

**CONCEPT NOTE**

**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.**

**Applicants must complete the Concept Note template in full, not exceeding 8 pages. The annex limit is 3 pages. Use letter-sized paper, 1-inch margins, Times New Romans font size 11. Applications that exceed the page and/or annex limit will be rejected.**

**Applicants must submit Concept Note and other required documents to the NCTFJ Manager, Suite#5 70 Half Way Tree Road, Kingston 10, no later than 5:00 p.m (local time) on May 25, 2020 and may be submitted by registered mail, hand delivered or emailed to** [info@conservejamaica.org](about:blank). E-applications are strongly encouraged due to the stay at home orders during the pandemic **Incomplete Concept Note templates will not be considered.**

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 Programme or 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 (must be established in Jamaica for at least one (1) year prior)** to the application date of the Call for Proposal”

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| --- | --- | --- |
| Legal Name of Applicant: |  | |
| Short Name/Acronym: |  | |
| Type of Organisation  *Mark with an X one option only.* |  | Statutory Body |
|  | Executive Agency |
|  | Non-government organization (NGO) |
|  | Community-based organization (CBOs) |
|  | Private sector |
|  | Other (specify here) |
| Year Organisation Established: |  | |
| Number of Staff members: |  | |
| Purpose/ Mission: |  | |
| Main focus of activities undertaken  *Mark with an X the appropriate options* |  | Protected Areas Management and Conservation |
|  | Protected Areas Promotion and Development |
|  | Education and Awareness |
|  | Restoration and Rehabilitation |
|  | Capacity Development and Building Activities |
|  | Other (specify) |
| Address: |  | |
| Office telephone number(s) |  | |
| Office email: |  | |
| Website Address: |  | |
| Contact Person Name: |  | |
| Contact Person Position: |  | |
| Contact Person Email: |  | |
| Alternate Contact Name: |  | |
| Alternate Contact Position: |  | |
| Alternate Contact Email: |  | |
| Authorization | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**Please list below past programmes/projects that your organization has managed (limit to the last 5 years):**

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| --- | --- | --- | --- | --- | --- |
| **Programme/Project Title** | **Main theme** | **Start** *(MM/YY)* | **End** *(MM/YY)* | **Main donor(s) and contact information** | **Budget** *(JMD)* |
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**PROJECT INFORMATION**

*Please delete the instructions text in italic.*

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| --- | --- |
| **Programme/Project Title:** |  |
| **Geographic Area:**  *If possible, give an estimate size in hectares.* |  |
| **Problem:**  *Clearly state the specific problem the programme/project seeks to address. Identify the root cause(s) of the problem, the effect(s) it is (they are) having on the community or the environment. Also, explain what would be the likely consequences of not addressing it/them. (300 words)* |  |
| **National/regional policies and priorities:**  *Explain how the project supports policies and strategies (e.g., management plans, national adaptation plans, National Communications under UNFCCC, NBSAPs, etc.) (250 words)* |  |
| **Approach:**  *Explain if the programme/project will continue, scale-up, replicate any previous activity or if it has synergies with other actions in the area (250 words)* |  |

**Programme/Project Intervention Logic**

**What is the Goal of the programme/project?**

*State the long-term social, environmental and/or economic (impact) benefits to which the programme/project will contribute.*

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| --- | --- | --- | --- | --- |
| **Objectives**  *Maximum of 3 main strategies the programme/project will adopt to achieve the goal* | | **Expected Outcomes**  *Main effects expected to happen with the programme/project intervention* | **Expected Results**  *Main products or results expected to be delivered by the activities.* | **Activities**  *What will be done to deliver the outputs (main activities)* |
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| **Relevance to the NCTFJ Objectives** | |
| **How the programme/project contributes to the thematic areas of the Call for Proposal?**  *Refer to the Call for Proposals focus areas in your answer (200 words)* |  |
| **Implementation details** | |
| **Key Stakeholders and Partners:** |  |
| **Programme/Project Duration** *(in months)***:** |  |

**What is the total amount being requested from the NCTFJ (in JMD)?**

**Are there any other funders that will provide in-cash contributions to the programme/project? List below, if any, and complete the estimated amounts in the table below:**

*Main budget item normally includes personnel (staff and consultants), travel, equipment, events, communication, including all required permits and licenses, and signage at the project sites. See the guidance document for the Call for Proposals for preparing the budget. Import duties cannot be paid with NCTFJ grant funds. Please add rows as necessary.* *The detailed budget may be attached as an appendix (table, Excel sheet) but the form must be used as an outline.*

|  |  |  |
| --- | --- | --- |
| **Main Budget Items**  *Please list all* *Programme cost in this column. Examples of line items are provided below.* | **NCTFJ** (JMD) | **Other funders**  If any (JMD) |
| Training |  |  |
| Travel |  |  |
| Accommodation |  |  |
| Equipment and Supplies |  |  |
| Public Education Campaign |  |  |
| Human Resources for project/ programme |  |  |
| Rent &/or utilities |  |  |
| Others (specify) |  |  |

**Are there in-kind contributions from your organization or from other supporters or partners? If yes, please indicate.**

*In-kind support may include labour, travel costs, equipment that is lend to the project, trainings, etc.*