

Frequent Asked Questions *(updated 21 January 2020)*

Small Technical Grants 2019

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Where do I find the reference number of my application?	Your reference number is the number that is assigned to your online application. The first step is to create your profile and log in on app.biopama.org . The reference number is generated after you save the progress in your application the first time. The reference number will be available in your dashboard in the list of “Online Applications”.
Where do I find the word version of the application template?	The word version of the application template is available on app.biopama.org . The first step is to create your profile and log in on app.biopama.org . Then follow the steps for creating a Small Technical Grants application.
If a government (PA management authority) has delegated the responsibility for managing a Protected Area to a registered public or private legal entity (e.g. NGO or company), does this entity need to provide a particular type of evidence of this arrangement?	<p>Yes, this arrangement should be formalised in writing, for example, in the mandated entity’s constitution or founding documents, in legislation/regulations, or in an MoU or other formal document that delegates the mandate.</p> <p>The intent is for the permanent/ongoing manager of the site to access the STG funding; to equip and support the legal entities managing the site.</p> <p>History of working within a particular site is not enough, there should be a clear mandate to manage the site on behalf of the responsible PA authority.</p>
If the management arrangement between the government and an entity managing the PA on their behalf is not formalised anywhere, could the entity provide a letter from the responsible PA authority with their submission that sets out the arrangement and pledges support for the entity applying for funding?	No , a letter is not enough. The arrangement must already be formally set out somewhere in writing.

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Could government apply and then sub-contract another organisation for the full implement the grant if that NGO has historically worked in a co-manager capacity at the site but this arrangement is not formalised?	No , the applicant must be the entity responsible for preparing, submitting the proposal and implementing the grant. Acting as an intermediary is not allowed.
For entities that are not government agencies but are also not protected and conserved areas, which box do they tick in the application form?	Entities that are managing sites on behalf of government should tick the “ <i>National/Sub-national agencies, authorities, organisations in charge of protected and conserved areas</i> ” box, as are acting with a mandate from government.
What is an example of an applicant from the ‘protected and conserved area’ category?	This might be the chair or board of the protected area management committee. It is the legal entity that is in charge of the site. We are looking for whoever is legally in charge of the site.
Do the same eligibility rules apply for co-applicants – e.g. do co-applicants have to be government agencies or protected and conserved areas?	Yes , the same rules apply.
Re eligible entities, is it the same definition as for the medium grants, so ‘established in an ACP country’ means registered as a discrete legal entity in that ACP country?	Yes , same definition.
What about proposed activities by OECD organisations in LDCs – is it the same set of rules for OECD organisations that want to apply?	Yes , same set of rules, noting that OECD organisations have to comply with all the criteria including the one to be be a public or private legal entities (e.g. a registered/incorporated company or organisation) registered as a separate legal entity in an eligible ACP country and to be formally mandated site manager.
Is the definition of priority areas the same as for medium grants?	Yes , same definition.

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Is the STG objective the same as for medium grants?	There is a specific objective for STG (see the guidelines)
ESMS form – could this lead to instant ineligibility if not filled out well?	Yes , if the ESMS form is poorly filled out, the application may not progress to technical assessment.
<p>Priorities for action – is this content from a PAME specific enough for supporting an STG application?</p> <ul style="list-style-type: none"> • <i>Improved facilities are required e.g. visitor facilities such as a toilet, shade house, rubbish bin, and bigger information board</i> • <i>A gate to stop vehicular entry after hours is required to improve security</i> • <i>Training of customary caretakers in basic horticulture, to enable them to better maintain the site</i> • <i>More equipment is needed: two more lawnmowers, brush cutters, dump truck to remove rubbish.</i> 	Yes, this is good.
<p>What about for countries that have no site level assessments and poor strategic level documents?</p> <ul style="list-style-type: none"> • <i>Improve management effectiveness of new marine conservation areas (Capacity-Building Workshop Report 2016 p.25)</i> <p>Could this be used to justify a request for equipment and supplies if there is nothing more specific in any documents?</p>	<p>In case of too vague or generic content, applicants are encouraged to check management plans, operational plans etc. Clear targeted priorities is needed.</p> <p>Could perhaps suggest to these groups that they use STG funding to conduct a site level assessment, and then next year apply for an STG for specific needs identified through that process.</p>

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If a proposal has two priorities for action, one from a PAME assessment and one from the NBSAP, can the applicant select both options in the online form?	Yes , make sure applicant provides a clear reference and provides the documents themselves if possible.
Do all applicants require a government support letter (PA authority letter)? What if the applicant <i>is</i> the government – still need support letter?	It is important to show that the PA authority is aware of and supportive of the proposal. All applicants are encouraged to submit a letter of support from the appropriate agency, at appropriate level of seniority.
Confirming conflict of interest rules are the same as for medium grants?	Yes , same.
Sub-granting not allowed, but sub-contracting is?	Yes , entities cannot apply for funding to give to communities or pass on to another entity to implement the grant. The funding is intended to purchase training, supplies, equipment through direct sub-contracts.
Confirming each applicant can submit only one STG application per call as lead or co. – one per call <i>per region</i> ?	Yes .
Confirming Simplified Cost Option (SCO) for all items except for the management and governance effectiveness assessments, so all costs agreed upon contract signing and cannot be amended?	<p>Yes, SCO is used for simplifying reporting.</p> <ul style="list-style-type: none"> • The unit price for category 2 equipment cannot be changed. The number of units can change. • The lumpsum costs approved for categories 3 and 4 cannot be changed. <p>Applicants must provide realistic and reasonable quotes upon submission. The BIOPAMA team validates the quotes, which are then reflected in the contract. No further changes based</p>

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	on actual costs after that. So if an applicant over-spends, there is no additional funding to come from IUCN.
Please clarify the rules around spending over 50k?	If spending over 50k, activities must be spread across at least two categories, e.g. supplies and infrastructure, or infrastructure and training, or training and site assessments.
Confirming an applicant could apply for 70k euros to: <ul style="list-style-type: none"> • buy a boat and car (supplies and equipment) <i>and</i> • buy beehives for alternative income source (infrastructure) <i>and</i> • run training for PA rangers (training)? 	Yes.
Is renting or leasing equipment an eligible cost?	No , as it raises questions about the sustainability of the benefit provided to the site.
Can applicants add budget lines?	Yes, for example if purchasing multiple types of tools can add extra lines (2.3a, 2.3b, 2.3c etc), but take care not to change the formulas in the spreadsheet.
If an activity is constructing a visitor centre, under 3.1 would the lump sum include the labour costs?	Both these options are acceptable: <ol style="list-style-type: none"> 1) Outsource the whole construction under one lump sum cost 2) If better value for money break up the different components and source from different suppliers, e.g. design, materials, labour. In either case, justification tab needs to explain the cost breakdown including what needs to be done, why, by whom, and how much each component will cost.

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	Same principle for workshops, justification needs to include number of participants, number of days, where, who, why.
For the screening process, does any mistake in the budget induce immediately ineligibility?	Applicants should provide as much as possible information and documents for justifying the amount of the grant requested. <ul style="list-style-type: none"> • if only one budget tab is completed -> ineligible • if most/all supporting documents missing -> ineligible • if only a couple of documents missing -> documents will be requested.
Is there a cap on the co-applicant portion of funding requested?	No cap, but the proposal should be logical and balanced.
Does the budget need to reflect the costs for each partner (lead and co-applicant)	It is strongly recommended to separate costs between partners if possible.
Could a proposal be used as co-funding, for example, if the 50k to go towards a more expensive piece of equipment the applicant wishes to purchase?	No.
Tab 4 Cash flow – can the applicant reduce the number of cash flow periods? For example, currently showing 4, can it be 2?	Yes , can reduce. The template is an example. The applicant must project realistically cash-flow needs. Unlike the medium grants, where a report triggers a payment, we need to work with grantees on when payments are needed and how much they should be.
The budget template refers to the ‘BIOPAMA II procurement policy’ – could we have a copy to share with applicants?	Already available on AC portal.

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Confirming applicants can use actual quotes OR historical receipts but don't need to provide both?	Yes , either, not both. But current quotes are a strong preference as they will be closer to actual costs and less dated (prices may have risen, exchange rates changed).
The budget template says “for the contracts over E20,000, three quotes”. Do these need to be provided at the submission stage? What if only one supplier is available and therefore the applicant cannot source three quotes?	Yes , these supporting documents are key for the application and supporting evidence up front to assess proposals. The applicant needs to explain this situation clearly in the application and to request and exception in this case.
What if an applicant wants to run training in-house, rather than sub-contract, for example, using their head ranger to train community rangers?	The STG cannot fund self/internal invoice. If training is hosted at the grantee’s office, the grantee cannot charge for facilities, catering etc. This grant is meant for grantees to purchase needed technical supplies and services from external parties. The labour input of grantees is covered by 10% in category 1.
Do applicants need to provide evidence for staff time or management fee/indirect costs?	No supporting documents are needed for these costs. 10% staff time is automatically calculated in spreadsheet based on other costs. 7% management fee is capped.