



Environmental Foundation of Jamaica

EFJ GRANT APPLICATION FORM (GA1-C)

CALL 2021

(MAY 3 – JUNE 10)

EVERY SECTION ON FORM **MUST** BE FILLED IN OTHERWISE THE PROPOSAL WILL BE CONSIDERED *INCOMPLETE* AND WILL NOT BE REVIEWED.

Name of Organisation:

Organisation Type: Non-Incorporated Incorporated
Community Based Organisation (CBO) Non-government Organisation Academic Institution

Other

Date of Formation:

Organisation's Main Area(s) of Focus:

(What are the areas the organisation is primarily mandated to work in?)

Address:

Town/City:

Parish

Web site:

Office E-mail:

Office Telephone Number(s):

Fax Number:

Contact Person:

Position

Mobile Number

E-mail:

Alternate Contact:

Position

Mobile Number

E-mail:

Authorised Signature _____ **Date**

Mobile Number

Name of signatory

Position (Executive Director, Principal, Board Chair etc.)

PROJECT INFORMATION

Project Title

(Reflect the essence of the project in as few words as possible)

Project Expected Start Date

(Project duration must be for 12 months or less)

Project Expected End Date

Project Location and Significance

(Town & Parish, if different from Organisation location)

Theme (Only proposals that fit one of the sub-themes **and targets** below will be considered. Please ensure that you tick the most relevant theme or sub-theme (**ONE** only) and the relevant EFJ target(s) that apply to your project.

Forest Conservation Fund

Themes

Institutional Strengthening and Capacity Building:

- Building the capacity of the organization to carry out its activities in one of the Seven (7) Priority Sites of the Forest Conservation Fund. Significant consideration will be given to organizations attempting to procure fixed assets (machinery, equipment, motor vehicles etc.) for the long term sustainability of their efforts in these Priority Sites.

List of Priority Sites

- 1) Blue and John Crow Mountains National Park (Blue Mountain Forest Reserve)
- 2) Cockpit Country Forest Reserve, plus outlying Forest Reserves
- 3) Litchfield Matheson's Run and Stepheney-John's Vale Forest Reserves
- 4) Inland portion of Negril Protected Area, plus the forested are in and around Dolphin Head Mountains
- 5) Portland Bight Protected Area
- 6) Other forest reserves and Crown lands managed by the Forestry Department
- 7) Spring Vale and Bogue Forest Reserves plus the Upper and Lower Black River Morasses

Amount Requested from EFJ J\$

Total Project Cost J\$

Co-funding information(including value of in-kind contribution. Describe in summary below as necessary):

Other Donors: J\$

Applicant's Contribution J\$

Project Summary: (*In 200 words or less*, please describe the main purpose, objectives and components of the project. This section should provide a concise and clear summary of the Project. Reading for scoring will stop at 200 words)

Problem Statement: (Clearly state in 150 words or less the specific problem the project seeks to address. This can be written in any format – paragraphs or bullets. Only state the **PROBLEM**, not what you are going to do in the project. Identify the root cause(s) of the problem, the effect(s) it is (they are) having on the community or the environment/children. Finally, explain what would be the likely consequences of not addressing it/them.)

Objectives: (List the primary objectives of the project that address the problem stated. Also list associated activities and indicators that will prove your activities have been completed successfully. Please do not list more than four objectives. You may however have more than one activity associated with each objective. Objectives must be **Specific, Measurable, Achievable, Realistic & Time bound**. At least one indicator **must be related to the EFJ Target Area(s)**. They must be measurable and appropriate for monitoring and evaluation during and at the end of the Project.

	Project Objectives	Activities	Indicators
1			
2			
3			
4			

Methodology (Give a detailed description of the approach or technique(s) to be used to accomplish the project objectives. Clearly indicate the reason for choosing this method above any other. Explain why this methodology will work for this problem, project or location. If this methodology has been used before, please give references. Ensure you give **ALL THE STEPS** to implementing the project. (Where the project will produce goods or services for sale, a marketing plan/business

should be attached. It should fully address issues such as price, promotion and distribution strategies and should also describe and estimate the size of the target market.)

Project Sustainability

(In *150 words or less* indicate how Project results will be sustained after the Project Period has ended and where appropriate indicate for how long results will be expected to have an impact..)

Project Management and Administration: (Indicate Project Management arrangements that will facilitate successful Project completion. If technical expertise is to be hired, indicate nature of expertise and whether yet identified. Outline the organisation's strengths& weaknesses for supporting the project. Does the organisation have the capacity to implement this project?)

Organisation Strategy

(Explain how the project fits into the organisation's strategic plan or mandate)

Track Record (Indicate projects implemented over Past Two Years (or last four projects implemented, whichever is less. Include status of each project – successfully completed, ongoing, terminated etc. Include any internal or external evaluations or results as an attachment or other proof of success. If no prior projects have been implemented, include letters of support and endorsement on the work of the organisation)

Project Title	Donor	Status

Organisation Sustainability

Will staff skills be improved; will the activities continue after the project closes or will there be new income for the organisation at the end of the project?

Collaborations and Partnerships: Indicate the organisations/agencies (NGOs, CBOs, or institutions) with which you propose to collaborate. What will each organisation/agency contribute to the project? Are there any volunteers or in-kind partnerships? Provide evidence of such commitments? Are permits or licenses necessary for the project? Have the relevant authorities endorsed the project?

Governance Structure: (Names, Positions and full contact Information for at least three (3) Officers in the Organisation)

Please list and attach any relevant documentation

Note: All relevant permits are required for final approval of projects.

Enclosures:

(Please tick those that are applicable)

- | | |
|---|---|
| <input type="checkbox"/> Most recent Annual Report &/or minutes of AGM | <input type="checkbox"/> Most recent Financial Statements |
| <input type="checkbox"/> Job descriptions or terms of reference for project personnel | <input type="checkbox"/> Cash flow projection/assumptions |
| <input type="checkbox"/> Last Audit Report | |

If applicable,

- | | |
|--|--|
| <input type="checkbox"/> Proforma Invoice(s), | <input type="checkbox"/> Lease Agreements |
| <input type="checkbox"/> License(s)/Permit(S) | <input type="checkbox"/> Contract Agreement |
| <input type="checkbox"/> Endorsement Letter(s) | <input type="checkbox"/> Memorandum of Understanding (MOU) |
| <input type="checkbox"/> For training requests - selection criteria/qualifications of proposed trainee(s) | |

Project Budget Summary (Please read all notes in the budget form. The detailed budget may be attached as an appendix but the form must be used as an outline for submission of the proposal):

No	ITEMS	REQUESTED GRANT AMT.	APPLICANTS CONTRIBUTION	OTHER CONTRIBUTIONS	Notes to the budget
	Programme Costs	<i>Please round up to nearest hundred dollars. (e.g. costs for \$2,345,678.91 should be indicated as \$2,345,700.00)</i>	<i>Give indication of funds being made available for project. Indicate/highlight if funds are in-kind or cash contributions.</i>	<i>Provide confirmation for funds already committed. Indicate if funds are just being requested, but not yet approved.</i>	<i>All budgets to be presented in Jamaican dollars Please annotate your budget where appropriate</i>
1	Project Activities				Detailed breakdown attached to show types of activities
2	Training & Workshops				Breakdown to show amounts for venue, refreshment, materials & equipment specific to training needs
3	Accommodation				
4	Materials, Equipment, Tools &/or Appliances				Pro-forma invoices to be included. e.g. computers, fax machines, lawn mowers, microwave, shovel, pickaxe, etc)
5	Funding for Motor vehicle				EFJ Funding will contribute to the purchase of the vehicle (new or second-hand). Licensing, Insurance, etc. will be the responsibility of the grantee.
6	Transportation &/or vehicle maintenance				e.g. fuel, servicing, etc where appropriate
7	Salaries - Project Staff				Indicate where part-time and if employed to other projects. Salaries to include amounts for statutory deductions (Employees' - 29%, Employers' - 11% of gross salary)
8	Consultancy				
9	Evaluation				
10	Other (please indicate)				
11	Other (please indicate)				
	SUB-TOTAL	-	-	-	

No	ITEMS	REQUESTED GRANT AMT.	APPLICANTS CONTRIBUTION	OTHER CONTRIBUTIONS	Notes to the budget
	Administrative Costs No more than 20% of Grand Total	<i>Please round up to nearest hundred dollars. (e.g. costs for \$2,345,678.91 should be indicated as \$2,345,700.00)</i>	<i>Give indication of funds being made available for project. Indicate/highlight if funds are in-kind or cash contributions.</i>	<i>Provide confirmation for funds already committed. Indicate if funds are just being requested, but not yet approved.</i>	<i>All budgets to be presented in Jamaican dollars Please annotate your budget where appropriate</i>
12	Salaries - Core Staff				Indicate where part-time and if employed to other projects. Salaries to include amounts for statutory deductions (Employees' - 29%, Employers' - 11% of gross salary)
13	Project Administrator				
14	Stationery &/or supplies				
15	Rent &/or utilities				Indication of past bills to be supplied where possible
16	Other (please indicate)				
	SUB-TOTAL	-	-	-	
17	Contingency	-	-	-	No more than 10% of programme costs not total
	GRAND TOTAL	-	-	-	

State any additional sources approached to fund this project, including amount requested and amount approved.

Budget Assumptions: (In the detailed budget attached, please indicate the basis of the estimated costs for each of the main line items in the budget – that is,

- a. Unit price e.g. cost per dozen, per person, daily wage rate etc., and
- b. Attach copy of quotations/estimates by competent professionals and/or Proforma invoices

