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**Global Environment Facility  
Small Grants Programme  
Cameroon  
PROJECT PROPOSAL TEMPLATE**



# GEF Small Grants Programme (GEF SGP)

## GEF SGP PROJECT PROPOSAL TEMPLATE

### Instructions

- Fill the project summary form
- Write all sections of the project (from 1 to 12) following the outline below. The whole proposal should not exceed 15 pages of text (including any charts or diagrams)
- Additional attachments (not more than 10 pages) may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation
- Fill tables B1, B2, B3 and B4. You can use additional sheets for tables if those provided are not sufficient
- Send a hard or an electronic copy of the project document to the National Coordination of the GEF Small Grants Programme at the following mailing address:

C/o United Nations Development Programme  
N° 1232 Immeuble Mellopolis, Rue 1794, Ekoudou, Bastos  
PO Box 836 Yaounde – Cameroon  
Phone: +237 222 200 800/ 222 200 801  
Email: [gefsgp\\_cmr@yahoo.com](mailto:gefsgp_cmr@yahoo.com)

### Regions targeted by this call for proposals

- Center
- South
- Littoral

### Priority themes on PwD inclusive projects will include:

- Climate Change Adaptation and Persons with Disability
- Women's empowerment and Persons with Disability
- Youth and Persons with Disability



**SUMMARY FORM- GEF Small Grants Programme PROJECTS**

**GENERAL INFORMATION**

Title of project:

Applying organization (brief presentation):

Organization resource person: name, title, contacts (address, tel., Fax, Email)

**PROJECT**

Thematic/Focal Area (*Tick one*):

(Select and tick one main focal area and provide the percentage of your project contribution to it ranging from 60% to 100%; tick one or more secondary focal areas and provide the percentage of your project contribution to it/them ranging from 60% to 100%.)

- Biodiversity                       Sustainable Forest Management  
 Climatic Change                       Land degradation                       Chemicals and Waste

NB: Each project should have one main Focal Area which should be indicated. In addition, project may have secondary focal areas which must be specified in the project rationale and approach. Appropriate indicators should be selected in line with the primary and secondary focal areas of the project

Type of project (Tick one):

- Demonstration                       Capacity Building                       Applied Research, Policy Analysis  
 Information Demonstration, Communication, Sensitization

Project Summary:

The Project Summary should describe the project context, including the key environmental problem to be addressed, and the proposed approach, including the rationale/justification for the project. This section should describe the project location, a profile of the project sites, as well as the target community (ies) involved. The relevance of the project to the GEF SGP Country Programme Strategy should also be presented.



**FINANCES:** Maximum budget 10 000 000fcfa (20 000\$US)

TOTAL BUDGET	AMOUNT (CFA Francs)		PERRCENTAGE (%)
	Cash	In kind	
GEF SGP			
Community (ies)			
Proposing Organization			
Other co-financiers			
SUB TOTAL (GEF SGP contribution should not exceed US\$20,000)			
<b>GRAND TOTAL</b>			

To be filled by the GEF Small Grants Programme Coordination:

Date of Submission	
Project Reference:	

**GEF SGP PROJECT PROPOSAL GUIDELINES**

**1. PROJECT TITLE**

**2. PROJECT IMPLEMENTATION SITES/LOCALITY CONTEXT**

- General information: geographical situation, physical environment of the locality(ies) where the project site will be implemented. **Kindly attach a map of the locality**
- Situation of the population (general characteristics)
- Environmental context of the project target region.

**N.B:** From specific indicators, this chapter summarizes the baseline situation, laying emphasis on three aspects: environment; poverty and the level of empowerment of beneficiaries before the beginning of the project. (At the end of the project, indicators on these three aspects will be used to measure the impact of the project).

*Note: Data for chosen or retained indicators should be available. If not, a reasonable portion of the budget should be set aside to collect this data.*

**3. PRESENTATION OF APPLYING ORGANISATION**

The applying organisation should fulfil the requirements stipulated in the eligibility criteria document.

- Describe the community and the organisation.



- In case of an NGO, provide a detailed description (date of creation, organizational chart, number of men, women and children), type of regime (authorized or legalized) and objectives.
  - Demonstrate the NGO's or Association's expertise in the domain for which it is applying for funds and precise and specifically indicate, if need be, the areas where capacity building will be useful.
  - Demonstrate technical ability to implement the project. Outline the Association's or NGO's human resources.

#### **4. JUSTIFICATION AND INNOVATIVE CHARACTER OF THE PROJECT**

The rationale must indicate the importance of the proposed project in terms of contribution to one of the focal areas of the GEF GSP. It should also reflect the project's relationship to other local or national programs, GEF or UNDP, multilateral and bilateral aid agencies, other community-based organizations, or the private sector. This will ensure that the intervention is not an isolated initiative.

Specify the main focal area as well as the secondary focal areas of the targeted GEF to which your project will contribute. The overall objective of your project will be to contribute to community projects in one of the focal areas of the GEF and contribute to some of the Sustainable Development Goals (SDGs) that you will specify.

Identify environmental issues and risks, within the overall context, primarily associated with the main focal area of the project and demonstrate how the project will eventually contribute to secondary focal areas).

Describe how your project is innovative by highlighting key aspects of innovation. Describe the change your project will make (specify expected changes in economic, social and environmental terms, as well as the added value of the action.

#### **5. OBJECTIVES OF THE PROJECT**

Overall objective of the project:

Specific objectives (maximum 3 objectives)

- 1.
- 2.
- 3.

Main expected results (indicate quantities)



- 1.
- 2.
- 3.

## 6. OUTCOMES AND ACTIVITIES

- Expected results as well as the indicators to be used in measuring their attainment or non-attainment should be indicated for every defined activity within each objective. There should be a clear distinction between short term results of activities (**products**), medium term results (**effects**) outcome of a combination of products, long term results (**impacts**) outcome of the logical combination of products and effects.
  - Describe earmarked activities that will lead to the identified results.
  - Demonstrate that once the activities are completed, and results attained, they will contribute in palliating the risks and problems identified initially.
  - Ensure that all indicators are disaggregated by sex and other relevant determinants of gender disparities at community.

*Note: Data for chosen or retained indicators should be available. If not, a reasonable portion of the budget should be set aside to collect this data.*

❖ **Activities and Results should be summarized in Table B1.**

## 7. PLAN TO ENSURE COMMUNITY PARTICIPATION

Please describe how the stakeholder communities were involved in Project planning and design and will be involved in: i) Project implementation and ii) Project monitoring and evaluation. This information will serve a basis for assessing and understanding community participation and ownership.

**NB:** Note that community participation means much more than how the community will benefit from the project. It refers to active involvement, participation in decision making and ownership by the relevant stakeholders. Describe the specific steps that have been taken/planned to maximize this involvement.

## 8. GENDER MAINSTREAMING

Please describe how the project takes into consideration the roles and needs of men and women (with a focus on the needs of women), and how this would be reflected in the results and benefits of the project. Takes into considerations the vulnerabilities of men and boys, but also reflects priorities defined by the poorest and most disempowered women



## 9. PROJECT SUSTAINABILITY AND MONITORING & EVALUATION PLAN

- Present the strategy to sustain project results beyond the GEF SGP funding period. The proposal should outline the steps to be taken before, during, and at project completion to ensure that once all the GEF SGP funds have been disbursed, the project impact will continue for many years thereafter;
- Please identify and list the **major risk factors** that could result in the project not delivering the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the resources of the project). Please also propose risk mitigation measures to address the potential risks;
  - Propose a mid term and end of project participatory evaluation methodology;
  - Please propose specific and **measurable indicators** which help capture the achievement of project results. These indicators will form the basis for monitoring and evaluation. The indicator set for the project should draw upon the set of GEF SGP project level indicators (see Annex 1), but can also be enriched by other project-specific and or national indicators that are appropriate for the project to track;
  - Please identify at least one biophysical indicator pertaining to the relevant GEF focal area (or focal areas) and one indicator from each of the categories of ‘**capacity development, policy influence & innovation**’; ‘**livelihoods & sustainable development, community-based adaptation and empowerment**’ indicators provided (see Annex 1).

## 10. MANAGEMENT: STRATEGY AND ORGANISATION

- Indicate the duration of the project
- State who will do what and how in all the activities with the corresponding indicators as outlined in section 7.
- Draw up a time frame for the implementation of the activities showing how they will be spread over time.

❖ *These last three points on the strategy and organization of the project are expected to feature on Table B2.*

## 11. VISIBILITY AND COMMUNICATION STRATEGY /KNOWLEDGE MANAGEMENT

- Please describe how you would communicate the goals, activities and results of the project with the community members, other community-based organizations and other key stakeholders;
  - Indicate activities to carry out to ensure the visibility of the project;
  - Outline the knowledge management strategy: describe how you plan to capture, share and disseminate the knowledge, lessons learned and good practices gained through the implementation of the project (Documents on lessons learnt, best practices, films, video...);
  - If the project requires awareness-raising at the local level, please describe the plan/activities you would use to achieve the target results and ensure replication of project results.



## 12. BUDGET

- Provide detail budgetary allocation for each activity or group of earmarked activities (**lump sums should be avoided**)

- Indicate the contribution of the community. All cost-sharing contributions (cash and in-kind) should be itemized. This should include sources and nature of the contribution (e.g. Youth Organization contributing labour, land, cash, etc). Please indicate whether the contribution is already committed or just a projection. The contribution should match what is expected from GEF SGP.

- Make budgetary provisions for training costs, if it is going to be done by somebody out of the NGO/CBO or Association

- Make provisions for a 'visibility/communication/identification component as well as knowledge management (documentation of best experiences ...)

- Make provisions for a « follow-up and evaluation » component (participatory mid term as well as final external evaluation)

- Make provisions for institutional support (office running costs, reports ...) which should not be more than 10% of the total budget.

- Make provisions for the community socio-economic studies (if needed), environmental situation (relating to activities of GEF SGP) before the start of activities. This data will be used to formulate the indicators

- Show possibilities for co-funding as well as partnership with private sector. (Indicate the NGO/CBO's as well as the population's contribution in cash or in kind);

- The GEF SGP applies the principle of co-financing the target activities between the relevant partners in the project. It is therefore important that proposing organizations make some contribution towards the operational and programmatic costs of the project;

- Fill Table 3;

*NB: The amount of co-funding (community, NGOs/CBOs and others) which should be equal to the amount requested from GEF SGP, is one of the criteria for proposal assessment).*

**Table 3: Contributions of beneficiary(ies) community(ies) and proposing organisation (NGO/CBO)**

Sources of Community Contribution	Type (cash/in kind <sup>1</sup> )	Committed or Projected?	Value in CFA Francs
1.			
2.			
3.			
<b>Total of Community Contribution</b>			
Sources of proposing organisation contribution	Type (cash/in kind <sup>2</sup> )	Committed or Projected?	Value in CFA Francs
1.			
2.			

<sup>1</sup> Refers to contributions made directly towards projects realization such as labour, materials, time and other quantifiable resources that count towards the achievement of the project results. An approximate amount should be indicated in the table.

<sup>2</sup> Idem as 1.



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3.			
Total of proposing organisation contribution			

- If the funding requested is complementary, clearly indicate how much is requested from GEF/SGP and the agreement of the other donors.

- Indicate if the project has already received support from another donor in the same domain, the amount of funding, the date and present situation of funding received prior to GEF Small Grants Programme's support.

❖ Fill in Table B4 which provides the outline for your budgetary allocations.

**TABLE B1**

**EXPECTED RESULTS AND CORRESPONDING INDICATORS** (or another logical framework considering the NB at section 7 of this document on page 7)

<b>PROJECT CONTENT</b>	<b>EXPECTED RESULTS</b>	<b>RESULTS INDICATORS</b>
<b>Objective 1:</b>	<b>Result 1:</b>	
Activity 1.1:		
Activity 1.2:		
Activity 1.3:		
<b>Objective 2:</b>	<b>Result 2:</b>	
Activity 2.1:		
Activity 2.2:		
<b>Objective 3:</b>	<b>Result 3:</b>	
Activity 3.1:		
Activity 3.2:		
<b>Objective 4:</b>	<b>Result 4:</b>	
Activity 4.1:		
Activity 4.2:		

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NB: kindly include at least one indicator of result per activity



**TABLE B2: ACTIVITIES CALENDAR**

Périods	Year one				Year two				Year three			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
specific Objective 1												
Activity 1.1												
Activity 1.2												
Activity 1.3												
Spécifique objective 2												
Activity 2.1												
Activity 2.2												
Activity 2.3												
Spécific objective 3												
Activity 3.1												
Activity 3.2												
Activity 3.3												

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**TABLE B3: PRESENTATION OF BUDGET FOR ACTIVITIES**

Results/Activities	Budgetary lines	Sources of funding			
		GEF Small Grants Programme Funding/contribution	Beneficiaries' contribution	Co-funding (Other partners)	TOTAL
<b>Result 1</b>					
Activity 1.1					
Activity 1.2					
Activity 1.3					
<b>Result 2</b>					
Activity 2.1					
Activity 2.2					
Activity 2.3					
<b>Result 3</b>					
Activity 3.1					
Activity 3.2					
<b>Result 4</b>					
Activity 4.1					
Activity 4.2					
Capacity Building					
Visibility/Communication/Knowledge management					
Monitoring and Evaluation					
Institutional Support (Not more than 10% of the grant expected from GEF SGP)					
<b>TOTAL (It should not exceed 20 000 USD)</b>					

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## ANNEX 1: GEF SGP Project Indicators

<b>GEF SGP results indicators</b>	
<b>Biodiversity (BD)</b>	
<b>BD1</b>	<ul style="list-style-type: none"> <li>○ Hectares of indigenous and community conserved areas (ICCAs) influenced</li> <li>○ Hectares of protected areas influenced</li> <li>○ Hectares of significant ecosystems with improved conservation status</li> </ul>
<b>BD2</b>	<ul style="list-style-type: none"> <li>○ Hectares of production landscapes / seascapes applying sustainable use practices</li> <li>○ Number of significant species with maintained or improved conservation status</li> <li>○ Total value of biodiversity products/ecosystem services produced (US dollar equivalent)</li> </ul>
<b>Climate Change (CC)</b>	
<b>CCM1</b>	<ul style="list-style-type: none"> <li>○ Tonnes of CO2 avoided by implementing low carbon technologies:               <ul style="list-style-type: none"> <li>▪ Renewable energy measures (please specify)</li> <li>▪ Energy efficiency measures (please specify)</li> <li>▪ Other (please specify)</li> </ul> </li> <li>○ Number of community members demonstrating or deploying low-GHG technologies</li> <li>○ Total value of energy or technology services provided (US dollar equivalent)</li> </ul>
<b>CCM4</b>	<ul style="list-style-type: none"> <li>○ Tonnes of CO2 avoided by implementing low carbon technologies:               <ul style="list-style-type: none"> <li>▪ Low carbon transport practices (please specify)</li> </ul> </li> <li>○ Total value of transport services provided (US dollar equivalent)</li> </ul>
<b>CCM5</b>	<ul style="list-style-type: none"> <li>○ Hectares of land under improved land use and climate proofing practices</li> <li>○ Tonnes of CO2 avoided through improved land use and climate proofing practices</li> </ul>
<b>Land degradation (LD)</b>	
<b>LD1</b>	<ul style="list-style-type: none"> <li>○ Hectares of land applying sustainable forest, agricultural and water management practices</li> <li>○ Hectares of degraded land restored and rehabilitated</li> </ul>
<b>LD3</b>	<ul style="list-style-type: none"> <li>○ Number of communities demonstrating sustainable land management practices</li> </ul>
<b>Sustainable Forest Management (SFM)</b>	
	<ul style="list-style-type: none"> <li>○ Number of hectares of forest and non-forest lands with restoration and enhancement</li> <li>○ Number of communities demonstrating sustainable forest management practices</li> <li>○ Number of peasant leaders involved in successful demonstrations of typologies of agro-ecological practices incorporating measures aimed at reducing emissions from agricultural spaces and enhancing resilience to climate change</li> <li>○ Number of farmers ' organizations/groups/networks disseminating improved agro-ecological practices</li> </ul>
<b>Chemicals and Waste</b>	
	<ul style="list-style-type: none"> <li>○ Tons of solid waste prevented from burning by alternative disposal</li> <li>○ Kilograms of obsolete pesticides disposed of appropriately</li> <li>○ Kilograms of harmful chemicals avoided from utilization or release</li> </ul>
<b>Capacity Development, Policy and Innovation (all focal areas)</b>	
<b>CD</b>	<ul style="list-style-type: none"> <li>○ Number of consultative mechanisms established for Rio convention frameworks (please specify)</li> <li>○ Number of community-based monitoring systems demonstrated (please specify)</li> <li>○ Number of new technologies developed /applied (please specify)</li> <li>○ Number of local or regional policies influenced (level of influence 0 – 1 – 2 – 3 – 4 – 5)</li> <li>○ Number of national policies influenced (level of influence 0 – 1 – 2 – 3 – 4 – 5)</li> </ul>



<b>GEF SGP results indicators</b>	
	<ul style="list-style-type: none"> <li>○ Number of people trained on: project development, monitoring, evaluation etc. (to be specified according to type of training)</li> </ul>
<b>Livelihoods, Sustainable Development, and Empowerment (all focal areas)</b>	
<b>Cross-cutting</b>	<p><b>Livelihoods &amp; Sustainable Development:</b></p> <ul style="list-style-type: none"> <li>○ Number of participating community members (gender disaggregated) (Note: mandatory for all projects)</li> <li>○ Number of days of food shortage reduced</li> <li>○ Number of increased student days participating in schools</li> <li>○ Number of households who get access to clean drinking water</li> <li>○ Increase in purchasing power by reduced spending, increased income, and/or other means (US dollar equivalent)</li> <li>○ Total value of investments (e.g. infrastructure, equipment, supplies) in US Dollars (Note: estimated economic impact of investments to be determined by multiplying infrastructure investments by 5, all others by 3).</li> </ul> <p><b>Empowerment:</b></p> <ul style="list-style-type: none"> <li>○ Number of NGOs/CBOs formed or registered</li> <li>○ Number of indigenous peoples directly supported</li> <li>○ Number of women-led projects supported</li> <li>○ Number of quality standards/labels achieved or innovative financial mechanisms put in place</li> </ul>



## OBJECTIFS DE DÉVELOPPEMENT DURABLE



**Goal 1:** End poverty in all its forms everywhere

**Goal 2:** End hunger, achieve food security and improved nutrition and promote sustainable agriculture

**Goal 3:** Ensure healthy lives and promote well-being for all at all age

**Goal 4:** Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

**Goal 5:** Achieve gender equality and empower all women and girls

**Goal 6:** Ensure availability and sustainable management of water and sanitation for all

**Goal 7:** Ensure access to affordable, reliable, sustainable and modern energy for all

**Goal 8:** Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

**Goal 9:** Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

**Goal 10:** Reduce inequality within and among countries

**Goal 11:** Make cities and human settlements inclusive, safe, resilient and sustainable

**Goal 12:** Ensure sustainable consumption and production patterns

**Goal 13:** Take urgent action to combat climate change and its impacts

**Goal 14:** Conserve and sustainably use the oceans, seas and marine resources for sustainable development

**Goal 15:** Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

**Goal 16:** Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

**Goal 17:** Strengthen the means of implementation and revitalize the global partnership for sustainable development