

# Small Grants Guidelines SGP Indonesia (SGP 1 IDN)

---

20 MAY 2020



KFW



Technical Assistance provided by GITEC

Grant Management by FINALE FOUNDATION

# SGP Indonesia

The SGP Indonesia Small Grants Program is a Southeast Asian cooperation program between the Asean Center for Biodiversity (ACB) and the Government of Indonesia through the Ministry of Environment and Forestry cq. Directorate General of Conservation of Natural Resources and Ecosystems cq. Directorate of Biodiversity Conservation as Programme Implementing Agency (PIA) through the National Steering Committee (NSC) and National Working Team (NWT).

Penabulu as a Service Provider will provide financial support in the form of small and micro grants for the ASEAN Heritage Park (AHP) conservation program in Indonesia, namely Gunung Leuser National Park (TNGL) and Way Kambas National Park (TNWK).

# OBJECTIVE

## Overall Programme Objective:

*Strengthening of biodiversity protection and management of natural resources in line with the basic needs of the local population in the ASEAN region by strengthening the ACB in its role to promote biodiversity protection.*

## Module objectives (impact level)

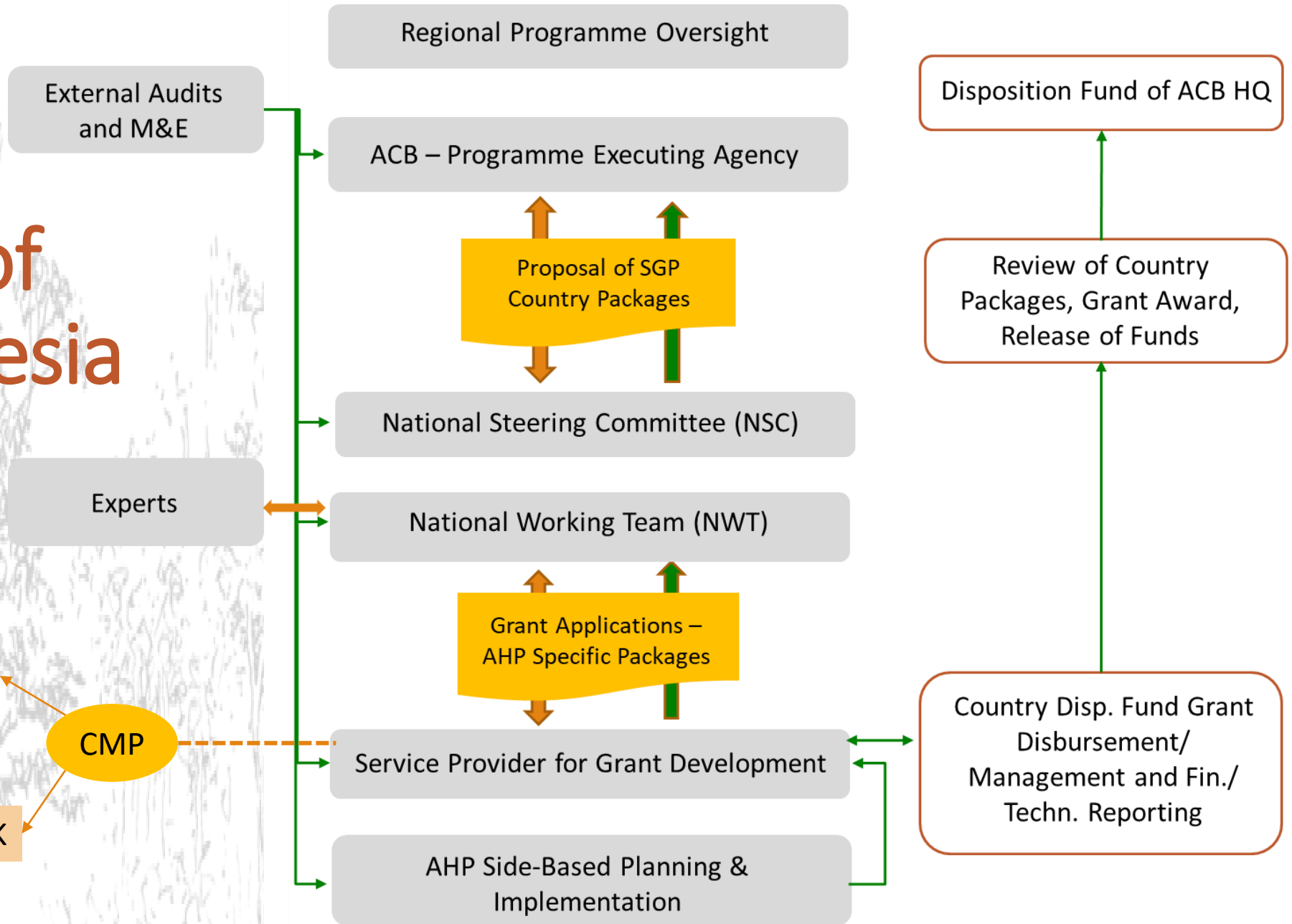
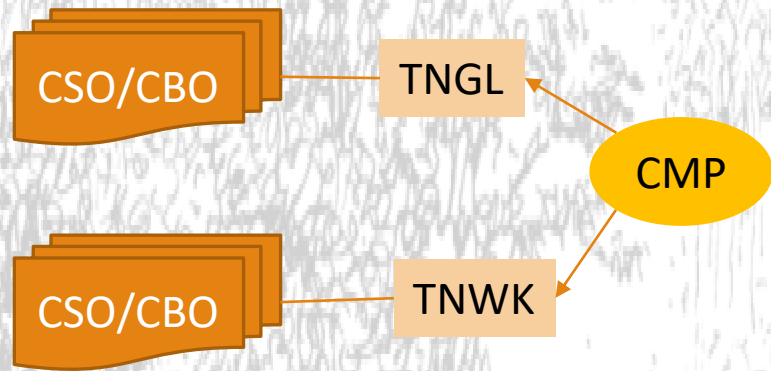
- a) to improve biodiversity protection in line with the interests of the local population directly dependent on selected AHPs and adjacent areas;
- b) to improve the livelihood of local communities directly dependent on selected AHPs or adjacent areas;
- c) to strengthen the role of ACB in promoting biodiversity protection among the ASEAN member states.

## Module objectives (outcome level)

To implement successful interventions covering both biodiversity and livelihood aspects in selected AHPs and adjacent areas



# Structure of SGP Indonesia



# Area Programme of SGP Indonesia

## Gunung Leuser National Park

- Area III, Langkat District, North Sumatera Province

## Way Kambas National Park

Way Kambas National Park and surrounding of national park (buffer zone)

- Braja Harjosari (Seksi III Kuala Penet) Village, East Lampung
- Rantau Jaya Udik II (Seksi I Way Kanan) Village, East Lampung
- Tegalyoso Village, East Lampung District
- Labuan Ratu IX Village, East Lampung District
- Rantau Jaya Makmur Village, Central Lampung

# Theme of Programme Intervention

1. General Park Management
2. Habitat dan Species Management
3. Law Enforcement
4. Community Development
5. Research and Wildlife Monitoring
6. Community Outreach and Public Awareness
7. Ecotourism
8. Policy Sector Development

# Programme Scope of SGP IDN Cycle 2 CMP Gunung Leuser National Park

PROGRAMME THEME	TARGET
General Park Management	Increased management of national parks that are effective and efficient
Community outreach and Public Awareness	Increased public awareness and understanding of the importance of GLNP by encouraging public participation in environmental conservation and natural resources
Community Empowering	Increasing the distribution of benefits to local communities to encourage local participation in maintaining GLNP
Ecotourism	Carry out sustainable ecotourism development that supports the region

# Programme Scope Cycle 2

## CMP Way Kambas National Park

PROGRAMME THEME	TARGET
General Park Management	Strengthening the WKNP Institution at the site level (Resort)
Community Outreach and Public Awareness	Increased critical awareness of the community towards the preservation of the TNWK area
Community Development	<ul style="list-style-type: none"><li>• The integration of village spatial plans through the development of target villages</li><li>• Integrated planning and development of the TNWK area through the Conservation Partnership and the role and benefit sharing scheme</li></ul>
Ecotourism	Development of an integrated ecotourism model



# Non Eligible Activities

## Planning

- Activities that are already included in other international donor-funded project budgets
- *Environmental Impact Assessment* (EIA) or mitigating the impact of development projects

## Habitat and Species Management

- Addition of non-native species to protected areas

## Law Enforcement

- Weapons and ammunition

## Community Development

- Resettlement or relocation of citizens / communities (including planning)

# Requirement

## **Local or National Civil Society Organizations :**

- Civil Society Organizations or University
- Having official legality as regulated in Law 17/2013 on Community Organizations (Foundations, Societies, Registered Certificates / SKT)
- Have a Memorandum of Understanding (MoU) with the Directorate General of Conservation of Natural Resources and Ecosystems (DJKSDAE) -Ministry of the Environment and Forestry (MoEF) or have a Cooperation Agreement with the National Park Office, or Recommendation Letter from the National Park Office during the process of submitting the Cooperation Agreement.

# Grants and Cost Sharing

**Small grants** will be given between EUR 20,000 - 100,000, or equivalent to IDR 300,000,000 - 1,500,000,000

Proponents are required to provide co-financing / cost-sharing in the form of cash, goods, or in-kind at least 20% of the total budget required by the project.

# Cycle of Call for Proposal

During SGP Indonesia takes place in the period 2019-2021, the Small Grants will open 3 cycles with a work period of between 6-12 months.

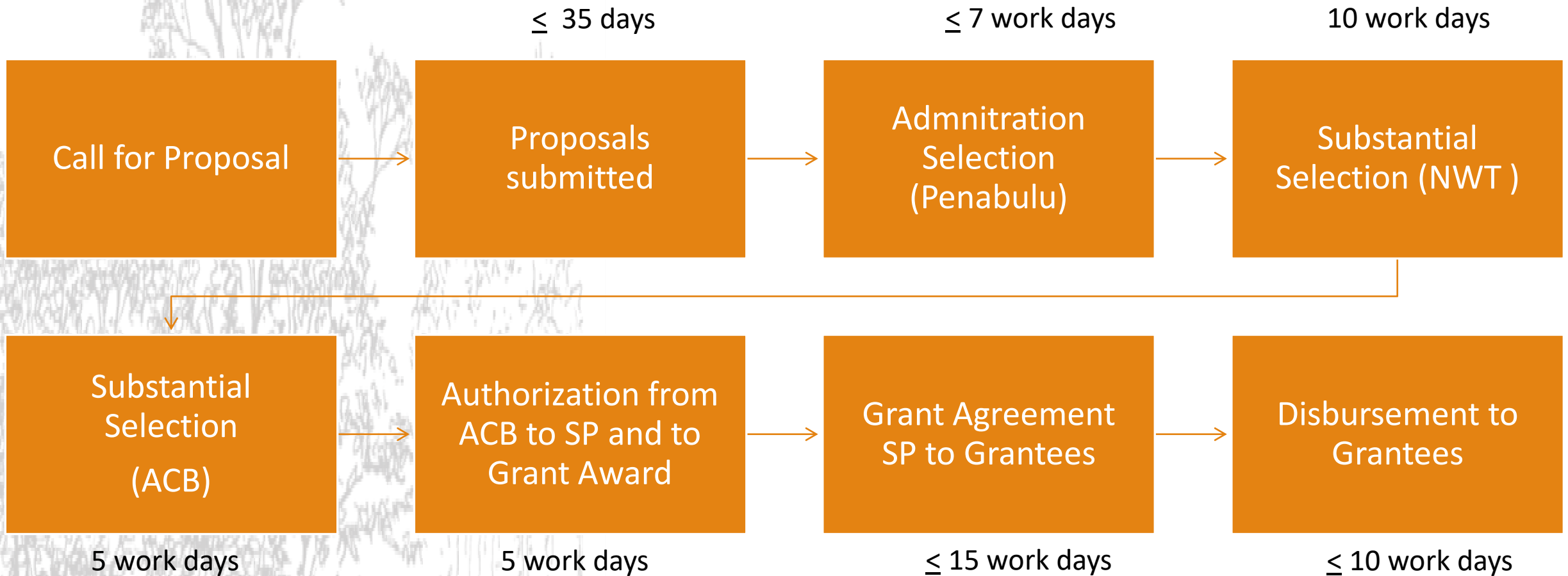
Each proposal call cycle has a duration of 3 months and the schedule is as follows:



# Requirements

1. Prepare technical proposals and budget proposals in English in accordance with the format of the Small Grant proposal along with the attachment of supporting documents;
2. Attach the KSDAE MSP or Cooperation Agreement or Recommendation Letter from the Head of the TNWK Office during the PKS submission process;
3. Sending proposals to the Penabulu Foundation as ACB implementing partners in accordance with the deadline for receiving Small Grants proposals that have been set at each cycle;
4. Willing to register the proposing organization to the national park management as a proponent;

# Selection process



# Administrative Selection

SGP Indonesia's Small Grant proposal document :

- 1. Legal documents ie. SK Kemenkumham/Notariat Deed/registration form /and another documents.**
- 2. MoU KSDAE/Cooperation Agreement/Recommendation Letter from national park;**
- 3. Technical and financial proposal in english in accordance with the template provided by SGP Indonesia;**
- 4. Organizational Self-Assessment form and *Pre-Grant Inquiry* in accordance with the template provided by SGP Indonesia;**

Call for Proposal Cycle 2, if the proposal submitter does not meet the administrative selection criteria as mentioned above, the proposal will be **rejected**.

# Substantial Review/Selection

## Selection Criteria for Evaluation of Proposals

### 1. Technical quality

- a. The suitability of the strategy in the proposal with the theme of the program;
- b. Proposal content;
- c. Organizational capabilities and experience;
- d. Gender inclusiveness and / or vulnerable groups

### 2. Budgeting Quality (Cost Effectiveness)

- a. Reasonable budget;
- b. Reasonable staff and activity costs comparison;
- c. Cost-sharing 20% (in-kind);
- d. Overhead is no more than 6.75% of the total cost.



# Proposal Submission

Small Grant Proposals and related documents can be sent:

And via email to: [sgp-acb@pgm.penabulu.id](mailto:sgp-acb@pgm.penabulu.id), with Subject: **SMALL Grant Proposal - Name of Proponent**

And in the form of a duplicate print sent to the address of the **SGP Indonesia** Secretariat: **Penabulu Foundation**, Komplek Palapa, Jl. Palapa 2 No. 4, Pasar Minggu, South Jakarta, Telephone. 021 27871746

# Proposal Format and Related Documents

1. [Format](#) Proposal Small Grants SGP Indonesia;
2. Format Key Project Personnel;
3. [Format](#) Logframe;
4. [Format](#) Activities and Milestones (ACM);
5. [Format](#) Timeline Hibah Kecil SGP Indonesia;
6. [Form](#) Self Assessment Kelembagaan;
7. [Form](#) Pre-Grant Inquiry;
8. Financial Management Guidelines;
9. Cost Norms.