

# FOREST CONSERVATION FUND PROJECT PROPOSAL FORM

FOR FCF SECRETARIAT USE ONLY

Project ID Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Total Cost of Project: \_\_\_\_\_

Amount. Requested: \_\_\_\_\_ Amount. Recommended: \_\_\_\_\_

## APPLICANT INFORMATION

PROJECT TITLE: \_\_\_\_\_

NAME OF IMPLEMENTING ORGANISATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS (If different from above) \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANISATION TYPE: Un-Incorporated [ ] Incorporated [ ] Community Based Organisation (CBO) [ ] NGO [ ] Academic Institution [ ] Other \_\_\_\_\_

ORGANISATION'S MAIN AREA (S) OF FOCUS: (What are the areas the organisation is primarily mandated to work in:

\_\_\_\_\_  
\_\_\_\_\_

HOW LONG HAS THE ORGANISATION BEEN IN EXISTENCE: \_\_\_\_\_

GOVERNANCE STRUCTURE OF THE ORGANISATION: (Names and Positions of Officers in the Organisation and the size of the Organisation) \_\_\_\_\_

Please Indicate all Projects that have been Implemented over Past Two Years (or last four projects implemented, whichever is less. This should include the status of each project – successfully completed, ongoing, terminated:

---

---

---

---

Type of Project:  Long Term  Short Term Length of Project

Project Location: \_\_\_\_\_

Project Expected Start Date \_\_\_\_\_ Project Expected End Date \_\_\_\_\_

Total Project Budget: \_\_\_\_\_ Total Requested From the FCF \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

Position (Executive Director, Principal, Board Chair etc.) \_\_\_\_\_

Name: \_\_\_\_\_

Date \_\_\_\_\_

FCF Authorised Signature:(Chair OC) \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Enclosures:(Please tick those which are included)

- Most recent Annual Report
- Most recent Financial Statements
- Job descriptions or terms of reference for project personnel
- Cashflow projection and assumptions
- Last Audit Report
- If applicable, Proforma Invoice, Contract Agreement, Memorandum of Understanding (MOU), Lease Agreements, License and Permits, Endorsement Letters

## PROJECT INFORMATION

**PROJECT THEME:** *(Please ensure that you choose a theme.)*

- Establishment, restoration, protection and maintenance of protected areas including Parks and reserves
- Development and implementation of scientifically sound systems of natural resources Management , including land and ecosystem management practices
- Training programmes to increase the scientific, technical and managerial capacities of individuals and organisations involved in conservation efforts
- Restoration, protection and sustainable use of diverse animal and plant species and genetic resources.
- Research and identification of medicinal uses of tropical forest plant life to treat human diseases, illnesses and health related concerns.
- Development and support of the livelihoods of individuals living in or near a tropical forest in a manner consistent with protecting such tropical forest.

**PRIORITY SITE** *(Please ensure that you choose a Priority Site)*

- Southern Parts of the Blue and John Crow Mountains including the Yallahs Watershed
- Cockpit Country Forest Reserve, plus outlying Forest Reserves and adjacent areas of closed broadleaf forest
- Upper portions of the Rio Minho
- Buffer areas of unprotected closed broadleaf forest in the Rio Grande, Swift River, Buff Bay , Morant, Hope and Wag Water Watersheds
- Litchfield , Matheson's Run and Stephney-John's Vale Forest Reserves, adjacent Crown Lands, outlying Forest Reserves(Bull Head, Mount Diablo extending into the upper portions of the Rio Cobre and Rio Bueno/White River Watersheds, Crown Lands in the Dunn's River Watershed and the Dry Harbour Mountains
- Inland portion of the Negril Protected Area plus the forested area in and around the Dolphin Head Mountains plus the forested area in and around Dolphin Head Mountains (Retirement, Raglan Mtn., Geneva and Bath Mtn., Quasheba Mtn. and Baulk Pen) and Burnt Savannah
- Portland Bight Protected Area, Terrestrial portion of the Portland Bight Sustainable Development Area located in the lower Rio Minho and Rio Cobre watersheds
- Other forest reserves and Crown lands managed by the Forestry Department such as Gourie, Ballintoy Forest Reserve, Hellshire and Lowe River Forest Reserves
- Spring Vale and Bogue Forest Reserves plus the Upper and lower Black River Morasses









**PLEASE COMPLETE THE TABLES BELOW:**

<b>PROJECT TITLE</b>				
<b>EXECUTING AGENCY</b>				
<b>PROJECT BUDGET</b>				
<b>Narrative Summary</b>	<b>Expected Results</b>	<b>Performance Measurement</b>		<b>Assumptions/ Risk Indicators</b>
<b>Overall Goal</b> <i>What is the overall goal of the project?</i>	<b>Impact:</b> <i>What impact will the project have?</i>	<b>Performance Indicators</b>		<b>Assumption:</b> <i>What are the assumptions and/Or Risks that are pertinent to the project?</i>
<b>Project Purpose</b>	<b>Outcomes (Objectives to be realized by project activities)</b>	<ul style="list-style-type: none"> <li>•</li> </ul>		<b>Assumption:</b>
<b>Resources (Inputs)</b>	<b>Outputs: (<i>Project results</i>)</b>		<b>Person Responsible for Implementation</b>	<b>Assumptions:</b>



# PROJECT BUDGET

**Please provide a detailed budget for the project. A template is provided below. The Line Items that have been included below are only suggestions. A cost for auditing MUST be included in the budget submitted.**

ITEMS	REQUESTED GRANT AMT.	APPLICANTS CONTRIBUTION	OTHER CONTRIBUTIONS	RECOMMENDED GRANT AMT.	Notes to the budget
<b>Programme Costs</b>	Please round up to nearest hundred dollars. (e.g. costs for \$2,345,678.91 should be indicated as \$2,345,700.00)	Give indication of funds being made available for project. Indicate/highlight if funds are in-kind or cash contributions.	Provide confirmation for funds already committed. Indicate if funds are just being requested, but not yet approved.	(FCF use only)	All budgets to be presented in Jamaican dollars  <b>PLEASE ANNOTATE YOUR BUDGET WHERE APPROPRIATE</b>
<b>Training &amp; Workshops</b>					
Venue					
Training Material					
Brochures					
Accommodation					
Equipment					
<b>Materials, Equipment, Tools &amp;/or Appliances (Pro-forma invoices to be included. e.g. computers, fax machines, lawn mowers, microwave, shovel, pickaxe, etc)</b>					
Fax Machine					
Computer					
Motor vehicle (new only)					
<b>Transportation &amp;/or vehicle maintenance Fuel, insurance, servicing, licensing, etc</b>					
Fuel					
Insurance					
Servicing					
Salaries - Project Staff					Indicate where part-time and if employed to other projects. Salaries to include amounts for statutory deductions (Employees' - 29%, Employers' - 11% of gross salary)
Consultancy					
Evaluation					
Other (please indicate)					
<b>SUB-TOTAL</b>					

Where a word limit is indicated on the form, please do not exceed this limit

## STAKEHOLDERS

**What steps have been taken to engage with the stakeholders in the project design and to ensure their full support for the project and its outcomes?**

---

---

---

---

---

**Will this project contribute to the livelihood of stakeholders in the project area, and if so, how?**

---

---

---

---

---

**Is this a new initiative or the further development of existing work? If the project is for further development of existing work please elaborate.**

---

---

---

---

**INFORMATION SHARING:**

**Is the project likely to produce valuable lessons than can be applied elsewhere?**

YES

NO

**How do you plan to share the results of your project more widely?**

---

---

---

---

---

**How will you inform stakeholders of the progress and results of the project, including any best practices developed and lessons learned?**

---

---

---

---

---

**How do you intend to ensure wider publicity for the project?**

---

---

---

---

---

---

---

---

**PROJECT SUSTAINABILITY: (*In 100 words or less please outline how the project will be sustained after the project funding has completed*)**

**How are the benefits and/or work of the project expected to continue after the end of the grant period?**

---

---

---

---

---

---

---

---

---

---