



Guidelines for Applicants

Call for Proposal #5 (May 2024)

This document provides information to potential grantees on how to apply for National Conservation Trust Fund of Jamaica (NCTFJ) grants. This guideline and the full Grant-Making Manual Framework can be found on NCTFJ's website <http://www.conservejamaica.org/>

Background

The National Conservation Trust Fund of Jamaica (NCTFJ) was incorporated in 2014 as a not for profit company and a locally registered charity. The NCTFJ's goal is to promote, for the benefit of the public, the conservation, protection, management and expansion of the National Protected Areas System (NPAS) in Jamaica, by providing a sustainable flow of funds to support activities such as enforcement, infrastructure, monitoring needs and other activities that contribute substantially to the conservation, protection and maintenance of biodiversity. Funding by NCTFJ is independent and complements existing funding for effective management of protected areas (PAs) any other area of environmental significance.

Types of projects and programmes this grant will support

The NCTFJ has established a Memorandum of Understanding (MOU) with the Protected Areas Committee (PAC), for the PAC to serve in an advisory capacity to the NCTFJ Board. The Committee provides strategic direction and priorities for NCTFJ's grant-making portfolio, to ensure that Calls for Proposals align with the country's priorities for PAs. The PAC oversees the coordination and implementation of the National Protected Areas System (NPAS) Master Plan.

The NCTFJ's Call for Proposals will support single grants lasting 12 months – 36 months for projects and programmes that support management activities in PAs, or an area identified as high priority and of environmental importance for inclusion in the NPAS. Applicants must demonstrate how their projects and programmes will address the issue of conserving and managing PAs.

Thematic focus with examples of eligible activities

The projects and programmes should focus on management activities and actions that protect, sustainably manage, sustainably use or restore natural and modified ecosystems, in ways that address societal challenges effectively and adaptively, to contribute to both human well-being and biodiversity benefits.

Proposals can cover any of the thematic areas or a combination of the thematic areas outlined.

1. Improved management and protection of protected areas:

This can include measures that reduce physical damage to, and pressures on, ecosystems; activities that mitigate degradation and loss of natural capital and ecosystem services; address sustainable habitat management; monitoring and surveillance activities that ensure compliance with PA management plans; equipment and tools for implementing PA management activities; improving data and information sharing for PAs; strengthened participation and capacity development of stakeholders to implement management activities.

2. Restoration and/ rehabilitation of ecosystems for economic and ecological benefits:

This can include the restoration of degraded ecosystems through nursery management and seedling out-planting operations; activities that will create conditions required for successful restoration, which may include, but are not limited to, the removal of invasive species and changes in hydrology; establishing coral refugia as rescue centres and nursery systems; ex situ culture and restocking for ecosystem rehabilitation; and alternative livelihoods/development of sustainable business enterprises that contribute to habitat restoration /rehabilitation. These may include, but not limited to agriculture, apiculture, value added products and eco-tourism.

Eligible Applicants

Applications for funding from NCTFJ may be awarded to the following entities:

- a) Public sector agencies directly involved in the management of PAs.
- b) Local NGOs that have continuously maintained operations, for at least one (1) year prior to the application date for the Call for Proposals, with active PA management operations in Jamaica consistent with the purposes of the grant.
- c) Local CBOs such as community associations or community bodies that are consistent with the purposes of the grant. Local community associations or community bodies must be established and registered in Jamaica for at least one (1) year prior to the application date for the Call for Proposals.
- d) Private sector entities from industries involved in PA conservation, protection,/or monitoring,

consistent with the purposes of the grant. Additionally, the organization should be established in Jamaica for at least one (1) year prior to the application date for the Call for Proposals.

- e) Other registered organizations continuously maintained for at least one (1) year prior to the application date for the Call for Proposals with active operations in Jamaica aligned with the purposes of the grant.

Minimum Standards for Funding

NCTFJ's grants will only be allocated to applicants that meet basic minimum operating standards. Minimum standards include:

- a) the PA site proposed for management/restoration is officially designated within the NPAS or an area identified as high priority and of environmental importance for inclusion in the NPAS;
- b) a designated responsible organization, and qualified responsible person within the organization is identified and named;
- c) designated office of the responsible organization ;
- d) eligible to open a new bank account or use an existing bank account that is established in the name of the group to receive NCTFJ funds, and track revenue and expenses. The bank account is to be used only for NCTFJ project activities for the duration of the project.

Size and duration of the grant

The NCTFJ will support programmes and projects ranging from JM\$ 500,000 to JM\$ 5,000,000. Programmes and projects should be at least 12 months in duration and not exceed 36 months in duration.

Eligibility of costs:

- a. Costs directly associated with actions and activities necessary for the implementation of project or programme. This may include justified/descriptive salaries of project staff; trainings and workshops; materials, equipment, tools and or appliances; evaluation; transportation/ vehicle maintenance where applicable; consultancies, etc.
- b. Indirect costs incurred for implementing the project or programme. This should not exceed 10% of the total budget of the project or programme and must not include costs assigned to another budget line. This may include rent, utilities; stationery, supplies, bank fees, etc.

Eligible costs must be generated during the lifetime of the project or programme. Therefore, costs incurred before the official start date of the project or programme, or after the end date are not eligible for funding.

How to Apply

A two-step application process will be followed: (i) the submission of concept notes, and (ii) applicants with selected concept notes will be invited to submit full proposals.

Applicant organizations must fully complete the concept note template available for download at the NCTFJ's website. The concept note template has instructions on what is expected from the projects.

Applicants must submit the completed concept note template and other required documents to the Programme Officer of the National Conservation Trust Fund of Jamaica either via email at k.curtis@conservejamaica.org and copied to info@conservejamaica.org, or delivered by hand or by registered mail at **Suite#5, 70 Half Way Tree Road, Kingston 10**, no later than **5:00 p.m (local time) on June 18, 2024**. **Applications that exceed the page limit and Annex limit will be rejected. Proposals received outside of this designated period, or outside of the criteria above will not be considered.**

Preparation Sessions

The NCTFJ supports potential and interested applicants through the various stages of the application process. These include an information session and training sessions in concept note writing, budget preparation and full proposal preparation. Participation in these sessions is encouraged, especially for groups who have not previously applied for funding.

Selection Process

A two-step application process will be followed. Concept notes will be evaluated by a Grant Selection Committee and selected according to the activities outlined in the Concept Notes template. Applicants with selected concept notes will be invited to submit a full proposal. The Grant Selection Committee will use a score sheet to evaluate how the concept note meets the theme, will improve the management and protection of critical ecosystems, and assist in the restoration / rehabilitation of ecosystem services.

Full proposal templates will be provided to applicants of selected concept notes. Full proposals will be evaluated by the Grant Selection Committee (GSC) and selected according to the aspects required in the Evaluation Scoring Sheet for Full Proposals. Selected full proposals will be awarded a NCTFJ grant and applicants will sign a grant agreement with the NCTFJ.

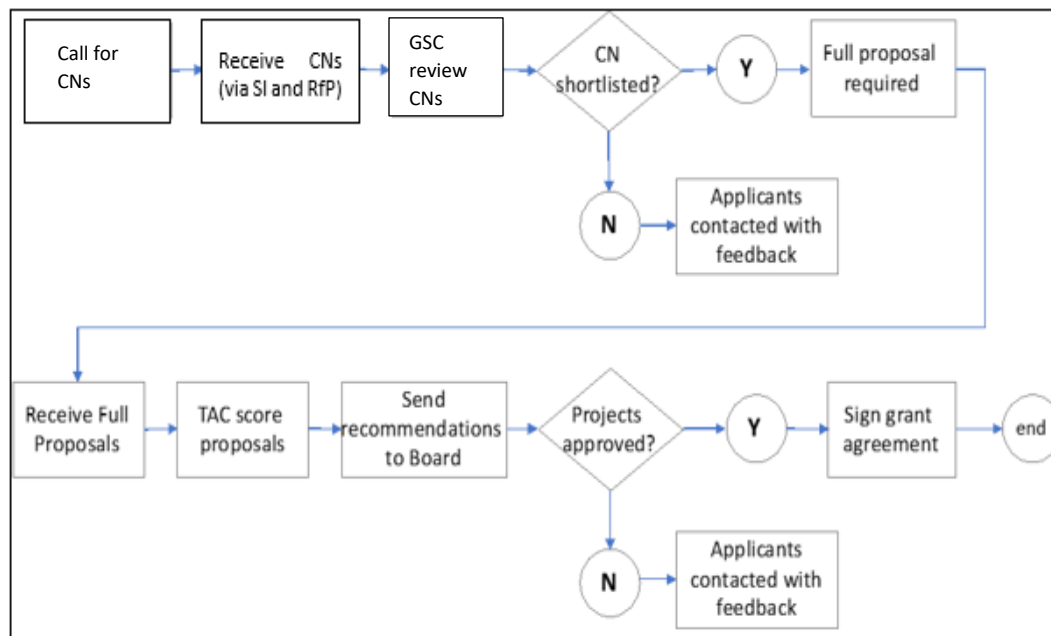


Figure 1. NCTFJ's grant selection process

Selection Criteria

The maximum score is 70 points, with up to 20 points awarded for information on the Applicant's Organization, and up to 50 points awarded for the Programme/Project Approach. Applicants for funding support will be evaluated on their contribution to the following criteria:

Applicant Organization (20 points)

- **Institutional capacity and track record of grantee:** Evidence of past achievements of applicant, previous successful projects and composition of project/programme team.
- **Legal and financial status:** Applicant has been legally registered at the Companies Office of Jamaica for at least one (1) year prior to the application date, with a local business bank account, and experience in managing projects/programmes with budgets similar to the amount requested.
- **Organization:** Institutional goals align with the purpose of the NCTFJ.

Programme/Project Approach (50 marks)

- **Core objectives:** Alignment of proposed programme/project with the thematic focus of the Call for Proposal. Additionally, actions should support national policies and strategies in conservation, environmental management or similar thematic areas.

- **Relevance and responsiveness to the Call for Proposals:** Demonstrate actions that contribute to improved conservation, management of PAs and solutions to societal challenges that demonstrate social, economic and environmental benefits. Additionally, contribute towards creating the necessary environment for resilient communities, benefits to vulnerable groups (e.g. women, youth) and local communities, or focus on gender and youth perspectives; and actions that contribute to long-term sustainability of the PAs (e.g. replication potential).
- **Measurable outcomes and impact:** Demonstrate a well-articulated strategy, measurable grant outcomes and quality of the methods/approach to undertake the programme/project.

Timelines

The timeline for the complete selection process is estimated below.

Main action	Timeline
a) Request for concept notes open (include information and preparation sessions)	May 21, 2024
b) Submission of concept notes	June 18, 2024
c) Decision on selection of concept notes	July 15, 2024
d) Submission of full proposal	August 8, 2024
e) Decision on selection of full proposals to be awarded	September 6, 2024
f) Grant agreement signed	September 20, 2024

Questions and Answers:

Applicants may submit questions to NCTFJ up to June 10, 2024 for this Call for Proposals. Questions must be submitted through the following email: k.curtis@conservejamaica.org. Questions received and the answers provided will be published on the NCTFJs website at <http://www.conservejamaica.org/>