

**SAINT LUCIA NATIONAL CONSERVATION FUND**

**Concept Note outline**

**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 considered to be sufficient.**

**The applicants must submit Concept Notes and other required attachments to the SLUNCF, to** [ceo@sluncf.org](mailto:ceo@sluncf.org) and [admin@sluncf.org](mailto:admin@sluncf.org).

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

1. **A signed declaration by the applicant organization** must be submitted on an appropriate letterhead, including the following:

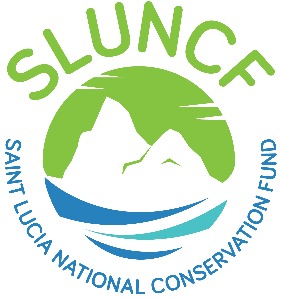
“*I, the undersigned being the person responsible in the Applicant’s organization for the proposed Project, do hereby certify that the information given is true and correct at the time of submission.”,* with signature, name, position, place, date.

1. **Certificate of registration of the applicant organization**
2. **Log Frame for the proposed project.**  Please refer to Annex 1 for a template.

|  |  |  |
| --- | --- | --- |
| Legal Name of Applicant |  | |
| Short Name/Acronym: |  | |
| Type of Organisation  *Mark with an X one option only.* |  | Public Sector Agency |
|  | National Non-government organizations (NGOs) |
|  | Community-based organizations (CBOs) |
|  | Regional/ international organizations, established and working in Saint Lucia |
|  | Private sector |
|  | Universities and research institutions |
|  | Other (specify here) |
| Year Organisation Established: |  | |
| Address:  *Street*  *P.O. Box* |  | |
| Number of Staff members: |  | |
| Purpose/ Mission: |  | |
| Project Title: |  | |
| Main focus of activities undertaken  *Mark with an X, the appropriate options* |  | Conservation |
|  | Biodiversity |
|  | Environmental Management |
|  | Parks and Protected Areas Management |
|  | Sustainable Development |
|  | Livelihoods creation |
|  | Climate change adaptation/mitigation |
|  |  | Institutional strengthening, including capacity building |
|  |  | Policy/legislation formulation; |
|  |  | Public awareness, outreach and sensitisation |
|  |  | Other (specify here) |
| Website Address: |  | |
| Contact Person Name: |  | |
| Contact Person Position: |  | |
| Contact Person Email: |  | |
| Telephone of Organisation: |  | |
| Contact person telephone: |  | |

* **Background to the proposed project**
* *Briefly describe the environmental/conservation problem or need or opportunity you wish to address and why you wish to address this problem.*
* *What are the causes for the environmental/conservation problem or need or opportunity you have identified?*
* **Project Description**
* *What is the geographical scope of the proposed project?*
* *What is the thematic area of the proposed project?*
* *What are the main goals of the proposed project and the expected outcomes?*
* *What are the likely activities you will implement to address the problem or need or opportunity you have identified?*
* *Provide a short description of each activity and how they will contribute to the achievement of the goal of the proposed project.*
* *Provide a Logframe using the template provided in the Annex 1.*
* **Description of the organisation applying for the grant.**
* *Date established*
* *Vision and Mission of organisation*
* *Goals and Objectives of the organisation*
* *Number of members in the organisation*
* *Number of staff, if any*
* **Partners for the proposed project**
* Management Structure for the project
* *Who will be responsible for managing the project, including reporting and monitoring and evaluation?*
* *Who will be responsible for the financial management of project?*
* **What is the estimated cost of the project**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Local currency) \_\_\_\_\_\_\_\_\_(US$)
* *What is the estimated budget for each activity*
* *Is there secured in-kind / matching financing / cost sharing arrangement for this project?*

***Annex 1***



***Logframe***

|  |  |  |  |
| --- | --- | --- | --- |
| Logic of Intervention | Objectively Verifiable Indicators | Sources of Verification | Assumptions & Risks |
| *Overall Objective(s)* |  |  |  |
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| *Specific Objectives* |  |  |  |
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| *Expected Results* |  |  |  |
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| *Activities* |  |  |  |
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