CEPF IUCN Letter of Inquiry – Small Grants

*To submit your Letter of Inquiry (LoI), please send it to* [*cepf-indoburma@iucn.org*](mailto:cepf-indoburma@iucn.org)*. The file name of the LoI submitted should be as follows in English:* ***Organisation acronym\_country\_CEPF SG Letter of Inquiry****. For example, WCCP\_CEPF SG Letter of Inquiry. If you have any questions or concerns, please send your inquiry to* [*cepf-indoburma@iucn.org*](mailto:cepf-indoburma@iucn.org)*, or* [*contact your local CEPF National Coordinator*](https://iucn.org/our-work/region/asia/our-work/regional-projects/critical-ecosystem-partnership-fund-cepf-indo-burma-biodiversity-hotspot/contacts) *and we will do all that we can to assist.*

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| 1. **Organisation Information** |
| **1.1 Organization Legal Name:**  Please write your text here |
| * 1. **Organization Short Name / Acronym, if any:**   Please write your text here |
| **1.3 Project Lead Contact:** *Provide the name and contact information for the person responsible for correspondence with IUCN and CEPF regarding this project.*  Please write your text here |
| **1.4 Organization Chief Executive:** *Provide the name and contact information for the chief executive or person who is authorized to sign contracts on behalf of your organization.*  Please write your text here |
| **1.5 Mailing Address:**  Please write your text here |
| * 1. **Physical Address:** *If different from mailing address above.*   Please write your text here |
| * 1. **Country:**   Please write your text here |
| * 1. **Telephone:**   Please write your text here |
| * 1. **Web Site Address, if any:**   Please write your text here |
| * 1. **Social media account addresses (Facebook, Twitter, Instagram) if any:**   Please write your text here |
| * 1. **E-mail Address:** *Provide an e-mail address. IUCN will use this to communicate the status of your application.*   Please write your text here |
| **1.12 Total Permanent Staff:**  Please write your text here |
| **1.13 Year Organization Established:**  Please write your text here |
| **1.14 Organisation Type:**  Local  International  *Local organizations should be legally registered in a country within the Indo-Burma Hotspot where the project will be implemented and have an independent board of directors or other similar type of independent governing structure.* *If selected for funding, organisations will need to provide to IUCN proof of appropriate registration*. |
| **1.15 History and Mission Statement:** *Provide a brief description of your organization’s history and mission,* ***including experience relevant to the proposed project****.*  Please write your text here |
| **How did you hear about this CEPF call for proposals?**  I received the "call for proposals" email  I was forwarded the "call for proposals" email by a colleague or friend  I saw the call advertised on the CEPF website  I saw the call advertised on the IUCN website  Other (please specify): - …. |

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| 1. **Eligibility Questions** |
| *The questions below help IUCN determine the eligibility of your organization or proposed project activities to receive CEPF funds. Where possible, you may revise your strategy to avoid these elements or you may wish to consult the “Resources” section at* [*www.cepf.net*](http://www.cepf.net) *that provides links to additional funding sources and resource sites.* |
| **2.1 Ineligible Recipients of Funds**  *Government agencies, and organizations controlled by government agencies, are* ***not*** *eligible to receive CEPF funds.*  Do you represent, or is your organization controlled by, a government agency?  Yes  No  *Government-owned enterprises or institutions are eligible only if they can establish: (i) that the enterprise or institution has a legal personality independent of any government agency or actor; (ii) that the enterprise or institution has the authority to apply for and receive private funds; and (iii) that the enterprise or institution may not assert a claim of sovereign immunity. If your project is selected to receive funding from CEPF you will need to provide a letter to IUCN confirming the three points above.*  If your organization is a government-owned enterprise or institution, can it clearly establish each of the three items named above?  Yes  No |
| **2.2 Ineligible Use of Funds**  *CEPF will not fund the capitalization of trust funds, the purchase of land, the involuntary resettlement of people, or the removal or alteration of any physical cultural property under any circumstances. Please answer “yes” or “no” to each item below.*  Does your proposed activity intend to use CEPF grant money to capitalize a trust fund?  Yes  No  Does your proposed activity intend to use CEPF grant money to purchase land?  Yes  No  Does your proposed activity intend to use CEPF grant money to resettle people?  Yes  No  Does your proposed activity intend to use CEPF grant money to remove or alter any physical cultural property (defined as movable or immovable objects, sites, structures, and natural features and landscapes that have archaeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance)?  Yes  No |

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| 1. **Project Description** |
| **3.1 Project Title:**  *The project title should clearly characterise the project, and include the name of the country where the work will be done. (****maximum 12 words****)*  Please write your text here |
| **3.2 Project Summary:** *Please provide a brief description summarising the project (****maximum 300 words****)*  Please write your text here |
| **3.3 Project Location:**  *Describe the geographic location (including country, corridor, site (e.g. KBA or protected area, etc) where project activities will take place. Please be as specific as possible and indicate the GPS coordinates (decimal degrees, latitude /longitude) and include a map of the project location. (****maximum 300 words****)*  GPS coordinates (decimal degrees): Latitude:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Longitude: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Describe your project location here  *Insert your map here* |
| **3.4 Project** **Duration:** *Enter the approximate time period of your project (months).*  Please write your text here |
| **3.5 Strategic Direction from the CEPF Ecosystem Profile:**  *Please write the* ***single strategic direction*** *this proposal aims to address. Use the exact number, such as 1, 2, etc. and wording from the CEPF Ecosystem Profile for this region found* [***here***](https://www.cepf.net/resources/ecosystem-profile-documents/indo-burma-ecosystem-profile-2025-update)*.*   1. Please write your text here   *Describe how your project is linked to this Strategic Direction and how it* ***directly addresses one of more of the Investment Priorities*** *under the Strategic Direction.*   1. Please write your text here |
| **3.6 Project Rationale:**  *Please describe the context in which your project will be implemented. What is the conservation problem that your project will address? If possible, describe the specific threats and drivers that contribute to the conservation problem. What will happen if you do not implement this project?*  Please write your text here |
| **3.7 Project Goal:** *A "goal" is the general long-term state/situation that you want to achieve. Your proposed project should contribute towards this goal, but is unlikely to achieve it on its own. There should be only one project goal.*  Please write your text here |
| **3.8 Project objectives:** *"Objectives" are the measurable impacts that you will achieve within the period of your project. Your objectives should be presented in a* ***SMART format****. That is, they should be Specific, Measurable, Achievable, Realistic, and Timebound. A typical project might have two or three main objectives.*  Please write your text here |
| **3.9 Project deliverables:** *“Deliverables” are the tangible results of your project that contribute to achieving the objectives. Deliverables should be outputs that either can be shown or delivered to IUCN / CEPF for verification that activities have been completed. Some examples of deliverables are: a management plan; a survey report; numbers of trained people; a field guide; installation of outreach signage; number of trees planted, etc.*  Please write your text here |
| **3.10 Activities:** *"Activities" are the actions you will do (or steps you take) that lead to your tangible deliverables described above. Not every activity needs to have its own deliverable. For example, there may be a number of activities that contribute to a single tangible deliverable. Please do not write your activities as one line statements. You should describe your activities with a sufficient level of detail so that it is clear what you will do, who will do it, where they will do it, and how they will do it. This should be a complete description of your activities, not a repetition of short statements that characterise your activities in the logical framework below.*  Please write your text here |
| **3.11 Alignment with previous and ongoing initiatives:** *Please describe how this project builds on previous work of your organisation, and/or how it compliments ongoing work by others in the project target area.*  Please write your text here |
| **3.12 Project Stakeholders:** *Please provide a description of:*   1. *The key project stakeholders (for example, local communities, partners involved in implementing the project, key government stakeholders, private sector companies, academic or religious institutions, the media);* 2. *How you have consulted with the key project stakeholders during the development of this project;* 3. *How each of these stakeholder groups will be involved in the implementation of the project.*   *Please note that if your project is selected for funding you will be required to provide to IUCN a letter of support a relevant government partner.*  Please write your text here |
| **3.13 Sustainability:** *How will the work completed in this project be sustained, maintained and/or replicated in the future? How will the impacts of the project continue beyond the period of this project?*  Please write your text here |
| **3.14 Risks:** *Please describe any potential risks (including those associated with Covid-19) to the successful implementation of the project and the ways in which these will be addressed.*   |  |  | | --- | --- | | **Risk** *(describe the risk)* | **Mitigation measures** *(describe what you will do to reduce the likelihood a risk will occur and/or reduce the impact if the risk does occur. In relation to Covid-19, please describe your organisation’s policy and procedures.)* | |  |  | |  |  | |  |  | |

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| 1. **Environmental and Social Safeguards** |
| *The questions below will help IUCN to determine whether your project triggers any of the CEPF’s safeguard policies. Please note that if your project does trigger safeguards this does not disqualify your application. IUCN is required to assess all applications to determine if safeguards are triggered, and if so, whether or not appropriate mitigation measures are included in project design and implementation. For further information on CEPF application of safeguards, please refer to*  <https://www.cepf.net/grants/before-you-apply/safeguards>, and this, [CEPF Safeguard Video Series](https://www.youtube.com/watch?v=beNSllhyWYE&list=PLNcZTLJKNBrJghFdlL58BSM2zyoQEy7Ui) *.* |
| **4.1** Will the proposed project support any physical construction or creation of trails / walking paths?  Yes  No  Please write your text here |
| **4.2** Will the proposed project support any forestry activities?  Yes  No  Please write your text here |
| **4.3** Will the proposed project support activities in an area used or inhabited by Indigenous Peoples?  Yes  No  Please write your text here |
| **4.4** Will the proposed project result in the strengthened management of a protected area?  Yes  No  Please write your text here |
| **4.5** Will the proposed project result in reduced or restricted access to the resources in a protected area?  Yes  No  Please write your text here |
| **4.6** Will the proposed project result in the physical resettlement of communities, households or individuals?  Yes  No  Please write your text here |
| **4.7** Will the proposed project involve use of herbicides, pesticides, insecticides or any other poison?  Yes  No  Please write your text here |
| **4.8** Will the proposed project include any activities that might impact the health or safety of project staff or other people associated with the project?  Yes  No  Please write your text here |
| **4.9** Will the proposed project involve the removal or alteration of any tangible cultural heritage (defined as movable or immovable objects, sites, structures and natural features and landscapes that have archeological, paleontological, historical, architectural, religious, aesthetic or other cultural significance)?  Yes  No  Please write your text here |
| **4.10 Gender integration**  *Describe how your project design considers and has incorporated gender considerations. Please see the CEPF* [Gender Toolkit](https://www.cepf.net/sites/default/files/cepf-gender-toolkit-2018-en.pdf) *and* [Gender Factsheet](https://www.cepf.net/sites/default/files/cepf-gender-factsheet.pdf) *for further information.*  Please write your text here |
| **4.11 Grievance Mechanism**  *A grievance mechanism is a way for someone to express their concerns about a project. All CEPF grantees will be responsible for establishing a grievance redress mechanism that meets the minimum requirements of CEPF Safeguard Policy 10 on Stakeholder Engagement. Further guidance is available in the*  [*CEPF Environmental and Social Management Framework*](https://www.cepf.net/resources/documents/cepf-environmental-and-social-management-framework-2022)*, and on this page,*  [*The What, Why and How of Grievance Mechanisms*](https://www.cepf.net/stories/what-why-and-how-grievance-mechanisms)*.*  *Please describe how you Grievance Mechanism will be established and operated throughout the project period.*  Please write your text here |

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| 1. **LOGICAL FRAMEWORK** *(no more than 2 pages)*   *Add the appropriate objectives, deliverables and activities to complete the project and contribute to the overall project goal. These should align with the descriptions above.* | | | | | | | | | | |
| **Project Goal: XXX** | | | | | | | | | | |
| **Objectives** | **Deliverables** | **Activities** | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **Q7** | **Q8** |
| **Objective 1.**  Please write your text here | **Deliverable 1**  Please write your text here | **Activity 1**  Please write your text here |  |  |  |  |  |  |  |  |
|  |  | **Activity 2**  Please write your text here |  |  |  |  |  |  |  |  |
|  | **Deliverable 2**  Please write your text here | **Activity 3**  Please write your text here |  |  |  |  |  |  |  |  |
|  |  | **Activity 4**  Please write your text here |  |  |  |  |  |  |  |  |
| **Objective 2.**  Please write your text here | **Deliverable 3**  Please write your text here | **Activity 5**  Please write your text here |  |  |  |  |  |  |  |  |
|  |  | **Activity 6**  Please write your text here |  |  |  |  |  |  |  |  |
|  | **Deliverable 4**  Please write your text | **Activity 7**  Please write your text here |  |  |  |  |  |  |  |  |
|  |  | **Activity 8**  Please write your text here |  |  |  |  |  |  |  |  |
| *Add more rows as needed* |  |  |  |  |  |  |  |  |  |  |

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| **Project Budget[[1]](#footnote-1)** | | | | |
| **Budget Categories** | Total cost (USD)[[2]](#footnote-2) | **CEPF requested amount (USD)[[3]](#footnote-3)** | Co-funding (USD)[[4]](#footnote-4) | **Brief explanation and justification** |
| **Salaries/Benefits** |  |  |  |  |
| **Consultancies & Professional Services** |  |  |  |  |
| **Rent & Utilities** |  |  |  |  |
| **Telecommunications** |  |  |  |  |
| **Postage and Delivery** |  |  |  |  |
| **Supplies** |  |  |  |  |
| **Furniture & Equipment** |  |  |  |  |
| **Maintenance** |  |  |  |  |
| **Travel** |  |  |  |  |
| **Meetings & Events** |  |  |  |  |
| **Bank fees** |  |  |  |  |
| **SUBTOTAL Direct Costs** |  |  |  |  |
| **Indirect Costs** *(Maximum 13%)[[5]](#footnote-5)* |  |  |  |  |
| **Sub-Grants** |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |

1. To help you prepare your budget, a template is available for download at the IUCN Asia website: [CEPF SG Budget\_template](https://iucn.org/our-work/region/asia/our-work/regional-projects/critical-ecosystem-partnership-fund-cepf-indo-0) [↑](#footnote-ref-1)
2. This is the total expected costs of this category. For example, total salary/benefit costs are USD 5,000. [↑](#footnote-ref-2)
3. This is the amount that you are requesting from CEPF. For example, of a total of USD 5,000 for salaries/benefits, you are requesting USD 3,000 from CEPF [↑](#footnote-ref-3)
4. This is the amount of co-funding that contributes to covering the Total cost. For example, of a total of USD 5,000 for salaries/benefits, your organisation may be able to co-fund USD 2,000 of this. Co-funding is not a requirement for CEPF Small Grants; however, if the project is to be co-funded, then please provide the relevant details. [↑](#footnote-ref-4)
5. Indirect costs, often called overhead or management support costs, are general organisational expenses that are necessary for an organisation's overall operation and the performance of its projects, but cannot be easily connected to a specific, single project. Examples of costs that could be incorporated in an indirect cost amount; corporate services staff costs (e.g. finance, HR, IT, legal), general office supplies, general office equipment etc. If claiming indirect costs for your project, please provide an explanation of what this will cover to support the project. If selected for funding, you will need to provide to IUCN a document that describes how the indirect cost rate is calculated and applied (e.g. an operation manual or an indirect costs calculation statement). If your organisation is unable to provide such a document, then you cannot claim indirect costs and you are advised to include all relevant costs in the direct costs sections of the budget. [↑](#footnote-ref-5)