

# FULL PROPOSAL

##### INSTRUCTIONS

**Please read the following before writing your full proposal**

All proposals submitted to the Fund must have as their main objective the conservation and/or management of marine and coastal biodiversity and/or adaptation to climate change based on Galapagos ecosystems.

Do not include activities or costs defined as not eligible by the Fund.

Proposals must comply with the Environmental and Social Safeguards applied by the Fund. Please refer to the Fund's website for information on this.

For specific questions, please contact convocatorias@glf.org.ec

##### When preparing your full proposal

Be clear and concise; Stick to the page limit.

The budget should be based on actual costs (except for living costs and indirect costs). Therefore, it is in the applicant's interest to provide a realistic and cost-effective quote.

The complete proposal must be provided in Times New Roman font size 11 characters, single line spacing.

**Fund Full Project Proposal**

##### PART 1. NARRATIVE (Maximum 14 pages)

##### COVER PAGE

|  |  |
| --- | --- |
| **Title** |  |
| **Applicant's Name** | *Organization/institution or individual.* |
| **Contact details** | *Contact person (if institutional)* *Include address, email, telephone number.* |
| **Partner Organizations** | *Include if applicable and what they will support in the implementation* |
| **Location and area of influence**  |   |
| **Duration** | *In months: medium grants not exceeding 24 months; Large grants not exceeding 36 months* |
| **Total budget requested** |  |
| **Indicative co-financing** | *Medium-sized grants require10% co-financing (cash or in kind) and large grants 25% co-financing.* |

##### ABSTRACT (max. 1 page)

The abstract should briefly describe:

* Brief description of the issue to be addressed (the problem) and how it will be addressed (the solution).
* Justification
* General objective (impact); Specific objectives (results)
* Products
* Main activities
* Beneficiaries and contributions to sustainable livelihoods
* Project phases

##### CONTEXT AND JUSTIFICATION

This section should include in detail:

* A detailed presentation and analysis of the threats or issue to be addressed (problem statement).
* The **justification** of the project. *It must explain the reasoning that justifies the need for the proposal. Demonstrate the relevance of the proposal to the identified threats. It should also explain the reasons and interest in developing a partnership with other organizations, such as government agencies, NGOs, or community-based organizations, for the implementation of the project.*
* If the project is site-based, include a description of the target site and its relevance, potential for expansion, etc.

##### PROJECT OBJECTIVES AND EXPECTED RESULTS

This section should contain a clear and specific statement of what the proposed project will accomplish. This section should include:

* Strategic Alignment-
* The general **objective** of the proposal.

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* The **specific objectives**. *The expected results, which are the appreciable changes that will have occurred at the end of the project.*
* **Project impact indicators –** *specifically measurable impact on marine conservation and measurable impact on the social dimension.*

##### DESCRIPTION OF ACTIVITIES AND THEIR EFFECTIVENESS

This section should describe the methodology of the proposal. Descriptions of activities should be as specific as possible, identifying how they will contribute to the achievement of the project's outputs and objectives. A clear and direct link should be established between activities, outputs and objectives. **(Deficiencies in this aspect can be an important reason for the proposal to be returned for resubmission.)**

When describing the activities, the involvement of the partners - the organizations and individuals involved in the activities - should be indicated with reference to the roles and responsibilities of the various participants/organizations and the reasons why they have been assigned those roles.

Describe the possibilities for replication and scaling up of results (multiplier effects).

Use the following table, which describes the project execution plan, to indicate the sequence of all major activities and execution milestones, including the expected project start and end dates for each step. A monitoring plan should be included in the project that ensures the collection and archiving of relevant data or information necessary to monitor and evaluate the progress and achievements of the project.

**Logical Framework Matrix**

|  |  |  |
| --- | --- | --- |
| **NARRATIVE SUMMARY** | **INDICATORS** | **MEANS OF VERIFICATION** |
| **General Objective** |  |  |  |
| **Specific objectives**  |  |  |  |
| **Outputs** |  |  |  |
| **Activities** |  |  |  |

**General objective of the project**: Define the change (impact) that is sought to be achieved at the end of the project.

**Specific objectives**: These are the results that together lead to the change (impact) that the project seeks to achieve.

**Outputs**: These are the products and services (tangible/intangible) generated and delivered by the project. It usually takes several products to achieve each specific objectives.

**Activities**: These are the actions that are carried out to produce the outputs. To reach each output, several activities need to be carried out.

**Indicators**: A description of how the progress (level of outputs and results) and impact (level of overall objective) of the project is measured; it should include a specific quantitative goal and the time or deadline for completion.

**Means of Verification**: These are the sources that can be consulted to evidence the progress and compliance of the project

**Schedule of execution of activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activities** | **Activity Name** | **Responsible** | **Year 1** | **Year 2** | **Year 3** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| **Specific Objective 1** | **Output 1.1** | Activity 1.1.1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 1.1.2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Output 1.2** | Activity 1.2.1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 1.2.2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Output 1.3** | Activity 1.3.1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 1.3.2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Specific Objective 2** | **Output 2.1** | Activity 2.1.1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 2.1.2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Output 2.2** | Activity 2.2.1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Activity 2.2.2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Etc.** |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

##### RISKS TO SUCCESSFUL IMPLEMENTATION AND MITIGATION MEASURES

Identify and list the main risk factors that could cause the project to fail to produce the expected results. It should include both internal factors (e.g. the technology used not working as intended) and external factors (e.g. changes in legislation or regulations).

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk/Factors** | **Risk category** | **Impact Level** | **Risk mitigation measures** |
|  |  |  |  |
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##### MONITORING AND EVALUATION

Key issues to be addressed in this section include:

* How the progress and performance of the project will be monitored.
* How the impact of the project will be assessed in terms of achieving the project objective or outcomes;
* How the participation of local partners or stakeholders in the project will be achieved.
* How the implementation of the monitoring and evaluation of the project is financed.

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| **Indicator** | **Baseline** | **Goal** | **Frequency** | **Responsible** | **Budget** |
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##### SUSTAINABILITY AND REPLICATION

This section should clearly explain how project interventions will be sustained beyond project duration. The potential for expansion or reproduction should also be explained.

##### POTENTIAL ENVIRONMENTAL AND SOCIAL RISKS OF THE PROJECT

This section should explain in detail the potential environmental and social risks, if any, that could arise from the implementation of the project. These risks were listed in the concept note sent but should be extended here with their respective explanation and explanation of how to mitigate them.

##### MECHANISMS TO GUARANTEE GENDER EQUITY

This section should explain the strategies and mechanisms that will be included in the project to ensure adequate gender equity.

##### PART 2. PROJECT BUDGET INFORMATION[[1]](#footnote-1)

##### (Maximum 3 pages)

##### Project funding summary:

(Adapt this chart to the duration of your project)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding Source** | **Year 1** | **Year 2** | **Year 3** | **TOTAL** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| **Amount requested from the Fund** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Contributions from your organization:** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Specify...*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other contributions (b):** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Specify...*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub total** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Project Cost** |  US$ |

1. Detail any contributions that your own organization will make, including contributions in cash and in kind.
2. Break down all co-financing contributions, including cash and in-kind contributions, and include the source of the contribution (e.g., private partnership with local businesses, funds from other donors), the nature of the contribution (e.g., labor, land, cash), and an indication of whether the contribution is already committed. (Attach a letter of commitment if possible)

##### Budget by activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Year 1** | **Year 2** | **Total** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| **Specific Objective 1** | **Output 1.1** | Activity 1.1.1 |   |   |   |   |   |  |  |  |  |
| Activity 1.1.2 |   |   |   |   |   |  |  |  |  |
| **Output 1.2** | Activity 1.2.1 |   |   |   |   |   |  |  |  |  |
| Activity 1.2.2 |   |   |   |   |   |  |  |  |  |
| **Output 1.3** | Activity 1.3.1 |   |   |   |   |   |  |  |  |  |
| Activity 1.3.2 |   |   |   |   |   |  |  |  |  |
| **Specific Objective 2** | **Output 2.1** | Activity 2.1.1 |   |   |   |   |   |  |  |  |  |
| Activity 2.1.2 |   |   |   |   |   |  |  |  |  |
| **Output 2.2** | Activity 2.2.1 |   |   |   |   |   |  |  |  |  |
| Activity 2.2.2 |   |   |   |   |   |  |  |  |  |
| **Etc.** |  |   |   |   |   |   |   |  |  |  |  |
|   |   | **TOTAL** | **US$** | **US$** | **US$** | **US$** | **US$** | **US$** | **US$** | **US$** | **US$** |

|  |  |  |
| --- | --- | --- |
| **Activities** | **Year 3** | **Total** |
| **1** | **2** | **3** | **4** |
| **Specific Objective 1** | **Output 1.1** | Activity 1.1.1 |   |   |   |   |  |
| Activity 1.1.2 |   |   |   |   |  |
| **Output 1.2** | Activity 1.2.1 |   |   |   |   |  |
| Activity 1.2.2 |   |   |   |   |  |
| **Output 1.3** | Activity 1.3.1 |   |   |   |   |  |
| Activity 1.3.2 |   |   |   |   |  |
| **Specific Objective 2** | **Output 2.1** | Activity 2.1.1 |   |   |   |   |  |
| Activity 2.1.2 |   |   |   |   |  |
| **Output 2.2** | Activity 2.2.1 |   |   |   |   |  |
| Activity 2.2.2 |   |   |   |   |  |
| **Etc.** |  |   |   |   |   |   |  |
|   |   | **TOTAL** | **US$** | **US$** | **US$** | **US$** | **US$** |

Once the funding of a project has been approved, the budget information becomes part of the binding contract between the Fund and the proposing organisation.

Creating and managing a realistic budget is an important part of developing and executing a successful project. Careful attention to financial management and integrity issues will increase the effectiveness and impact of the project.

When budgeting for a project, the following important principles should be taken into account:

* Include in the budget only the costs directly related to the effective implementation of the activities and the achievement of the objectives set out in the proposal. The other associated costs must be financed from other sources.
* The budget must be realistic. Find out how much the planned activities will actually cost and don't assume that you will be able to get by with less money.
* The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation.
* Funds must be spent in accordance with the approved budget. All relevant financial records must be available, including original receipts and invoices. These may be subject to an independent audit and become public information.
* The figures on the budget information sheet must match those on the cover page of the proposal and those on the text of the proposal.
* For audit purposes, all beneficiary documentation must be kept for a minimum of seven years.

##### Budget categories:

Break down the budget requested from the Fund and the co-financing (counterpart) by quarter per year into the following categories

|  |  |
| --- | --- |
| **Expense Category** | **Year 1** |
| **1** | **2** | **3** | **4** | **TOTAL** |
| **GLF** | **Counterpart** | **GLF** | **Counterpart** | **GLF** | **Counterpart** | **GLF** | **Counterpart** |
| 1. Personnel/Salaries |   |   |   |   |   |   |   |   |  |
| 2. Equipment/Materials |   |   |   |   |   |   |   |   |  |
| 3. Training/Seminars/Workshops |   |   |   |   |   |   |   |   |  |
| 4. Consultancies |   |   |   |   |   |   |   |   |  |
| 5. Services |   |   |   |   |   |   |   |   |  |
| 6. Travel |   |   |   |   |   |   |   |   |  |
| 7. Administrative costs (max 10%) |   |   |   |   |   |   |   |   |  |
| **Sub total** |   |   |   |   |   |   |   |   |  |

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| --- | --- |
| **Expense Category** | **Year 2** |
| **1** | **2** | **3** | **4** | **TOTAL** |
| **GLF** | **Counterpart** | **GLF** | **Counterpart** | **GLF** | **Counterpart** | **GLF** | **Counterpart** |
| 1. Personnel/Salaries |   |   |   |   |   |   |   |   |  |
| 2. Equipment/Materials |   |   |   |   |   |   |   |   |  |
| 3. Training/Seminars/Workshops |   |   |   |   |   |   |   |   |  |
| 4. Consultancies |   |   |   |   |   |   |   |   |  |
| 5. Services |   |   |   |   |   |   |   |   |  |
| 6. Travel |   |   |   |   |   |   |   |   |  |
| 7. Administrative costs (max 10%) |   |   |   |   |   |   |   |   |  |
| **Sub total** |   |   |   |   |   |   |   |   |  |

|  |  |
| --- | --- |
| **Expense Category** | **Year 3** |
| **1** | **2** | **3** | **4** | **TOTAL** |
| **GLF** | **Counterpart** | **GLF** | **Counterpart** | **GLF** | **Counterpart** | **GLF** | **Counterpart** |
| 1. Personnel/Salaries |  |  |   |   |   |   |   |   |  |
| 2. Equipment/Materials |  |  |   |   |   |   |   |   |  |
| 3. Training/Seminars/Workshops |   |   |   |   |   |   |   |   |  |
| 4. Consultancies |   |   |   |   |   |   |   |   |  |
| 5. Services |   |   |   |   |   |   |   |   |  |
| 6. Travel |   |   |   |   |   |   |   |   |  |
| 7. Administrative costs (max 10%) |   |   |   |   |   |   |   |   |  |
| **Sub total** |   |   |   |   |   |   |   |   |  |

##### PART 3. ANNEXES

##### ANNEX 1. CAPACITY AND EXPERIENCE OF THE ORGANIZATION

This annex should provide information on the profile of the proposer (organization or individual) and the main partners. In addition, it must clearly demonstrate that the proponent (with the support of partners, if applicable) has the capacity, commitment and experience in similar actions to successfully execute the proposed project. This section should include:

* Nature, purposes and main activities carried out by the proponent; if it is an organization, legal status, date of creation and governance.
* Administrative framework: number of paid employees, membership of associations or groups (participation in a network), registration with the public service.
* Description of past or current successful experience(s) and partnership(s) relevant to this proposal. Provide examples of relevant projects carried out to date, with a brief description including: project title, implementation period, project owner, partners, budget, donor, contact person and email/fax of the donor agency.
* Include the institutional CV of the applicant institution/individual and the implementing partners.

##### ANNEX 2. CO-FINANCING AND LETTERS OF SUPPORT

This annex must include:

* The detail of the co-financing established for the project, which is mandatory for large and medium-sized grants.
* Letters of support from implementing partners and/or other institutions that indirectly support the project.

##### ANNEX 3. A&S ASSESSMENT RESULTS

##### ANNEX 4. ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (SAP) OF THE PROJECT – PRELIMINARY VERSION

(Include format link)

##### ANNEX 5. PROJECT SAFEGUARDS INSTRUMENTS – PRELIMINARY VERSION

(Include format link)

##### ANNEX 6. TERMS OF REFERENCE – TECHNICAL SPECIFICATIONS FOR PROCUREMENT, CONSULTANTS AND PROJECT SUPPLIERS – PRELIMINARY VERSION

1. You can prepare the budget tables in Excel and copy and paste them into this document. [↑](#footnote-ref-1)