**CONFIRMATION FORM**

**PARTICIPATION IN SUBMITTING SGP INDONESIA SMALL GRANTS PROPOSALS**

**AND**

**PROPOSAL WRITING TRAINING FOR SGP INDONESIA CYCLE 3**

Here below

|  |  |
| --- | --- |
| Name of Organization |  |
| Address |  |
| Email |  |
| Phone/Mobile Phone |  |

Would like to submit a proposal for SGP Indonesia Cycle 3 with the small grant proposal framework as below.

|  |  |
| --- | --- |
| Thema | Choose an item. |
| Title of Proposal |  |
| Purpose/Objective |  |
| Output |  |
| Main Activities |  |
| Period | Choose an item. |
| Total Budget | EUR xxxxxx |
| Location/national park/ASEAN Heritage Parks | Choose an item. |

Regarding with the above, we wish to choose below : Choose an item. Proposal Writing Training for Small Grant Program (SGP) Indonesia Cycle 3 via *offline*[[1]](#footnote-1), which was attended by the following program staff and financial staff, namely:

|  |  |  |
| --- | --- | --- |
| Name | 1. | 2. |
| Position | Programme Manajer | Finance Manager/Staff |
| Email |  |  |
| Mobile Phone |  |  |

Civil society organizations that are interested in becoming potential recipients of small grants and participants in the training for writing a proposal for SGP Indonesia Cycle 3 must submit a small grant proposal for SGP Indonesia according to the proposal template and send it to the Penabulu Foundation as a Service Provider, which can be downloaded at:

<http://sgp1idn.grantmanagement.penabulufoundation.org/panggilan-proposal-hibah-kecil-siklus-2/>

Civil society organizations as potential grantees (proponents) in participating in the small grant selection process and participating in proposal writing training are required to submit the following requirements:

1. Attach the Legal documents of Civil Society Organizations in the form of: (1) Notary Deed [and] (2) Organizational TAX/NPWP [and] (3) SK Kemenhunkam)
2. Attach the SGP Indonesia Small Grant Proposal document according to the template

* Annex 1. Template Proposal
* Annex 2. Key Project Personnel
* Annex 3. Logical Frame Work
* Annex 4. Activities Cost Milestone
* Annex 5. Plan of Operation
* Annex 6. Organization Self-Assessment
* Annex 7. Pre Grant-Inquiry

1. Attach a recommendation letter from the National Park Authority or Cooperation Agreement/PKS with the National Park or a Memorandum of Understanding with the Directorate General of KSDAE, Ministry of Environment and Forestry (you can follow this up if you don't have this document).

Civil Society Organizations that are selected and send participants to take part in offline proposal writing training, are required to attach a certificate of having been **vaccinated** for Covid-19 prevention at least 1 time and carry out an swab antigen during the training.

Civil Society Organizations selected as potential proponents who will submit SGP Indonesia Small Grant Proposals who will receive [user name] and [password] to enter the ***Grant Management and Monitoring System*** (GRAMMS) where all small grant proposals for SGP Indonesia are submitted by online.

Civil Society Organizations as potential proponents who will submit SGP Indonesia Small Grant Proposals who will receive **[user name]** and **[password]** to enter into the Grant Management and Monitoring System (GRAMMS) where all small grant proposals for SGP Indonesia are submitted online.

The provision of **[user name]** and **[password]** will be given by ACB via email and only known by each applicant for Small Grant Proposal of the SGP Indonesia to be used in submitting proposals online.

Civil Society Organizations as Candidates for Grantees of Small Grant Program of the the SGP Indonesia Cycle 3 are required to send a proposal to the Penabulu Foundation as a Service Provider of SGP Indonesia according to the proposal template via email to the SGP Indonesia Service Provider: [sgp-acb@pgm.penabulu.id](mailto:sgp-acb@pgm.penabulu.id)

The Penabulu Foundation as the Service Provider of the SGP Indonesia prioritizes the selection of prospective participants in the Proposal Writing Training in accordance with the SGP Indonesia criteria offline with terms and conditions that will be determined according to the Government of the Republic of Indonesia Health Protocol and the SGP Indonesia.

Penabulu Foundation only covers the accommodation of selected participants only during the training (offline) excluding transportation and hotel.

The decision of the Penabulu Foundation as Service Provider of the SGP Indonesia in the selection of participants for the proposal writing training cannot be contested.

We agree to the agenda that has been determined above and we are attaching our proposal in this participation form.

[Place]/[date] July 2021

Sincerely,

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The implementation of Proposal Writing Training the SGP Indonesia in Cycle 3 via *offline* will be replaced by *online* training if there are government policy restrictions related to the Covid 19 pandemic in each city where the national park office is located. [↑](#footnote-ref-1)