



Environmental Foundation of Jamaica

EFJ GRANT APPLICATION FORM (GA1)

CALL 2024

(FEB 9 – MARCH 29)

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 Expected End Date: _____
(Project duration must be for 12 months or less)

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	
<p>Alternative Livelihoods:</p> <ul style="list-style-type: none"> ➤ Activities that provide sustainable livelihood opportunities and income generating initiatives for local communities dependent on forest resources <p>Climate Change Resilience</p> <ul style="list-style-type: none"> ➤ Activities to enhance the resilience of forest ecosystems to changing climate conditions <p>Community Based Conservation</p> <ul style="list-style-type: none"> ➤ Engaging local communities in protection and sustainable use of forest resources ➤ Funding projects that empower forested communities to actively participate in conservation efforts <p>Eco-Tourism Development</p> <ul style="list-style-type: none"> ➤ Creation of nature-based tourism activities in any of our 11 Priority sites 	<p>Education and Awareness</p> <ul style="list-style-type: none"> ➤ Supporting educational programmes that raise awareness about the importance of Jamaican forests ➤ Developing educational apps and games that teach children about forest ecosystems (individuals who wish to apply must be aligned to an NGO) ➤ Empowering young people to actively participate in forest conservation through awareness campaigns and educational materials tailored for children <p>Invasive species control</p> <ul style="list-style-type: none"> ➤ Activities to monitor and control invasive plant and animal species in the 11 Priority sites <p>Research and Monitoring</p> <ul style="list-style-type: none"> ➤ Supporting research and initiatives that address the impacts of climate change on Jamaican forests ➤ Monitoring of biodiversity, ecological health and threats to forests <p>Water Resources Protection</p> <ul style="list-style-type: none"> ➤ Implementing measures to safeguard watersheds and freshwater resources in forested areas

Special Climate Change Adaptation Fund (SCCAF)	
<p>Climate Smart Building - Sustainable building practices and facilities for extreme climate events and structural adjustments that increase climate change resilience, etc.</p> <ul style="list-style-type: none"> ➤ Roof insulation and/or envelope improvements ➤ Climate change resilient additions to existing storage infrastructure <p>Climate Smart Agro-businesses</p> <ul style="list-style-type: none"> ➤ Rehabilitation/Retrofitting/Expansion of infrastructure for storage or processing of agricultural products <p>Climate Resilient Cropping Systems</p> <ul style="list-style-type: none"> ➤ Propagation/Use of climate resilient crops 	<p>Renewable Energy Systems for increasing resilience to Climate Change</p> <ul style="list-style-type: none"> ➤ Applications of Energy Efficiency and Renewable Energy as a part of a wider project for increasing resilience to climate change <p>Water Management</p> <ul style="list-style-type: none"> ➤ Water conservation ➤ Water recycling systems ➤ Rain water collection ➤ Small water systems to support water-deprived communities ➤ Establishment/Rehabilitation of small water systems to support sustainable agricultural practice in isolated communities for income generation.
<p>Demonstrated co-funding and independent income generation is an asset for all proposals. All relevant permits are required for final approval of projects. Participatory and other Pre-Programme Planning activities will be considered in proposals</p>	

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)

Name	Position	Contact Information

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

PROJECT IMPLEMENTATION SCHEDULE

NO. (#)	PLANNED ACTIVITIES FOR PROJECT	TIME-LINE (IN MONTHS)											
		1	2	3	4	5	6	7	8	9	10	11	12