



SMALL GRANTS PROGRAMME

GUIDE FOR APPLICANTS

2013

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I. INTRODUCTION

The following guidance is provided to assist you in completing the application process and make the most of this grant opportunity.

Please ensure that you (and your team) have read this document and the Application package forms carefully. If after reading the Guide for Applicants you have any question, please do not hesitate to contact Laura Aguado (laguado@cms.int) or Johannes Stahl (jstahl@cms.int) at the UNEP/CMS Secretariat.

I.1 WHAT IS THE CMS SGP?

The CMS Small Grants Programme (SGP) was established in 1994 as a grassroots tool that has served as a catalyst for further action to protect migratory species and their habitats.

The SGP plays a crucial role in strengthening the implementation of the Convention through supporting CMS conservation initiatives for a number of taxa, with a strong focus on implementation in developing countries.

The goals and objectives of the Small Grants Programme are as follows:

- ▶ To catalyze the development and implementation of concerted or co-operative actions under CMS (especially those that would otherwise not come about);
- ▶ To support applied conservation projects;
- ▶ To create incentives for conservation of migratory populations and their habitats at the grassroots level;
- ▶ To provide seed money to initiate long-term projects that have a multiplying impact well beyond the funding period;
- ▶ To stimulate dialogue and co-operation at the local and regional level in order to improve the conservation status of one or more migratory species;
- ▶ To assist in the development of capacity to conserve migratory species and their habitats;
- ▶ To raise awareness of the conservation and management needs of migratory species and their habitats; and
- ▶ To make relatively small funds available to communities and other conservation stakeholders with limited access to alternative funding sources.

I.2 BUDGET AND DURATION OF PROJECTS

The SGP call for 2013 has a budget of € 75,000 available for projects.

Normally, projects can receive a maximum grant of €15,000. In exceptional circumstances this amount could be increased, subject to the availability of funds. Usually the project budget ranges between € 3,000 – € 15,000.

Grants will be awarded within the limits of the budgetary resources available.

The maximum normal duration of projects will be two years, in order to be able, where necessary, to cover the migration cycle of the species concerned while at the same time ensuring the availability of results in a reasonable time frame. If the project is successful and follow-up is needed, consideration could be given to approving a second phase.

I.3 WHO MAY PARTICIPATE?

Governmental institutions, non-governmental organizations, communities and independent conservationists and researchers engaged in the conservation of migratory species may submit proposals.

Projects shall be submitted through any entity which is legally established at the national level and has as its main aim the study, conservation and sustainable use of biodiversity.

Projects under the Small Grants Programme (SGP) shall only be selected if they are being submitted from countries that meet the eligibility criteria.

To be eligible for the CMS Small Grants Programme, countries submitting a proposal must:

1. Have ratified CMS;
2. Be below 0.200 in the UN Scale of Assessment (see table below);
3. Be not more than three years in arrears with their contributions (UNEP/CMS/Conf.10.43);
4. If Parties more than three years in arrears pay their dues by the submission deadline for applications (30 November 2013), they will be eligible for funding.

List of eligible countries:

<i>Albania</i>	<i>Fiji</i>	<i>Panama</i>
<i>Algeria</i>	GABON	PARAGUAY
<i>Angola</i>	<i>Gambia</i>	<i>Peru</i>
<i>Antigua & Barbuda</i>	<i>Georgia</i>	<i>Philippines</i>
<i>Armenia</i>	<i>Ghana</i>	<i>Rwanda</i>
<i>Bangladesh</i>	GUINEA	<i>Samoa</i>
<i>Belarus</i>	GUINEA BISSAU	SAO TOME & PRINCIPE
<i>Benin</i>	<i>Honduras</i>	<i>Senegal</i>
<i>Bolivia</i>	<i>Jordan</i>	<i>Serbia</i>
<i>Burkina Faso</i>	<i>Kazakhstan</i>	<i>Seychelles</i>
<i>Burundi</i>	<i>Kenya</i>	SOMALIA
<i>Cameroon</i>	<i>Liberia</i>	<i>Sri Lanka</i>
<i>Cape Verde</i>	LIBYA	<i>Syrian Arab Republic</i>
CHAD	<i>Madagascar</i>	<i>Swaziland</i>
<i>Congo</i>	<i>Mali</i>	<i>Tajikistan</i>
COOK ISLANDS	MAURITANIA	<i>The FYR of Macedonia</i>
<i>Costa Rica</i>	<i>Mauritius</i>	TOGO
<i>Cote d'Ivoire</i>	<i>Moldova</i>	<i>Tunisia</i>
CUBA	<i>Mongolia</i>	<i>Uganda</i>
DEMOCRATIC REP. OF CONGO	<i>Montenegro</i>	<i>Ukraine</i>
DJIBOUTI	<i>Morocco</i>	<i>United Rep. of Tanzania</i>
<i>Ecuador</i>	<i>Mozambique</i>	<i>Uruguay</i>
<i>Egypt</i>	NIGER	UZBEKISTAN
<i>Equatorial Guinea</i>	<i>Nigeria</i>	<i>Yemen</i>
<i>Eritrea</i>	<i>Pakistan</i>	<i>Zimbabwe</i>
<i>Ethiopia</i>	PALAU	

In RED: CMS Parties currently in arrears of more than three years. These Parties will **only be eligible** if they **pay their dues** by the submission deadline for applications (30 November 2013).

I.4 LANGUAGE OF YOUR APPLICATION

Your proposal should be submitted in one of the official languages of CMS: English, French or Spanish.

Note that the Executive Summary of the PART A: Application form must be provided in English (in addition to the primary language of the application, if the application is submitted in French or Spanish).

A submission in a language other than English, French or Spanish will not be accepted.

I.5 HOW, WHERE AND WHEN TO SUBMIT A PROPOSAL

All three parts of the SGP Application package must be completed and submitted together to the CMS Secretariat (secretariat@cms.int) as a Pdf or MS Word file. Submission via email is preferred, stating “Small Grants Programme application”, as well as the name of the implementing agency in the subject line. Submissions sent via post have to reach the Secretariat by the same date and should be sent to: UNEP/CMS Secretariat, UN Campus, Platz der Vereinten Nationen 1, 53113 Bonn, Germany.

- ▶ The closing date for 2013 call for proposals is **30 November 2013**.

Applications submitted after the closing date will not be taken into consideration. Applicants are strongly advised not to wait until the last minute when submitting their proposals in order to avoid the risk of a failed submission due to unforeseen problems (e.g. low speed of the internet). Applications must be submitted on the official application forms and must be complete.

I.6 OTHER HELP AND SUPPORT FOR POTENTIAL CANDIDATES

The [CMS website](#) contains a great deal of useful information including:

- ▶ Contact details of CMS National Contact Points that might be able to help you further with the PART B: Endorsement Form of your application.
- ▶ Information on species listed under CMS Appendices, as well as Action Plans, Protocols and other species activities.
- ▶ CMS Official documents including Resolutions and Recommendations on species, threats and other topics.
- ▶ Information, articles and pictures from projects selected in previous calls.

II. THE APPLICATION FORMS

II.1 THE APPLICATION PACKAGE: INSTRUCTIONS

The complete SGP Application Package consists of three parts, A, B and C:

- ▶ Ensure that information in all three parts of the application (A, B and C) is consistent.

PART A: SGP Application Form

To be filled by the Project Coordinator. It includes the detailed technical description of the project:

1. Implementing agency
2. Collaborating agencies, if applicable
3. Title, duration and host country
4. Topics under which you intend to submit your proposal (select from list)
5. Overall amount requested
6. Other financial contributions, if applicable
7. Executive summary (must be provided in English)
8. Background information
9. Conservation and other impacts
10. Project work plan

Please follow some principal advice:

- ▶ Make your case compelling. Please bear in mind that your proposal should be precise, concise, self-explanatory and easy to understand. Its assessment will be based on your descriptions. Do not assume that other information (e.g. on a website) will be consulted during the project evaluation.
- ▶ Remember to keep to maximum page lengths where these are specified. Keep your text concise.
- ▶ Ensure that the project has well-defined aims and objectives.
- ▶ Ensure that you (and your team) have read this document and the Application package forms closely.
- ▶ Ensure your project fits with the criteria set out in Section III.3

- ▶ Provide good supporting evidence. Be honest – it will be obvious if costs are unrealistic or timetables are not achievable.

PART B: SGP Endorsement Form

The Endorsement Form should be signed by the CMS National Focal Point of each country, where activities are planned as part of the project (host country). If there is more than one host country, please submit one endorsement form per country.

You can find a list of CMS National Focal Points on the CMS website, [here](#).

The Revised Guidelines for the Operation of the Small Grants Programme are available in the document [UNEP/CMS/Conf.10.43](#), on the CMS website: www.cms.int.

The National Focal Point must sign the form confirming that he or she has reviewed the proposed project, and would like to endorse it for support from the CMS Small Grants Programme.

PART C: SGP Project Budget Form (EXCEL format)

A detailed budget in Euro, indicating unit costs (e.g. monthly salary, petrol price per litre) where possible, should be prepared following the format provided in the PART C: Project Budget Form (in Microsoft Excel). Please ensure that the balance between salaries and activities is reasonable.

- ▶ Please note that the implementing agency requires a registered bank account, which can receive international payments.

III. PROJECT EVALUATION AND RATING

III.1 AFTER YOU APPLY – WHAT HAPPENS WITH YOUR PROPOSAL?

▼ September 2013

Publication of the call for proposals on the [CMS website](#), CMS Facebook page and CMS Twitter account.

▼ Deadline 30 November 2013

Once we receive your proposal, we will send you a confirmation email.

The UNEP/CMS Secretariat will check whether your proposal fulfils the formal requirements. Please remember that applications that do not satisfy the formal requirements will be re rejected at this stage.

▼ December 2013 – January 2014

Evaluation of your proposal

Your proposal will be evaluated by the Evaluation Panel (see III.4) on the basis of the eligibility, exclusion and scoring criteria explained in I.3 and III.3.

Some applicants might be informed that they have been placed on a reserve list, due to budgetary constraints.

▼ January - March 2014

The list of winning projects will be announced and preparation of contracts for signature by the implementing agencies commenced.

Once the contract is signed by both parties, you will have access to the grant.

▼ From March 2014 onwards

Start of the project and implementation of the grant agreement and project activities.

The CMS Science Unit is responsible for the monitoring of projects.

▼ From April 2014 onwards: SGP Outreach

PROJECT OF THE MONTH

With a view to make the results of the projects visible to a wider audience the Secretariat launched in 2012 “The Project of the Month” series which describes progress in articles for the CMS website or social media, such as Facebook or Twitter. These articles will be published on the CMS web at the beginning of each month of the year 2014.

Once during the development of your project you will be requested to send us a short description (max two pages) and graphical material (pictures, videos) of the progress achieved in your project so as to provide us with the information to be posted on the CMS website and social media.

III. 2 HOW WILL CMS SGP PROJECTS BE SELECTED?

Projects must be in line with CMS priorities and mandates, as expressed in the CMS Strategic Plan and in resolutions, recommendations, action plans and other initiatives emanating from COP resolutions, Standing Committee and Scientific Council.

- ▶ The current [CMS Strategic Plan 2006-2014](#) is on the [CMS website](#).
- ▶ Action Plans, resolutions, recommendations and other initiatives can be found on the CMS website under [Species Activities](#)
- ▶ Migratory species covered by CMS are listed in the [CMS Appendices](#)

Priority will be given to:

- a. Projects that can demonstrate that co-funding is available either provided by the proponents themselves or from another source. Such evidence of co-funding will be a strong element in favour of the project.
- b. Projects submitted by developing countries that are Parties to CMS.
- c. Projects dealing with conservation emergencies and cases where there is a need for a quick response. CMS policy on conservation emergencies is contained in [UNEP/CMS/Conf 10.38](#) and [UNEP/CMS/Res 10.2 Modus Operandi for Conservation Emergencies](#).

SPECIES

All species included in the [CMS Appendices](#) will be eligible for funding. Priority will be given in the following order:

- ▶ Appendix I species or taxonomic groups identified by the Conference of the Parties as warranting a Concerted Action;
- ▶ Other Appendix I species;
- ▶ Appendix II species; and
- ▶ Other migratory species not listed in CMS (exceptionally, within the framework of projects directed towards CMS species).

The proposal will be assessed by the Evaluation Panel using the standard Project Assessment Form (see III.1) against three different criteria:

- A. Exclusion Criteria
- B. Priority Criteria
- C. Scoring criteria

Passing each criteria stage is a prerequisite for assessment under the next stage.

III.3 PROJECTS ASSESSMENT FORM

Every reviewer in the Evaluation Panel must use this form to evaluate the project assigned to him or her according to his/her expertise. The Project Assessment Form analyses:

- **A. Exclusion criteria**
 - ▶ The country must be a Party to CMS
 - ▶ The country must not be more than three years in arrears.
 - ▶ The country must be below 0,200 in the UN Scale of Assessment (see I.3 for a list of eligible countries).
 - ▶ Project does not address a CMS mandate.
 - ▶ Endorsement form not signed by all required CMS Focal Point(s) of host country/ies.
 - ▶ Total amount requested exceeds € 15,000.
 - ▶ Project duration exceeds two years and no specific explanation/request has been submitted.

- **B. Priority Criteria**

- ▶ Co-funding, including in-kind contributions, is available.
- ▶ The project deals with a conservation emergency or case where there is a need for quick response.
- ▶ At least one Appendix I species, which is also listed for Concerted Action, is being targeted (count the two boxes below also; see Resolution 10.23 for a list of Concerted Action species.)
- ▶ At least one Appendix I species is being targeted (count the box below also).
- ▶ At least one CMS-listed species is being targeted.

- **C. Scoring table**

- ▶ **Application quality:** Is it clear how the project is envisaged to work? Are all sections filled in correctly and clearly?
- ▶ **Budget:** Does the budget appear realistic? Is there a reasonable balance between salaries and activities?
- ▶ **Project team:** Are the implementing agency and collaborators sufficiently qualified and experienced? Is there a good balance of skills and responsibilities of the team and its members?
- ▶ **Feasibility:** How realistic is it to implement the project and to achieve the outputs envisaged? Structure, clarity, consistency and suitability of the proposed approach to achieve the expected results.
- ▶ **Conservation impact/CMS application:** Will the project benefit a migratory species and/or assist the implementation of a CMS mandate?

III.4. EVALUATION PANEL

The CMS Scientific Council has played a pivotal role in the development of the Programme and is primarily responsible for project evaluation and selection.

The evaluation will be made by a panel composed of the Chair of the Scientific Council, the Vice-Chair, the relevant Conference appointed Councillors and the UNEP/CMS Secretariat.

We wish you and your project the best of luck!

