



## **GRENADA SUSTAINABLE DEVELOPMENT TRUST FUND CONCEPT NOTE GUIDELINES**

### **INSTRUCTION:**

The Concept Note is part of a 2-step application process. If the Concept Note is approved the applicant will be requested to submit a full proposal. In some instances, if the Concept is well developed and provides sufficient information, and/or the grant requested is less than 5,000 USD, the Concept Note will be sufficient. The applicants must submit Concept Notes and other required attachments to the GSDTF's Secretariat via email, to [info@gstdtf.org](mailto:info@gstdtf.org).

### **The following documents are required to be submitted with the Concept Note:**

1. A signed declaration by the applicant organization (on the appropriate letterhead), stating: "I, the undersigned being the person responsible in the Applicant's organization for the proposed Project, do hereby certify that the information given is true and correct at the time of submission.", with signature, name, position, place, date.
2. Certificate of registration of the applicant's organization.
3. Log Frame or the proposed project. Please refer to Annex 1 for a template.

Complete the table below. The Log frame essentially provides a summary of the project down to the activity level. For each level of expected result, define a reasonable and balanced number of effect and performance indicators. Indicators should be "SMART," that is, specific, measurable, achievable, relevant, and time bound.

The Log frame will be used by the GSDTF to monitor the project's progress and to evaluate its success and achievement at the end.

## GSDTF CONCEPT NOTE APPLICATION FORM

### DEFINITION

**Goal:** State the long-term social and/or economic (impact) benefits to which the project will contribute and describe why the project is important for the beneficiaries and for the society: The broad development impact to which the project contributes – at a national or sector level.

**Purpose(s):** State the expected outcomes, or direct effects, of the project. These are the benefits to be derived from the project. You should normally have only one Purpose in a project. Experience has shown that it is easier to focus project Outputs on a single Purpose. If there are several Purposes the project efforts become diffused, and the design is weakened.

**Outputs:** They describe what the project will deliver.

**Activities:** Indicative activities that will achieve the outputs; Good, people and services necessary to undertake the activities.

**Objectively Verifiable Indicators (OVI):** The OVI is a performance measure based on the principle that if you can measure it, you can manage it. The OVIs specify the performance standard to be reached to achieve the goal, the purpose, and the outputs. They are specified in terms of quantity, quality, time, target group and place.

It is better to use few well targeted OVIs.

Goal level indicators often describe the program or sector objectives to which this project and several others are directed. For this reason, the Goal level indicators may include targets beyond the scope of the project. Purpose level indicators describe the returns on the investment and the benefits that the project will deliver. These indicators should be directly related to project outputs. Since outcome indicators define the criteria for assessing whether the project is successful, they should be realistic and achievable given your capacity and resources. Outcome indicators should only state what will be

measured, rather than providing baseline data or target figures.

Output level indicators describe the delivery of the products of the project.

Activity level indicators are essential to understand the extent to which a project was delivered as planned, and to highlight obstacles to implementation. It is important that activity indicators capture those elements of the project that are essential for its success.

**Sources of Verification:** Describe the sources of information that will demonstrate what has been accomplished.

**Assumptions:** Important events, conditions, or decisions which are beyond the control of the project management team, but which are necessary to accomplish the project; and which are necessary to produce the outputs. Assumptions are things you assume are in place which will contribute to the success of the project. Assumptions and risks are external conditions that are outside the control of the program. The success of the project depends on whether assumptions hold true, and the risks do not materialize.

**Risks:** events that can have an adverse impact on the project if they occur.

## Part A: Applicant Organization

Legal Name of Applicant	
Short Name/Acronym:	
<b>Type of Organization</b> <i>Mark with an X one option only.</i>	Public Sector Agency
	National Non-government organizations (NGOs)
	Community-based organizations (CBOs)
	Regional/ international organizations, established and working in Grenada
	Private sector
	Universities and research institutions
	Other (specify here)
Year Organization Established:	
<b>Address:</b> <i>Street</i> <i>P.O. Box</i>	
<b>Contact information of Organization:</b>	
<b>Website Address:</b>	
<b>Email Address of Organization</b>	
<b>Number of Staff:</b>	
<b>Number of Members:</b>	

<b>Purpose/ Mission:</b>	
<b>Main focus of activities undertaken</b> <i>Mark with an X the appropriate options</i>	Conservation
	Biodiversity
	Environmental Management
	Parks and Protected Areas Management
	Sustainable Development
	Livelihood's creation
	Climate change adaptation/mitigation
	Institutional strengthening, including capacity building
	Policy/legislation formulation;
	Public awareness, outreach, and sensitization
	Other (specify here)
<b>Contribution to Sustainable Development Goals</b> <i>Mark with an X the appropriate options</i>	Goal 2 – end hunger, achieve food security, promote sustainable agriculture
	Goal 3 – healthy lives and promote well being
	Goal 6 – ensure availability and sustainable management of water and sanitation
	Goal 7 – ensure success to affordable, reliable, sustainable modern energy
	Goal 8 – resilient infrastructure, sustainable industrialization, and foster innovation
	Goal 11 - safe, resilient, and sustainable communities and cities
	Goal 12 – sustainable production and

	consumption
	Goal 13 – climate change and its impacts
	Goal 14 – sustainable use of oceans, seas, and marine resources
	Goal 15 – sustainable management and use of territorial ecosystems
	Goal 16 – accountable and inclusive institutions at all levels
<b>Contact Person Name:</b>	
<b>Contact Person Position:</b>	
<b>Contact Person Email:</b>	
<b>Contact person telephone:</b>	

**Please list below past projects that your organization has implemented/managed for the past 5 years. Insert N/A if not applicable.**

<b>Project Title</b>	<b>Main theme</b>	<b>Start (mm/YY)</b>	<b>End (mm/YY)</b>	<b>Main donors</b>	<b>Project budget (in USD)</b>

The table below is to be completed **ONLY** by Consortia of organizations. Please list below the organizations that composed the consortium that will implement this project and the main roles of each in the project:

*A project can be implemented by a consortium of organizations when the applicant organization will sign sub-grant contracts with other organizations that will be responsible for specific roles during the project implementation. Please ignore if not applicable.*

Organization Name	Main Functions

**Part B: Project Description**

**Problem Statement**

**Target Area & Beneficiaries**

**Goals and Objectives**

**Approach/Methodology**

**Relevance to GSDTF Strategic priorities**

**Management Structure for the project**



## Duration

## Part C: Budget

### Project Cost:

### Budget

Main Budget Items <i>Please list all project cost in this column (insert additional rows as necessary)</i>	GSDTF (XCD)	Co-Financing	
		In-kind contribution	Other funding source

*Main budget items typically include human resources for project (staff and consultants), travel, equipment, administration costs, communication, training etc.*

### Project Partners

## Sustainability

### Part D: Logic of Intervention

#### Annex 1: Log frame

<b>Logic of Intervention</b>	<b>Objectively Verifiable Indicators</b>	<b>Sources of Verification</b>	<b>Assumptions &amp; Risks</b>
<i><b>Overall Objective(s)</b></i>			
<i><b>Specific Objectives</b></i>			
<i><b>Expected Results</b></i>			
<i><b>Activities</b></i>			