

# **GUIDELINES FOR FCF GRANT MAKING APPLICATION PROCESS**

The Oversight Committee of the Forest Conservation Fund (FCF) is inviting interested local or regional NGOs, CBOs, and non-profit organizations involved in environmental, forestry or conservation activities in Jamaica to submit proposals for grant funding for projects to be implemented island wide.

## **❖ What is the Focus of the January 2007 Call?**

Funding will be awarded for Short term (up to 3 years) and Long - term projects (more than 3 years) to undertake approved activities that will contribute greatly to the conservation and expansion of Jamaica's forest resources. These activities should:

- Establish, restore, protect and maintain reserves, parks, and protected areas; or
- Develop and implement scientifically sound systems of natural resource management, including land and ecosystem management practices; or
- Conduct training programmes to build the capacity of individuals and organizations involved in conservation efforts; or
- Restore, protect, or sustainably use diverse animal and plant species; or
- Research and identify medicinal uses of tropical forest plant life to treat human diseases, illnesses, and health-related concerns; or
- Develop and support the livelihoods of individuals living in or near a tropical forest in a manner consistent with protecting such tropical forest.

Grants to be awarded for Long Term Projects in 2007 should be in one of the following Priority Sites:

1. **Cockpit Country**
2. **Upper Rio Minho Watershed**
3. **Southern Portion of the Blue and John Crow Mountains – Yallahs Watershed**

## **❖ When and how long is the Call Period for Concept Notes?**

The call for Concept Notes will open for a period of **six (6) weeks, which** opens on **Wednesday January 10, 2007**. The deadline for submission of Concept Notes is **3:00 p.m.** on **Friday February 23, 2007**.

## **❖ Where can I get Concept Note Forms?**

Concept Note Forms are available on the Internet at the Forestry Department's website: [www.forestry.gov.jm](http://www.forestry.gov.jm) and the Environmental Foundation of Jamaica's (EFJ) website at [www.efj.org.jm](http://www.efj.org.jm). Copies of these Forms may also be collected at the offices of the EFJ, The Nature Conservancy and all Forestry Department Offices islandwide.

## **❖ How do I Complete Concept Note Forms?**

Applicants must complete **ALL** sections of the Concept Note Form and **MUST NOT** exceed the **five-page** limit as stipulated on the Form. Please note that all Forms must bear a signature, as forms which are not signed, will not be accepted for review.

## **❖ Where do I Submit Concept Note Forms?**

All **signed** Concept Note Forms are to be submitted to the offices of the Environmental Foundation of Jamaica (EFJ) located at 1b Norwood Avenue, Kingston 5 to Ms. Sara Simpson

Programme Coordinator – FCF, on or before the stipulated deadline. Forms may also be submitted via email to [ssimpson@efj.org.jm](mailto:ssimpson@efj.org.jm), or sent by fax to (876) 920-8999.

Acknowledgment letters will be sent to Applicants within **seven (7)** working days of the receipt of the Concept Notes.

❖ **What happens if I miss the deadline for submission of the Concept Note?**

Concept Notes that are not submitted by the stipulated deadline will not be considered within this Call Period, that is January 2007, but will be reviewed during the next Call Period later on in the year.

❖ **What happens after Concept Notes are submitted?**

**(a) Review of Concept Notes**

Concept Notes will be screened for eligibility and then presented to the Oversight Committee (OC) of the Forest Conservation Fund for review. The Programme Coordinator may conduct brief site visits during this period. All applicants will be informed of the status of the application within **four (4) weeks** after the close of the Call Period.

**(b) Eligible Concept Notes**

If a Concept Note is deemed eligible and short-listed the OC then the applicant will be required to develop a Project Proposal. Unlike the Concept Note, the Project Proposal is a detailed explanation of the concept and objectives of the project. *Please note that the request for development of a project proposal does not guarantee that the applicant will receive grant funding.*

**(c) Ineligible Concept Notes**

Letters of Ineligibility will be sent to applicants whose Concept Notes did not meet the FCF requirements. These applicants are however encouraged to remain interested in the programme, as their Concept Note may be suitable for review within another Call Period.

❖ **How long is the request for Project Proposal period?**

Applicants will be given **six (6) weeks** to prepare the requested project proposals.

❖ **Where can I get Project Proposal Forms?**

Project Proposal Forms will be available on the Internet at the Forestry Department's website: [www.forestry.gov.jm](http://www.forestry.gov.jm) and the Environmental Foundation of Jamaica's (EFJ) website at [www.efj.org.jm](http://www.efj.org.jm). Copies of these Forms may also be collected at the offices of the EFJ, The Nature Conservancy and all Forestry Department Offices islandwide.

❖ **Is there assistance available for the preparation of Project Proposals?**

Applicants will be afforded the option of utilising a Help Desk, for a minimal fee. This Help Desk aims to provide guidance and assistance to applicants in developing the required Project Proposals. This Help Desk will be operated on an appointment-only basis and will be open during this six-week period. *The use of the Help Desk does not guarantee that the applicant will receive grant funding.* Site assessments may be conducted by the Programme Coordinator during this period.

### ❖ **Where do I Submit Project Proposals?**

Project Proposals should be submitted to the offices of the Environmental Foundation of Jamaica, 1b Norwood Avenue, Kingston 5 to Ms. Sara Simpson Programme Coordinator – FCF on or before the stipulated deadline. Only **signed** Project Proposals will be accepted. These may be hand delivered or sent via email to [ssimpson@efj.org.jm](mailto:ssimpson@efj.org.jm), or by fax to (876) 920-8999.

### ❖ **What happens after the Project Proposal has been submitted?**

Applicants will receive an acknowledgment of receipt letter within seven days of receipt of the Project Proposals. These Project Proposals will be reviewed and presented to the Oversight Committee (OC) for approval. This review process should be completed within **six (6) weeks** after the deadline for the submission of Project Proposals.

Grant award letters will be sent to successful applicants. Rejection Letters will be sent to unsuccessful candidates.

### ❖ **What happens after my project has been approved?**

Successful applicants will be invited by the Forest Conservation Fund (FCF) to sign a Grant Recipient Agreement (GRA) prior to the disbursement of Funds. This is a legally, binding agreement between the Grantee and the Jamaica Protected Areas Trust (JPAT). All conditions outlined in the Agreement must be adhered to by the Grantee.

*\*\*\* An overview of the entire application procedure is outlined in the figure below.*

#### **FOR FURTHER INFORMATION PLEASE CONTACT:**

**SARA SIMPSON**  
Programme Coordinator- FCF  
C/o Environmental Foundation of Jamaica  
1b Norwood Ave  
Kingston 5

**Tel:** (876) 960-6744

**Fax:** (876) 920-8999

**E-mail:** [ssimpson@efj.org.jm](mailto:ssimpson@efj.org.jm)

OVERVIEW OF FCF GRANT FUNDING APPLICATION PROCEDURE

CALL FOR CONCEPT NOTES

CONCEPT NOTE SUBMITTED TO EFJ

ACKNOWLEDGMENT OF RECEIPT LETTER SENT

CONCEPT NOTE SCREENED FOR ELIGIBILITY

PRESENTED TO OC FOR REVIEW

ELIGIBLE PROJECTS

INELIGIBLE PROJECTS

REQUEST MADE FOR SUBMISSION OF DETAILED PROJECT PROPOSALS

HELP DESK OPENS

LIST OF INELIGIBLE PROJECTS SENT TO OC

PROJECT PROPOSALS PREPARED AND SUBMITTED TO EFJ

INELIGIBLE LETTER SENT

PROJECT PROPOSAL REVIEWED BY OC

SUCCESSFUL PROJECTS

UNSUCCESSFUL PROJECTS

GRANT AWARD LETTER SENT TO GRANTEE

REJECTION LETTER SENT TO APPLICANT

GRANT RECIPIENT AGREEMENT SIGNED