Instruction form

What is the Small Grants Programme (SGP)?
The programme is funded by the Global Environmental Facility (GEF) as a corporate programme, implemented by the United Nations Development Programme (UNDP) on behalf of the GEF partnership, and executed by the United Nations Office for Project Services (UNOPS).

SGP channels Financial and technical support directly to CBOs and NGOs for activities that conserve and restore the environment while enhancing people’s well being and livelihoods.

What are the criteria for an SGP project (pre-requisites)?
- The application must be a legal Non-Governmental Organisation or Community Based Organisation.
- The project is a community driven and based upon community participation.
- The project needs to address at least one of the following GEF focal areas:
  - Biodiversity
  - Climate change
  - International Waters
  - Land degradation
  - Chemicals and POPs

Procedures of project application SGP
1. First, you submit a project concept, which basically gives us an idea of your project.
2. The SGP office screens the project concept and you will receive feedback within 8 weeks:
   - If the project concept has been approved, then you will be contacted and you can proceed with writing the project proposal.
   - If the project concept has not been approved, you will be contacted and the reasons for rejecting your project concept will be discussed.
3. You prepare a project proposal (approximately 15 pages), with assistance from SGP if required.
4. You submit your project proposal, and the National Steering Committee (NSC) shall evaluate your proposal. This may take 3 – 4 months maximum.
5. You are contacted after the NSC has made a decision. If your project proposal has been approved, a Memorandum of Understanding will be signed between UNDP and the representative of your organization. If your project proposal has been rejected, the reasons will be discussed with you.

What do I need to submit?
A signed and fully completed project concept format of no more than 4 pages.

Where do I need to submit the project concept?
You can submit the project concept at the Small Grants Programme office of Suriname, addressed to Mrs. Tanja Lieuw, National Coordinator.

In what format do I need to submit the project concept?
1. You can deliver the hard copy project concept at the UN House, address is Heerenstaat 15-17, Paramaribo in a closed envelope marked with “SGP Project Concept”, including a CD with a digital copy of your project concept.
2. You can email the signed concept to: tanja.lieuw@undpaffiliates.org. Please indicate the following in the subject: “SGP Project Concept”.

If you have any other questions, please contact:
SGP National Coordinator
Tanja Lieuw
425148 / 421417
Tanja.lieuw@undpaffiliates.org
www.sgp.undp.org
GENERAL ENVIRONMENT FACILITY (GEF)
Small Grants Programme (SGP)
PROJECT CONCEPT FORMAT

General Information

Country: Suriname  Date of submission: _________________________________

Project Title: _________________________________________________________________
_________________________________________________________________

Geographical location and name of the community: ____________________________________________

Ressort and district: ____________________________

Name of the project applicant: ___________________________________________________________

Address : __________________________________________________________________________

Telephone: __________________ Fax: _____________________ Email:_________________________

Legal representative : ______________________________________(name and position) (chairman)

________________________

Signature & date

Contact person for this project:__________________________________________(name and position)

________________________ Telefoon: ________ Email:_____________

Signature & date

Focal area of your project (Global Environmental Facility):

Biodiversity  □  Climate change   □  International Waters   □  Land degradation  □  Chemicals and POPs

BUDGET (Maximum SGP contribution US$ 50,000)

Total cost estimate for implementation of the project (100%): ___________US$

Estimate of co-financing (50%) : ___________US$

Amount of SGP funds requested (50%) : ___________US$

SGP aims for 1:1 Co-financing which can compose of the following:
- Contribution from the organisation (manhours, transportation, etc) and/or
- Contribution from the community (usually in-kind, for example man hours, transportation, etc) and/or
- Contribution from another organisation or donor (which can be cash or in-kind)

1. Information regarding the organization and the community
Give a short description of the community. How many people live in the community, what is their means of income, what is the geographical location?

Give a short description of your organization, what is the objective, and how are the activities of the organization financed? What is the experience of the organization, and what is the institutional capacity?

Target Group for your organisation:

Date of establishment of your organisation: (month/year)

<table>
<thead>
<tr>
<th>TABLE 1</th>
<th>Information current board members of the organisation:</th>
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<tbody>
<tr>
<td>Name</td>
<td>Date of birth</td>
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<thead>
<tr>
<th>TABLE 2</th>
<th>Describe your experience with community projects (maximum 5 most recent projects, preferably related to the GEF focal areas):</th>
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<tbody>
<tr>
<td>Objective of the project / short summary</td>
<td>Location and target group</td>
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**2. Project Need**

Describe the problem that the community is facing now, what causes the problem, what are the effects for the environment?

Describe the community participation approach of the project, and how the sustainability of the project will be ensured, especially after the funds have been depleted.

**Choose the GEF focal area that your project relates to:**

Biodiversity □ Climate change □ International Waters □ Land degradation □ Chemicals and POPs

Probleem beschrijving relevant aan het milieu:

**3. General objective of the project**

Objective of the project:

Describe the activities that will be executed to reach the objective:

1. 
2. 
3.
4. BUDGET

**TABLE 4**  Project budget

<table>
<thead>
<tr>
<th>Activity / Cost category</th>
<th>Costs for the organisation</th>
<th>Contribution SGP</th>
<th>Contribution community</th>
<th>Contribution co-finance</th>
<th>Total costs</th>
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<tbody>
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<td>For example: Training</td>
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4. Time schedule of the project

Please indicate the duration of the project, preferably for each of the activities indicated earlier.