



**Guidelines for Applicants**  
**Call for Proposals #3 (May 2023)**

## **Background**

The National Conservation Trust Fund of Jamaica (NCTFJ) is a grant-making entity established to fund activities that are related to the conservation and management of a protected area or areas of environmental significance. The NCTFJ funds activities that contribute to the long-term sustainability of Jamaica's National Protected Areas System.

The NCTFJ launched its inaugural Call for Proposals in 2020 to provide grant funding to support eligible applicants working in Jamaica to conserve, protect and manage protected areas. The NCTFJ has recently mobilised additional resources from the Inter-American Foundation and will be expanding its Grant-making portfolio to scale the impacts of grants in protected areas. The NCTFJ, through its Call for Proposals, is seeking to fund environmentally based, community development projects that will strengthen and promote community development in Jamaica.

## **Purpose of subgrants**

NCTFJ will manage a subgrant fund for community-based organizations (CBOs) to manage protected areas, conserve and restore wetlands, farm sustainably to ensure food security, carry out institutional strengthening activities, and other areas community-based groups propose to strengthen and promote for environmentally based community development.

NCTFJ will award subgrants for programmes and projects reflecting the philosophy of environmentally based community development projects, defined as those that:

- improve the well-being of project participants.
- enhance participants' collective capacity to identify, understand, and address problems that they deem to be important.
- engage participants as community champions and advocates.
- focus on environmental conservation activities that are sustainable over time.

## **Thematic focus areas**

**Conservation and/or restoration of wetlands:** Community-based restoration of wetlands through nursery and out-planting operations; reduction of land-based stressors that have contributed to degradation of

wetlands; eradication of invasive species; restoration of wetlands through reforestation, sustainable forest management; and actions that contribute to habitat rehabilitation.

**Sustainable farming:** Improve community-led farming practices and approaches. This may include reduction/alternatives of the use of chemicals in agriculture; increase efficiency and effectiveness of food production, value chain and reduction of food waste/spoilage; increase diversification and livelihood improvement to support adaptation of local people to adverse effects of climate change while contributing to effective management of a protected area; and expanded restoration of degraded lands.

**Institutional strengthening:** Activities that enhance participants' collective capacity to operate, implement and promote environmental conservation activities. These may include but are not limited to the development of core institutional documents, business plans, and trainings.

## **Size and duration of grant**

The NCTFJ will support programmes and projects ranging from JMD 500,000 to JMD 2,000,000. The period for completion of programmes and projects should not **exceed 12 months**. Co-financing from applicants is required. Each applicant must contribute counterpart funding in cash and/or in-kind equal to 30% of the funds being requested from NCTFJ.

## **Eligibility Criteria**

To be eligible for this grant, applicants must satisfy the following criteria:

- a) must be a local Community-Based Organization (CBO) such as a community association or community body that is consistent with the purposes of the grant.
- b) must be established and registered in Jamaica for at least one (1) year prior to the application date for the Call for Proposal.
- c) the site for the project or programme must be within a community located within a protected area or area of environmental significance.
- d) must have a designated office or designated address for operations, and a responsible and qualified person within the organization.
- e) the project should have at least one person with operational responsibility for the implementation of the project and administration of funds.

f) must be eligible to open a new bank account or use an existing bank account that is established in the name of the CBO to receive NCTFJ funds, and track revenue and expenses.

Successful applicants will be required to submit quarterly reports (narrative and financial) and a final report (narrative and financial) at the end of the project.

## Eligible costs

- Costs directly associated with actions and activities necessary for the implementation of the project or programme. This may include salaries of project staff; training and workshops; materials, equipment, tools and/or appliances; evaluation; transportation and/or vehicle maintenance where applicable; consultancy; communication, required permits and licences, signage at the project sites, etc.
- 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.

Import duties and costs 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 when NCTFJ launches its Call for Proposals: (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 outlines what is expected from the applicants at this stage of the process.

Applicants must submit the completed Concept Note template and other required documents to the Manager of the National Conservation Trust Fund of Jamaica and copy to the Programme Officer no later than, 11:59pm (local time) on 29 May 2023. Applications can be delivered by hand, or by registered mail to **Suite #5, 70 Half Way Tree Road, Kingston 10** or emailed to [info@conservejamaica.org](mailto:info@conservejamaica.org), and copied to [k.curtis@conservejamaica.org](mailto:k.curtis@conservejamaica.org). E-applications are strongly encouraged. **Concept Notes that exceed the page and annex limit will be rejected.**

Incomplete Concept Note templates and Concept Notes received outside of the designated period or outside of the criteria above will not be considered.

## Selection Process

### Concept Note

Concept Notes will be evaluated by a Grant Selection Committee (GSC) and selected according to the aspects required in the Evaluation Scoring Sheet for Concept Notes. Applicants with selected Concept Notes will be invited to submit a full proposal.

### Full Proposal

Full Proposal templates will be provided to applicants of selected Concept Notes. Full Proposals will be evaluated by the GSC and selected according to the aspects required in the Evaluation Scoring Sheet for Full Proposals. Selected Full Proposals will be awarded an NCTFJ grant, and applicants will sign a grant agreement with the NCTFJ.

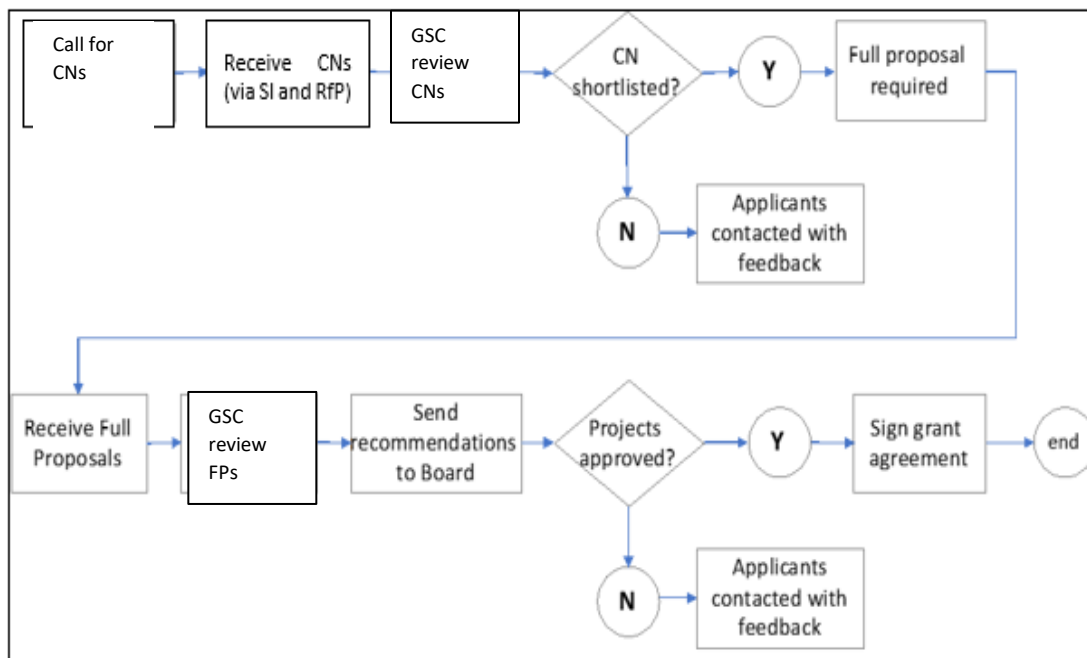


Figure 1. NCTFJ's grant selection process

## Selection Criteria

All applicants will be evaluated based on the following criteria:

## **Applicant Organization**

- **Institutional capacity and track record of grantee:** Evidence of past achievements of grantee or evidence that the grantee is active in the community and identification of project/programme team with operational responsibility.
- **Legal and financial status:** Applicant organisation has been legally registered at the Companies Office of Jamaica and/or the Department of Co-operatives and Friendly Societies for at least one (1) year prior to the application date, with a local business bank account, and also has experience in managing projects or programmes with budgets similar to the amount requested. Each applicant must contribute a counterpart in cash and/or in-kind equal to 30% of the funds being requested from NCTFJ.
- **Organization purpose:** Institutional goals align with the purpose of the NCTFJ, which is to protect and/or sustainably use natural resources.

## **Programme/Project Approach**

- proposed programme or project aligns with the thematic focus of the grant. Actions should support protected areas plan, or national plans (protected areas system master plan, management plans etc) in conservation, environmental management and/or similar thematic areas.
- improve the well-being of project participants.
- enhance participants' collective capacity to identify, understand, and address problems that they deem to be important.
- engage participants as community champions and advocates.

## **Relevance and responsiveness to the Call for Proposal**

Demonstrate actions that:

- contribute to improved conservation, management of protected areas and solutions to societal challenges that demonstrate social, economic and environmental benefits.
- 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;
- contribute to long-term sustainability of the protected area or area of environmental significance (e.g. replication potential).

## **Measurable outcomes and impact**

Demonstrate measurable grant outcomes and quality of the methods/approach to undertake the programme or project.

## Timelines

The timeline for the complete selection process is estimated below.

Main action	Timeline
a) Request for Concept Notes open	1 May 2023 - 29 May 2023
b) Decision on the selection of Concept Notes	19 June 2023
c) Submission of Full Proposal	17 July 2023
d) Decision on the selection of Full Proposals to be awarded	4 September 2023
e) Grant Agreement Signed	18 September 2023

## Conflict of interest

**Conflicts of interest:** A grant selection committee member shall not make a decision or participate in making a decision or seek to influence a decision where an actual or perceived conflict of interest arises regarding grant awards. Therefore, the member should not contribute to the proposal selection if his/her organization applied. Additionally, Directors, Officers and staff of the NCTFJ must declare the conflict in a written statement (i) disclose in full the nature of the interest and (ii) recuse themselves from relevant discussions.

**Misuse of funds:** This involves using funds for purposes other than which the NCTFJ authorised, or agreed on with the grantee. In the case of possible misuse of funds during grant execution, the staff and the Board will attempt to resolve the conflict or funding issue. The Board may ask for an external investigation or mediation to resolve the issue if needed.

### Enquires may be directed to:

National Conservation Trust Fund of Jamaica  
Suite #5, 70 Half Way Tree Road Kingston 10

Email: [info@conservejamaica.org](mailto:info@conservejamaica.org) or [k.curtis@conservejamaica.org](mailto:k.curtis@conservejamaica.org)

Tel: 876-620-5374