



Guidelines for Applicants

NCTFJ's Call for Proposal #1 (April 2020)

This document provides information to potential grantees on how to apply for NCTFJ grants. This guideline and the full Grant-Making Manual Framework can be found on the NCTFJ 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) of 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 will be independent and long-term and will complement the Government's support for effective management of protected areas (PAs) and or any other area of environmental significance.

Types of project 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 will provide strategic direction and priorities for NCTFJ's grant-making portfolio, to ensure that Call for Proposals align with the country's priorities for PAs. The PAC oversees the coordination and implementation of the Protected Areas System Master Plan.

The NCTFJ's first Call for Proposals will support single grants lasting no more than 3 years for projects and programmes with a focus on improved wetland ecosystems in protected areas, or an area identified as high priority and of environmental importance for inclusion in the NPAS Projects and programmes to be supported should contribute to effective protected areas management.

Thematic focus with examples of eligible activities

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

Enhanced management of wetlands:

Conducting ecological assessments and scientific investigations; capacity development of managers/rangers; management planning linked to wetland conservation; collection of baseline data in places where the information does not exist; measures to reduce physical damage to wetlands; measures to reduce pressures on wetlands; habitat and species management, environmental education and awareness; activities that mitigate major threats to wetlands; monitoring and surveillance activities that ensure compliance with management plans being implemented in Protected Areas; and equipment and tools used for monitoring.

Conservation and or Restoration of wetlands:

Restoration through nursery and out-planting operations; reduction of land-based stressors that have contributed to degradation of wetlands; eradication of invasive species; restore wetlands through reforestation and sustainable forest management; and actions that contribute to habitat rehabilitation.

Sustainable use of wetlands to support adaptation of local people to adverse effects of climate change while contributing to effective protected area management:

Promotion of diversified, supplemental and sustainable livelihoods; promotion of sustainable land management and climate smart agriculture as a means of reducing pressure on wetlands; education and awareness of local communities and local decision-makers on the importance, benefits and activities for conserving wetlands; and strengthened participation and capacity of communities to implement activities such as those outlined above.

Eligible Applicants

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

- a) Public sector agencies directly involved in the management of protected areas.
- b) Local NGOs that have continuously maintained for at least one (1) year prior to the date of the application date for the Call for Proposal with active 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 in Jamaica for at least 1 year prior to the application date for the Call for Proposal.
- d) Private sector entities from industries involved in protected area conservation, protection and or monitoring, consistent with the purposes of the grant. Additionally, established in

Jamaica for at least 1 year prior to the application date for the Call for Proposal.

- e) Other registered organisations continuously maintained for at least one (1) year prior to the application date for the Call for Proposal with active operations in Jamaica consistent 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 is officially designated within National Protected Areas System (NPAS) or an area identified as high priority and of environmental importance for inclusion in the NPAS;
- b) designated responsible organization and qualified responsible person within the organization;
- c) designated office of the responsible organisation for the protected area;
- d) a bank account established to receive and track revenue and expenses (i.e., the account may be housed within a GOJ agency or with a local bank for other organizations); and
- e) routine management presence (e.g., rangers, concessionaires, guide services, law enforcement, resource protection specialists).

Size and duration of the grant

The NCTFJ will support programmes and projects ranging from JMD\$ 500,000 to JMD\$ 5,000,000.

Eligibility of costs:

- a. Costs directly associated with actions and activities necessary for the implementation of project or programme. This may include salaries project staff; training and workshops; materials, equipment, tools and or appliances; evaluation; transportation and or vehicle maintenance where applicable; consultancy etc.
- b. Indirect cost 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 and or utilities; stationery and or supplies; bank fees etc.

Eligible costs must be generated during the lifetime of the project or programme. Therefore, cost incurred before the official starting 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 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 Manager of the National Conservation Trust Fund of Jamaica via email at info@conservejamaica.org, or hand delivered or by registered mail at **Suite#5, 70 Half Way Tree Road, Kingston 10**, no later than 5:00 p.m (local time) on May 25, 2020. E-applications are strongly encouraged due to the stay at home orders during the pandemic. **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.

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 aspects required 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 and uses the resources best to improve wetland functions.

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.

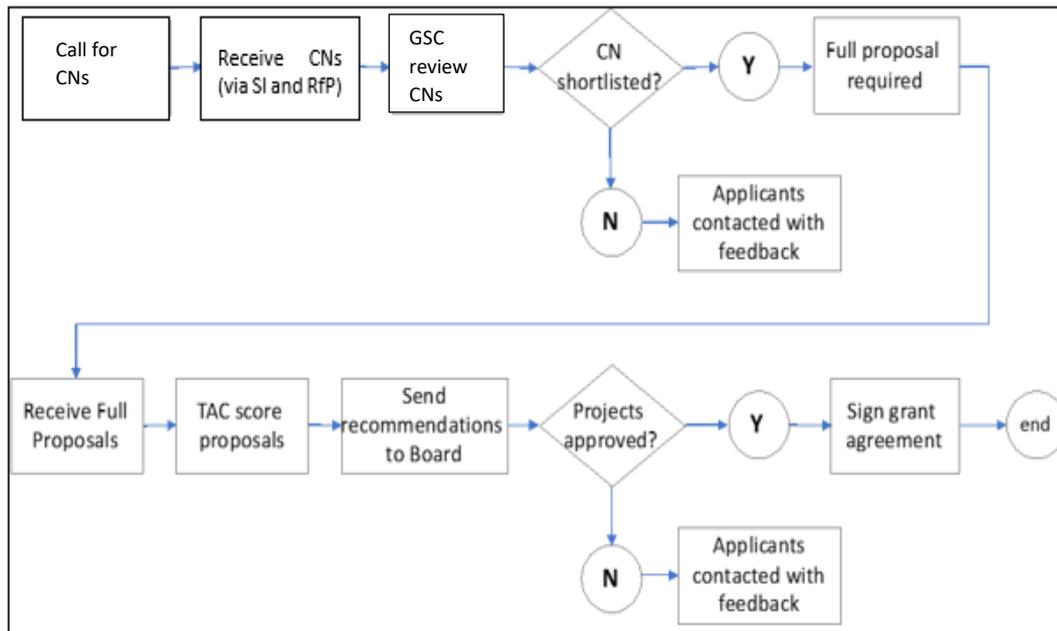


Figure 1. NCTFJ's grant selection process

Selection Criteria

The maximum score is 70 points, being 20 points for Applicant Organization and 50 points 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 grantee, 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 also 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 and/or similar thematic areas.

- **Relevance and responsiveness to the Call for Proposal:** Demonstrate actions that contribute to improved conservation and management of wetlands; benefit and contribute towards creating the necessary environment for resilient communities, benefits to vulnerable groups (e.g. traditional peoples, women, youth) or focus on gender and youth perspectives; and actions that contribute to long-term sustainability of the protected area or area of environmental significance (e.g. sustainable activities and 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 Proposals open	April 27, 2020
b) Submission of Concept Notes	May 25, 2020
c) Decision on selection of Concept Notes	July 13, 2020
d) Submission of Full proposal	August 10, 2020
e) Decision on selection of Full Proposals to be awarded	October 26, 2020
f) Grant Agreement Signed	November 2, 2020

Questions and Answers:

Applicants may submit questions to NCTFJ up to May 15, 2020 for this Call for Proposals. Questions must be submitted through the following emails: the.nctfj@gmail.com and info@conservejamaica.org. Questions received and the answers provided will be published at the NCTFJ website at www.conservejamaica.org