.
- Chief Executive Officer (CEO):
- Title:
- Given Name:
- Family Name:
- Country:
- CEO Telephone Number:

- CEO Country Code:
- CEO Email:
- History and Mission Statement:
- Provide a brief description of your organization's history and mission.
- Ineligible Recipients of Funds
- Government agencies, and organizations controlled by government agencies, are not eligible to receive CEPF funding. Answer the following questions and upload the relevant documentation to support your answers (if applicable) by clicking Choose File at the bottom of this page.
- Do you represent, or is your organization controlled by, a government agency?
- Government-owned enterprises or institutions are eligible only if they can answer yes to the following questions. (Submit the relevant documents, if applicable, to support your answers).
- If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution has a legal personality independent of any government agency or actor?
- If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution has the authority to apply for and receive private funds?
- If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution may not assert a claim of sovereign immunity?
- Upload any documents about your organization here.
 - You may add one or multiple files. To add a file,
 - Step 1: Click Choose File.
 - Step 2: Select the file you want to upload
 - Step 3: Click Upload

Basic Project Information

- Hotspot:
- Project Title:
- Suggest a project title in English using 10 words or fewer.
- Countries:
 - Select only countries eligible under the current call for proposals.
 - Does the project take place in a protected area?
 - If you answered yes, add the protected area information in the Protected Areas tab.
- Strategic Direction:

- Enter the single strategic direction this proposal aims to address. Use the exact number (Strategic Direction 1, Strategic Direction 2, etc.) and wording from the ecosystem profile for this region found at www.cepf.net.
- Corridor(s):
 - If the project addresses the conservation of one or more conservation corridors listed in the ecosystem profile, give the name(s) of the corridor(s).
 - Conservation corridors are interconnected landscapes of sites, important for the persistence or biodiversity at scales higher than that of the individual site. CEPF projects do not have to address the conservation of one or more corridors, unless this is an explicit condition of the call for proposals. Refer to the call for proposals for further details, and the relevant ecosystem profile for a full list and map of corridors in the hotspot.
- Key Biodiversity Area(s):
 - If the project addresses the conservation of one or more Key Biodiversity Areas (KBAs) listed in the ecosystem profile, give the name(s) of the KBA(s).
 - Key Biodiversity Areas (KBAs) are internationally important sites for the persistence of biodiversity. CEPF projects do not have to address the conservation of one or more KBAs, unless this is an explicit condition of the call for proposals. Refer to the call for proposals for further details, and the relevant ecosystem profile for a full list and map of KBAs in the hotspot.

Protected Areas

- List any protected areas that the project activities will work in.
 - To do so, Click +New and follow the instructions in the new window.
 - If the protected area does not exist in the database, Click Next and add it in the Additional Locations tab.

Additional Locations

If the project will work anywhere that is not a CEPF priority corridor, priority KBA or an Official Protected Area, use this tab to explain where it will take place.

Note you can add one or more locations in this tab by pressing the +New button for each location. For each location you may enter the following information:

- Location Name
- Description of your project location. Include a link to an appropriate Google Earth map (if possible)
- Latitude
- Longitude

After adding all locations, click Next. If you need to edit an existing entry, click on the Edit link in the Action Column next to the record you want to edit. To remove a location, click on the Delete link in the Action Column next to the record you want to delete.

Project Concept

- Duration (Months):
- Project Rationale:
 - Describe the conservation need addressed by the project (i.e., key threats and/or important opportunities).
 - Explain what would happen if the project were not implemented.
- Project Approach:
 - How will the project address the problem identified above?
 - Describe the activities the project will implement.
- Project Impacts:
 - List the impacts your project will seek to achieve in terms of biodiversity, human well-being, civil society capacity and/or enabling conditions for conservation. Be as specific and quantitative as possible.
- Link to CEPF Investment Strategy:
 - Describe how the project advances the goals of the ecosystem profile.
 - Reference the strategic directions, investment priorities, and the logical framework.
- Project's Long-term Sustainability:
 - Describe how the results of the project will continue or be replicated after CEPF funding ends.
- Organizational Strengths:
 - Provide a brief statement describing why your organization is best suited to undertake this project. (For example, your organization may have long-standing efforts in the area or have been invited by local stakeholders.)
 - Upload any additional support documents related to the project concept.
 - You may add one or multiple files. To add a file,
Step 1: Click Choose File button.
Step 2: Select the file you want to upload
Step 3: Click Upload.

Safeguard Questions

The following questions help CEPF determine if the project triggers any social or environmental safeguards. CEPF is required to assess all applications to determine if safeguards are triggered, and if so, whether or not appropriate mitigation measures need to be included in project design and implementation. Selecting “yes” to any of the questions below will not necessarily prevent the project from being funded. For further information regarding CEPF's application of safeguards please refer to this link. If you

answer Yes to one or more of the following questions, provide detailed information in the Safeguard Mitigation Comments field at the bottom of the tab.

- Will the proposed project support any physical construction or building of trails?
- Construction may include dredging, excavating or grading of land or shoreline using machinery; activity associated with the building or rehabilitation of structures (e.g., patrol stations, walls and shoreline structures); or major interior renovations within existing structures requiring building permits under local law.
- Will the proposed project support any forestry activities?
- Will the proposed project support activities in an area used or inhabited by Indigenous Peoples?
- Will the proposed project involve activities that are likely to have adverse impacts on the local community?
- Will the proposed project result in the strengthened management of a protected area?
- Will the proposed project result in reduced or restricted access to the resources in a protected area?
- Will the proposed project result in removal or eviction of anyone from a protected area?
- Will the proposed project involve use of herbicides, pesticides, insecticides or any other poison?
- Will the proposed project include any activities that might impact the health or safety of project staff or other people associated with the project?
- Will the proposed project involve the removal or alteration of any physical cultural resources (defined as movable or immovable objects, sites, structures and natural features and landscapes that have archeological, paleontological, historical, architectural, religious, aesthetic or other cultural significance)?
- If you have answered "yes" to any of the above questions, give details below.

Partners and Stakeholders

Tell us who, outside of the application organization, will be responsible for the success of the project. This includes both individual-named people or positions as well as organizations, agencies or community bodies.

CEPF defines Partners to be organizations responsible for implementation of project activities while Stakeholders are other actors that benefit from or influence project outcomes.

Click + New to add a new partner or stakeholder. After you have added all partner and stakeholders, click Next. If you need to edit an existing entry, click on the Edit link in the Action Column next to the record. To remove a Partner or Stakeholder, click on the Delete link in the Action column next to the record you want deleted.

Budget

Provide a budget of planned project expenses. If you are invited to submit a full proposal, CEPF will provide you with further guidance on budget line items, budget justification, allowable costs, and limits on certain costs.

Note the following:

- Amounts should be entered in US dollars
- Salaries and Benefits: If an amount is requested, provide information on staff involved in this project (to the extent possible)
- Consultancies and Professional Services: If an amount is requested, provide information on consultants or service providers involved in this project (to the extent possible)
- Furniture and Equipment: If an amount is requested, provide information on furniture items, construction materials and vehicles that will be purchased for this project (to the extent possible)
- Management Support Costs: Cover those organizational expenses that are necessary to implement the project but have not been included as a direct cost. Management Support Costs may be used to pay administrative costs of up to 13% of total direct costs, less any subgrants. Should your application be approved, you will need to demonstrate how those costs are calculated and what functions they cover.
- Subgrants: If an amount is requested, provide information on subgrants planned for this project (to the extent possible)
- Salaries and Benefits Subtotal in US\$:
- Salaries and Benefits Comments: If an amount is requested, provide information on staff involved in this project (to the extent possible).
- Consultancies and Professional Services Subtotal in US\$:
- Consultancies and Professional Services Comments: If an amount is requested, provide information on consultants or service providers involved in this project (to the extent possible).
- Office Rent and Utilities Subtotal in US\$:
- Office Rent and Utilities Comments:
- Telecommunications Subtotal in US\$:
- Telecommunications Comments:
- Postage and Delivery Subtotal in US\$:
- Postage and Delivery Comments:
- Supplies Subtotal in US\$:
- Supplies Comments:
- Furniture and Equipment Subtotal in US\$:

- Furniture and Equipment Comments: If an amount is requested, provide information on furniture items, construction materials, and vehicles that will be purchased for this project (to the extent possible).
- Maintenance Subtotal in US\$:
- Maintenance Comments:
- Travel Subtotal in US\$:
- Travel Comments:
- Meetings and Special Events Subtotal in US\$:
- Meetings and Special Events Comments:
- Bank Fees and Insurance Subtotal in US\$:
- Bank Fees and Insurance Comments:
- Management Support Costs Subtotal in US\$:
- Management Support Costs Comments:
- Management Support Costs cover those organizational expenses that are necessary to implement the project but have not been included as a direct cost. Management Support Costs may be used to pay administrative costs of up to 13% of total direct costs, less any subgrants. Should your application be approved, you will need to demonstrate how those costs are calculated and what functions they cover.
- Subgrants Subtotal in US\$:
- Subgrants Comments: If an amount is requested, provide information on subgrants planned for this project (to the extent possible).
- Total LOI Budget Amount in US\$:
- This is the sum of the above budget lines. It is updated whenever the LOI is saved.

Other Attachments

You may add one or multiple files. To add a file:

- Step 1: Click Choose File
- Step 2: Select the file you want to upload
- Step 3: Click Upload