

Guidelines for Applicants

NCTFJ's Call for Proposal- Gender Smart Facility

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.

The NCTFJ is pleased to announce the Call for Proposals for the Gender Smart Facility (GSF), a regional grant award mechanism of the Caribbean Biodiversity Fund (CBF). The GSF is co-financed by the Global Affairs Canada (GAC) and the CBF. The GSF seeks to address the funding gap for civil society organizations and other groups working on integrated gender responsive (IGR) nature-based solutions in the Caribbean. The GSF funding is being implemented locally through the NCTFJ. This call for proposals supports targeted gender-responsive, environmentally-focused grants. This approach recognizes that climate change impacts different demographic groups in varying ways, with certain populations being more vulnerable due to social, economic, and political factors. This document outlines the criteria and process for eligible organizations to apply for funding.

Objectives of the GSF Grants

The NCTFJ will award grants to projects that support **gender responsive Nature-based Solutions (NbS)** via local environmental and women's rights organizations (EWROs).

Nature-based Solutions: Nature-based Solutions (NbS): involves utilizing the power of nature to tackle challenges like climate change, biodiversity loss, and disaster risk, while providing simultaneous benefits to human well-being. NbS demonstrates how projects and programmes will harness the power of nature to generate a range of benefits to protected areas, human well-being and economy.

Hence offer a triple dividend of benefits: economic, social and environmental benefits to build resilience of nature and people

NCTFJ will award grants that address Biodiversity loss, climate resilience and disaster risk that consider a range of key factors affecting vulnerability, including but not limited to:

- Alignment with national climate change policies to build adaptive capacity and climate resilience.
- Integration of gender considerations, emphasizing gender-responsive approaches, participation and access.
- Engagement of local communities and stakeholders in protecting, restoring, and enhancing coastal ecosystems that support their livelihoods.
- Reduction of environmental and social vulnerability by addressing climate risks.
- Restoration, maintenance, and improvement of marine and terrestrial ecosystems and management of ecosystem services.
- Support for the implementation of key policies or frameworks related to climate change adaptation using community-based or multi-sectoral approaches.
- Enhancement of gender-responsive governance of natural resources for optimal ecosystem services, including emphasis on participatory design and implementation, empowerment of vulnerable groups, increasing transparency, and fostering ownership of natural resources.
- Building human capacity through exposure to the design and implementation of gender-responsive climate solutions and associated training activities

Thematic areas for funding

Proposals can cover any of the thematic areas or a combination of the thematic areas outlined. The GSF should **utilise Nature-based Solutions** to address key factors that influence vulnerability such as community livelihoods development, marine and terrestrial biodiversity, water quality and availability, agriculture and food security, coastal infrastructure and settlements and natural disaster management.

1. Nature-Based Solutions that support protected areas:

- measures that reduce physical damage to and pressures on ecosystems;
- activities that mitigate degradation and loss of natural capital and ecosystem services;
- sustainable habitat management;
- sustainable livelihoods; and strengthened participation and capacity of communities to implement Nature-based solutions to adapt and respond to climate change

2. Restoration and/ rehabilitation of Ecosystems using Nature-Based Solution:

- restore ecosystems and promote socioeconomic resilience through livelihood development
- projects should reduce environmental vulnerability while addressing gender inequalities
- restore and maintain marine and terrestrial ecosystems
- enhance gender-responsive governance of natural resources
- empower marginalized groups in climate decision-making
- provide training and raise awareness in gender-responsive climate solutions.

All projects **MUST** either take place in, or benefit Protected Areas, as identified in the National Protected Areas System (see website for list of protected areas) or other areas identified as a high priority for inclusion in the Protected Area System.

Eligible Applicants

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

- a) 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 PA management operations in Jamaica consistent with the purposes of the grant.
- b) 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
- c) Local universities or colleges in Jamaica
- d) Other registered not for profit 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. Eg, local environmental and women's rights organizations (EWROs).

Size and duration of the grant

The GSF will provide grants to facilitate small-scale initiatives with a duration of 12 months to a maximum period of 18-months. Due to the short timeframe for these initiatives, realistic and practical initiatives should be considered that are not over ambitious. Grants up to JMD 5,000,000 will be awarded. It is highly recommended that interested applicants provide co-financing. All cost-sharing contributions (cash and in-kind) should be valued and included where applicable as this demonstrates commitment to the project. NCTFJ will provide support in developing the budget through its proposal writing sessions.

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.

Monitoring, Evaluation and Learning Requirements

The activities being implemented should have a lasting and sustainable impact beyond project implementation. Ideally, concepts for sub-projects should be designed to support a number of key metrics/targets including but not limited to:

- # of beneficiaries from climate adaptation projects disaggregated by sex, age and geographic location, ethnicity, socio-economic status
- # of hectares/acres restored using nature-based solutions (such as Ecosystem based adaptation and Circular Economy principles etc)
- # of trained individuals with improved knowledge and capacity to implement nature-based solutions supporting IGR approaches (eg. in livelihoods, biodiversity conservation and climate change).
- # of IGR initiatives enabling marginalized groups (youths, women and girls participation)

Visibility Requirements

As funding is provided by GAC and CBF, all successful grantees will be required to adhere to the organizations' public visibility and recognition guidelines. Key aspects include:

- Branding and Visual Identity:
- The GAC and CBF visual identity/logo must be prominently displayed on all project-related communication materials, publications, and products. This includes, but is not limited to, reports, presentations, social media graphics, infographics, videos, websites, and print materials. Successful Applicants will be provided with specific guidelines on the use of visuals, color palettes, and typography.
- Co-Branding:
- Grantees must follow co-branding guidelines, ensuring clear space and minimum size for graphic elements, in collaboration with GAC, CBF and the NCTFJ.
- Attribution:
- All communications and public-facing materials must clearly acknowledge Global Affairs Canada's financial support.
- Photography and Videography:
- When using images, informed consent must be obtained, appropriate crediting provided, and harmful stereotypes avoided.

Further detailed guidelines on public visibility requirements will be provided to successful grantees upon award of the grant.

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 k.curtis@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 August 29, 2025. E-applications are strongly encouraged. **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 and deadlines

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.

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.

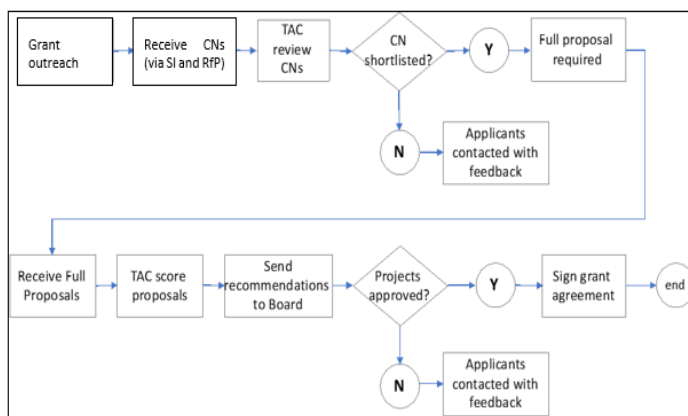


Figure 1. NCTFJ's grant selection process

Important dates

- Deadline for Applications: August 29,2025
- Shortlisting of Concept Notes: September 22,2025
- Deadline for Submitting Full Proposals: October 2, 2025
- Award Decisions Expected By: November 2025

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:

- **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:**
Ecosystem-based Adaptation: Covers the elements of EbA in the project (A- helps people adapt to climate change; B- makes active use of biodiversity and ecosystem services; C- part of an overall adaptation strategy); Gender responsiveness: Outlines specific strategies to ensure gender responsiveness and diversity; Gender partnerships: Partners with women-rights or women-led organizations.
- **Measurable outcomes and impact:** Demonstrate a well-articulated strategy, measurable grant outcomes and quality of the methods/approach to undertake the programme/project.

Questions and Answers:

Applicants may submit questions to NCTFJ up to August 20, 2025 for this Call for Proposals. Questions must be submitted through the following emails: k.curtis@conservejamaica.org and info@conservejamaica.org. Questions received and the answers provided will be published at the NCTFJ website at www.conservejamaica.org