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**CALL FOR PROPOSALS #6**

**Small Grants For Environmentally Based Community Development**

The National Conservation Trust Fund of Jamaica Limited (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 and fund activities that contribute to the long-term sustainability of Jamaica’s National Protected Areas System.

The NCTFJ, through its Call for Proposals, is now inviting eligible applicants (see Section 2) to submit Concept Notes. A two-step application process will be followed:

1. the submission of Concept Notes, and
2. (ii) applicants with selected Concept Notes will be invited to submit full proposals.

The NCTFJ is now accepting applications in the form of Concept Notes for projects and programmes that will strengthen and promote environmentally-based community development.

NCTFJ will fund 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, and
* focus on environmental conservation activities that are sustainable over time.

**1. Thematic focus of this Call for Proposals:**

1. Conservation and/or restoration of wetlands
2. Sustainable farming
3. Institutional strengthening

Applying project budgets may range from JMD 500,000 to JMD 2,000,000.

**2. Who can apply?**

Eligible applicants must satisfy the following criteria:

1. 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,
2. must be established and registered in Jamaica for at least one (1) year prior to the application date for the Call for Proposal,
3. the site for the project or programme must be within a community located in a protected area or area of environmental significance,
4. must have a designated office or designated address for operations, and a responsible and qualified person within the organization,
5. the project should have at least one person with operational responsibility for the implementation of the project and administration of funds, and
6. 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 only NCTFJ funds, and track revenue and expenses during the project period.

**3. Processing of Concept Notes**

1. **Receipt.** Applicants will receive an email confirming receipt of Concept Note.
2. **Screening** to determine if the Concept Note is within the theme of the Call and if the application is eligible for funding.
3. **Review** by the Grant Selection Committee to assess suitability and recommend proposals to be funded.
4. **Approval** by the NCTFJ Board.

Applicants will be informed of the status of Concept Notes at the end of this process.

**4. Application Period**

Concept Notes will only be accepted during the period January 28, 2025 to March 7, 2025. Concept Notes must be addressed to the NCTFJ Manager, and copied to the Programme Officer no later than, 5:00 p.m (local time) on March 7, 2025. Applications can be delivered by hand, or by registered mail to **Suite #5, 70 Half Way Tree Road, Kingston 10** or emailed to [k.curtis@conservejamaica.org](mailto:k.curtis@conservejamaica.org)and copied to [info@conservejamaica.org](about:blank), E-applications are strongly encouraged**. Incomplete Concept Notes or Concept Notes that exceed the page limit will not be considered.**

Concept Notes received outside of this designated period or outside of the Thematic Focus above **will not** be considered.

**Application forms**

Application forms for the Concept Note, guidelines and other relevant documents can be found at the NCTFJ website at [www.conservejamaica.org](about:blank).

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