

The editable version of this application form is available for your reference. Please be advised that it is imperative to fill in your application online following the steps outlined in the BIOPAMA Action Component portal (app.biopama.org), for your entry to be considered.

## Annex 1: Rapid Response Grant application template *(Please insert here the reference number of your application)*

*This application form has to be completed and uploaded on the* [BIOPAMA AC portal](https://action.biopama.org/). *The application should be concise but address all requirements[[1]](#footnote-1).*

1. **General information**

|  |  |  |
| --- | --- | --- |
| **1.** | **Title:** | Insert title of the action to be funded |
| **2.** | **Region[[2]](#footnote-2):** | Insert targeted ACP region |
| **3.** | **ACP[[3]](#footnote-3) Country:** | Insert targeted ACP country name |
| **4.** | **Priority Area targeted:** | Insert name  |
| **5.** | **Duration (12 months maximum):**  | Insert number of months  |
| **6.** | **Total funding requested:** | Enter amount in Euros € (maximum 50 000 €) |
| **7.** | **BIOPAMA Rapid Response Grants objective to which the project and its activities will contribute:** *(only one can be selected)* | [ ] **Enhanced** **management and governance of protected or conserved areas;** [ ] **Increased** **resilience to major shocks and recovery of** the **protected and conserved areas including sustainable/innovative funding planning;**[ ] **Maintained livelihoods and/or enhanced resilience of local communities** to major shocks caused by COVID pandemic, whilst effectively contributing to protected areas management. |
| **8** | **The project addresses COVID-19 related emergency** | [ ] **Yes**[ ] **No** |

**Summary:**

*Please provide a concise description of the activities, demonstrating how they meet the objective of the BIOPAMA AC Rapid Response Grant (RRG) and how they will address the negative impacts related to COVID 19. Please note that this short description may be used BIOPAMA AC Secretariat when communicating about this project if funded* (max.100 words)

1. **Organisational information of Applicant**

**Organisation legal name:** Click here to enter text

**Organisation short name / Acronym** *(if any)***:** Click here to enter text

**Web site address** *(if any)***:** Click here to enter text

**Mailing address:** Click here to enter text

**Physical address** *(if different from mailing address above)***:** Click here to enter text

|  |  |
| --- | --- |
| **Project Lead Contact***(This individual will be the contact point for the BIOPAMA Regional Focal point and Secretariat)* | **Organisation Chief Executive***(or other person authorised to sign contracts on behalf of your organisation)* |
| **Name:** Click here to enter text | **Name:** Click here to enter text |
| **Email:** Click here to enter email | **Email:** Click here to enter email |
| **Telephone:** Click here to enter number | **Telephone:** Click here to enter number |

**Organisation type of the applicant:**

Select the option which applies to your organisation, see the Guidelines for Applicants for further details.

[ ]  Government Agency/Authority (at national and sub-national levels)

[ ]  International\*, regional, national, local non-governmental organisation

[ ]  Community-based organisation (CBOs)

[ ]  Protected and Conserved Area authority (including ICCAs)

[ ]  SMEs

\**Special conditions apply to OECD organisations*

1. **Lead Organisation description**

*Please provide a brief description of your organisation’s mission statement and history, and provide a copy your founding statutes, registration certificates***.**

1. **Organisational Information of Co-applicant(s)**

*Provide information on all co-applicants. Disregard if there is no co-applicant.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Co-applicant Name** | **Type of the organization**  | **Role in the Rapid Response activities** | **Amount and % of the Rapid Response Grant** |
|  |  |  |  |
|  |  |  |  |

# **Other relevant grants**

*Please provide a brief description of other relevant grants your organisation and/or co-applicants are or have been benefiting from (this includes BIOPAMA AC grants, SOS grants and other donors grants).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Donor:** | **Project title and duration:** | **Main activities** | **Grant amount:** |
|  |  |  |  |
|  |  |  |  |

# **Background**

## 6.1. Location

*Describe the project location and insert a map with GPS coordinates and boundaries, indicating whether the area is the key landscape for conservation (where identified in ACP Countries), Key Biodiversity Area (KBAs), Marine Managed Area or other protected and conserved area, where its importance is justified by diagnostic tools or strategic documents in ACP Countries. Provide information regarding its biodiversity importance, documented threats and its socio-economic context. (Max. 300 words)*

## 6.2. Emergency/ enhanced threat related to COVID-19 crisis

6.2.1 Describe the emergency situation in accordance with the criteria of 1/ urgency, 2/ time sensitivity, 3/ duration and reversibility of impact[[4]](#footnote-4).

*(Max.300 words and provide official references)*

6.2.2Describe how will the Rapid Response Grant be used to address the emergency situation or enhanced threat?

*(Max. 300 words)*

# **Rapid Response objectives and approach**

*Select one (****and only one****) of the following 3 objectives to which the project will mainly contribute. Describe your approach and highlight main activities that will help you to achieve the objective.*

* 1. Will the Rapid Response activities contribute to enhance protected or conserved area management and/or governance?

[ ]  YES

[ ]  NO

*If YES, please describe activities and approach (max. 300 words).*

* 1. Will the Rapid Response activities support and/or increase the resilience to major shocks and recovery of the protected and conserved areas including sustainable/innovative funding planning?

[ ]  YES

[ ]  NO

*If YES, please list and detail activities and approach (max. 300 words).*

* 1. Will the Rapid Response activities support to maintain community livelihoods and/or enhanced resilience of local communities to major shocks caused by COVID pandemic, whilst effectively contributing to protected areas management?

[ ]  YES

[ ]  NO

*If YES, please list and detail activities and approach (max. 300 words).*

1. **Project stakeholders and beneficiaries**

*Please provide a brief description of how many people/households will benefit from the activities and highlight how indigenous people, women, young people and other vulnerable groups will benefit (max. 200 words)?*

# **Organisation(s) experience and capacities**

9.1 Experience

*Please provide a brief description of the lead organisation’, and the co-applicant(s)’ if any, experience regarding the activities to be implemented as well as their existing involvement with the targeted protected and conserved area(s) (max. 200 words)*

9.2 Staff Capacity

*Please identify the staff involved in the implementation of Rapid Response Grant (add rows as needed).*

*Please upload the CVs of staff to be funded by the Rapid Response Grant.*

|  |  |
| --- | --- |
| Lead organisation |  |
| Name:  | Position/role in the project:  |
|  |  |
| Co-applicant |  |
| Name:  | Position/role in the project:  |

1. **Budget**

*Please complete and upload the completed template for a Rapid Response Grant budget using the dedicated template.*

1. **Sustainability**

*How will the RRG activities benefits be sustained beyond the end of the project?*

*Please describe the sustainability plan and the potential for the activities to be replicated in other sites of RRG activities (max. 300 words)*

1. **Environmental and Social Management System (ESMS)**

*Projects supported by BIOPAMA AC are screened for environmental and social risks. Please describe how the project will address potential issues regarding ESMS Standards and ESMS Principles by answering the following questions. Please note that if your project is selected, you will be requested to submit a full ESMS questionnaire in addition to answering the preliminary questions below in the case of confirmed risks.*

1. Will the Rapid Response activities be implemented on a territory or area of an indigenous peoples?

[ ]  YES

*Please describe the consultation held with representatives of indigenous communities and share a copy of the report or how you are planning such consultation. Explain whether assessments have been already conducted and upload a copy (max. 300 words).*

[ ]  NO

1. Will the Rapid Response activities include enforcement of protected area regulations or include restricting access to resources?

[ ]  YES

*Please explain whether assessments have been already conducted to understand potential impacts on the livelihoods of local communities and upload a copy. If impacts have been identified, explain how these will be mitigated (max. 300 words).*

[ ]  NO

1. Will the Rapid Response activities avoid risks of exacerbating existing gender-related inequalities, including gender-based violence, and seize opportunities to address gender gaps or support women empowerment?

[ ]  YES

*Please explain (max. 300 words).*

[ ]  NO

*Please explain (max. 300 words).*

 4) Will the Rapid Response Activities include any light infrastructure construction or rehabilitation (trails, access roads, towers, visitor centres etc.)?

[ ]  YES

*Please describe (max. 300 words).*

[ ]  NO

1. Will the Rapid Response activities use pesticides, include translocation of species, or undertake forestry activities (for example: forest restoration and plantation, including the use of non-native species)?

[ ]  YES

*Please* *provide detailed justification and clarify how the project will manage any risks associated with these activities (max. 300 words).*

[ ]  NO

# **Logframe**

*Please complete the logframe on line and indicate appropriate outputs and activities to deliver the project objective.*

Useful terminology:

* **Overall project objective (Impact)**: the overarching rationale that drives the project and its activities in its entirety, it is the broader, long-term change to which the project contributes at country, regional or sector level.
* **Specific objective (Outcome)**: the main medium-term effect of the intervention focusing on behavioural and institutional changes resulting from the intervention. **Only one** specific objective will be defined.
* **Output**: represent the tangible products, goods and services delivered by the project.

Outputs are numbered.

* **Activity**: action taken or work performed by the project staff through which inputs, such as funds, technical assistance and other resources are mobilized to produce specific Outputs.

Activities are numbered in accordance with the Output they refer to: A.1. A. 2 etc.

In general, each Activity leads to an Output. The combination of several Outputs leads to the achievement of the Specific objective.

* **Indicators** should be expressed in a SMART format. **SMART** is an acronym that stands for: Specific, Measurable, Achievable, Realistic and Time-bound.
* **(S)pecific** – The information captured measures appropriate change. The data collected clearly and directly relates to the achievement of a specific objective. If the information collected is specific, it can tell whether the change we seek to create is happening or not.
* **(M)easurable** – Before starting monitoring, staff must make sure that the information required can be practically collected using measurable, robust indicators.
* (**A)ttributable** – Any changes measured must be attributable to the intervention.
* **(R)elevant** – Monitoring results must make a contribution to selected priorities, i.e. they must fit with the Results and timescale of the project.
* (**T)ime-bound** – Monitoring is not open-ended but allows change to be tracked at the desired frequency for a set period of time and yields information at pre-specified periods.
* **Indicators:** are quantitative and/or qualitative variables that provide a simple and reliable mean to measure the achievement of the correspondingresult (output, outcome, impact). It is a measurable entity related to a specific information need, such as the status of a species, the characteristic of a species population, change in a threat.

**Logical Framework (to be completed on-line via the form available on the BIOPAMA AC portal-Please use the BIOPAMA AC Indicators (see below)**

**Example:**

|  |  |
| --- | --- |
| **Action title:** | Recruitment of 8 young rangers from the village of X in the PA of Y in order to prevent wildlife poaching which started to increase due to Covid-19’s impacts on the villagers’ livelihood. |
| **Organisation:** | Association of PA Y |
| **Overall Objective (Impact)*****(Medium or long term impact of the action):***  | ☐ Maintained livelihoods and enhanced resilience of local communities to major shocks caused by COVID pandemic, whilst effectively contributing to protected areas management. |
| **Specific Objective (Outcome)*****(medium-term effect of the project focusing on behavioural and institutional changes ):*** | ***illegal poaching for food by the local community prevented***  |
| ***Outputs****(The direct/tangible products (infrastructure, goods and services) delivered/generated by the intervention)* | **Indicator(s)** Each indicator should be defined applying the SMART approach: Specific, Measurable, Achievable, Realistic and Timely. Please use BIOPAMA AC indicators | **Target/baseline** | **Current value\*** **(\* to be included in interim and final reports)** | **Means of verification** Describe where, how and when the information about the indicator can be obtained and by whom. |
| **Ouput 1. *increased surveillance***Activity(ies) Recruitment of new rangers. | Number of rangers recruited.  | 8 rangers will be recruited within 2 weeks after receipt of the funds. |  | Summaries of the recruitment process; Copies of contracts. |
|  | Number of ranger patrols before and after activity.Percentage of illegal poaching before and after activity. | Increased number of patrols by 30% Reduction of 70% of poaching at the end of activity should be reached compared to situation at beginning of activity. |  | Rangers logs.Biodiversity surveys. |
| **Output 2. *awareness raising of local community*** | Number of activities conducted.Number of people involved. | 1 discussion is held between park authorities, rangers and villagers every month to assess situation. In total 12 discussions will take place. |  | Pictures of discussions, minutes. |
| **Output 3. *rangers salaries ensure local households subsistence without poaching*** | Number of households, which benefit from new rangers’ salaries. | At least 8 households (50 people) out of 10 in the village will have enough funds to access food without poaching.  |  | Notes from interviews with households. |

**BIOPAMA AC Indicators:**





# **Action timeline**

*Please number the activities and results consistently with previous sections.[[5]](#footnote-5) Add rows as needed.*

|  |  |  |
| --- | --- | --- |
| **Results** | **Activities** | **Year 1** **(max 12 months)** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| R. 1 | A.1.1 |  |  |  |  |
|  | A.1.2 |  |  |  |  |
|  | A.1.1.3 |  |  |  |  |
| R. 2 | A.2.1.1 |  |  |  |  |
|  | A.2.1.2 |  |  |  |  |
|  | A.2.1.3 |  |  |  |  |

## **Checklist before submission:**

*Please make sure that you have carefully completed all the steps below and submitted all documents together with your proposal.*

|  |  |
| --- | --- |
|  | **Check if complete** |
| Did you carefully read the **guidelines** and follow the guidance in this form? | ☐ |
| Has the proposal been **signed by an authorised person**? (electronic orscanned signature are acceptable) | ☐ |
| Are the **starting and the ending dates** of the project and the project duration in line with the guidelines? | ☐ |
| Did you add the signed declaration of the **applicant, and mandate of any co-applicant/s**? | ☐ |
| Did you upload your founding statutes, including registration certificate or constitution? | ☐ |
| Did you complete, sign and upload the Due Diligence Questionnaire with supporting documents? | ☐ |
| Have you verified that your **budget** **does not exceed the maximum grant amount** as defined in the guidelines? | ☐ |
| Have you uploaded your budget on the portal and made sure that the amount mentioned in this document is in line with the budget table?  | ☐ |
| Have you included the **CV(s) of the persons to be involved** in the Rapid Response activities? | ☐ |
| Have you verified that you have the needed support and **authorisation that would be required by the legal framework of your country[[6]](#footnote-6)**? | ☐ |
| Have you completed **on-line** **the logical framework using** the BIOPAMA AC indicators? | ☐ |
| Have you completed the activity **timeline**? | ☐ |

1. Equivalent to 10 pages maximum in a Microsoft Word document [↑](#footnote-ref-1)
2. West Africa, Central Africa, Eastern Africa, Southern Africa, Caribbean, Pacific. [↑](#footnote-ref-2)
3. The ACP countries eligible to the BIOPAMA Action Component encompass 78 countries (in alphabetical order): Angola - Antigua and Barbuda - Belize - Cape Verde - Comoros - Bahamas - Barbados - Benin - Botswana - Burkina Faso - Burundi - Cameroon - Central African Republic - Chad - Congo (Brazzaville) - Congo (Kinshasa) - Cook Islands - Côte d'Ivoire - Djibouti - Dominica - Dominican Republic - Eritrea - Ethiopia - Fiji - Gabon - Gambia - Ghana - Grenada - Republic of Guinea - Guinea-Bissau - Equatorial Guinea - Guyana - Haiti - Jamaica - Kenya - Kiribati - Lesotho - Liberia - Madagascar - Malawi - Mali - Marshall Islands - Mauritania - Mauritius - Micronesia - Mozambique - Namibia - Nauru - Niger - Nigeria - Niue - Palau - Papua New Guinea - Rwanda - St. Kitts and Nevis - St. Lucia - St. Vincent and the Grenadines - Solomon Islands - Samoa - Sao Tome and Principe - Senegal - Seychelles - Sierra Leone - Somalia - South Africa\* - Sudan – South Sudan - Suriname - Swaziland - Tanzania - Timor Leste - Togo - Tonga - Trinidad and Tobago - Tuvalu - Uganda - Vanuatu - Zambia – Zimbabwe.

\*While natural and legal persons established in South Africa are eligible to participate in procedures financed by the 10th/11th EDF, South Africa cannot be a beneficiary of contracts financed by the 10th/11th EDF.

\*\*Transboundary activities involving South Soudan are eligible. [↑](#footnote-ref-3)
4. 1) **Urgency**: How recently has the threat emerged or worsened due to COVID-19?

RRG only consider a situation of an emergency if it has arisen in the last few months or weeks, or if the intensity of an existing threat has suddenly become worse. Applicants are invited to provide details and evidence of emergency or recent increases in the threat profile where possible.

2) **Time sensitivity**: Will there be a measurable conservation benefit if activities start quickly rather than in several months or years? The RRG will prioritise projects that require immediate assistance.

3) **Duration and reversibility of impact**: Does the threat have the potential to cause long-lasting negative impact to the biodiversity value of the priority area or the community livelihood? The RRG prioritises actions that will avert irreversible damage or reduce long-term negative impacts. [↑](#footnote-ref-4)
5. Note on timeline: Q1 does not correspond necessarily to the period January-March but refers instead to the first quarter of the project implementation following its signature. [↑](#footnote-ref-5)
6. For organisation that are not officially in charge of the management of the targeted protected and conserved area, you will be requested to provide evidence of the support of its management authority (e.g letter of support). As the respect of national legal framework and regulation is compulsory. When they are needed, you will be requested to provide copy of the legal authorisation (for activities dealing for instance with protected species). [↑](#footnote-ref-6)