

Guidelines for Preparation of Small Grants Proposal

Cycle 3



Small Grants Guidelines

Cycle III

**Small Grants Programme Indonesia
The ASEAN Centre for Biodiversity**

**Funded by the Government of Germany through German Financial Cooperation /
KfW Development Bank (BMZ No. 2011 66545)**

Managed by Penabulu Foundation

Compiled in July 2021

A. What is SGP Indonesia Small Grants?

SGP Indonesia is a Small Grants Programme in Indonesia which is a collaboration programme at the Southeast Asia level between The ASEAN Center for Biodiversity (ACB) and the Government of Indonesia through the Ministry of Environment and Forestry (KLHK) c.q. Directorate General of Conservation of Natural Resources and Ecosystems (Dirjen KSDAE). Program funding support was obtained from the German Government through the German Financial Cooperation/KfW (BMZ No. 2011 66545). This cooperation is contained in a Memorandum of Understanding (MoU) signed by KLHK c.q. Directorate of Conservation of Natural Resources and Ecosystems together with the ACB Executive Director dated May 21, 2015 in Jakarta.

In Indonesia, Penabulu Foundation as Service Provider contracted by ACB in providing handholding assistance/service to small and micro grants. Penabulu as Service Provider will coordinate with MoEF c.q. Directorate General of Natural Resources and Ecosystems c.q. Directorate of Biodiversity Conservation through the mechanism of the National Steering Committee (NSC) and the National Working Team (NWT).

Through the Penabulu Foundation, SGP Indonesia will provide financial support in the form of Small Grants and Micro Grants for the ASEAN Heritage Park (AHP) conservation project in Indonesia, namely Gunung Leuser National Park (GLNP) and Way Kambas National Park (WKNP).

B. What Kind of Activities Can Be Supported?

Small Grants are aimed at local and national civil society organizations (including universities) in carrying out activities that lead to strengthening national park governance, strengthening law enforcement, and linking habitat management with efforts to sustainably use biodiversity, and empowering communities in GLNP and WKNP.

In the two selected national park areas, a Collaborative Management Plan (CMP) has been prepared by the Sumatra Lestari Orangutan Foundation - Orangutan Information Center (OIC) and the Indonesian Environmental Information Center Foundation (PILI). Based on the results of the CMP, the SGP Indonesia's work area for the Gunung Leuser National Park was obtained in Area III, precisely in Langkat Regency, North Sumatra Province; and for Way Kambas National Park, precisely in Braja Harjosari Village and Rantau Jaya Udik II Village, Labuan Ratu IX Village, Tegal Yoso Village East Lampung Regency; Rantau Jaya Makmur Village Central Lampung Regency, Lampung Province.

Grantees of SGP Indonesia Small Grants are expected to be able to align the objectives of the proposed activities with the eight thematic areas agreed upon by KLHK and ACB, namely:

1. **General park management (co-management)**
2. **Habitat and species management**
3. **Law enforcement**
4. **Community development**
 - a. **Wildlife research and monitoring**
 - b. **Community outreach and conservation awareness**
 - c. **Ecotourism**
 - d. **Sectoral policy Development**

C. Theme of the Call of Proposal - Cycle III

SGP Indonesia stipulates that the focus of the theme of the call of proposal cycle III relates to the theme of **Biodiversity Conservation** including strengthening the governance (co-management) of national parks and **The Community Livelihood Improvement Program** (livelihood improvement) including Ecotourism.

D. Types of Supported Activities

The activities proposed in Cycle III lead to the theme of livelihood improvement. SGP Indonesia Cycle III Programme supports the following types of activities (but not limited to):

a. Activities that can be supported

General park management (co-management)	This includes the establishment of multi stakeholder groups to provide advice on management, participatory management planning, zoning and the preparation of annual reports.
Community outreach and conservation awareness	This includes the well-prepared village meetings, meetings with problem households, activities with students, training of law enforcement agencies, study tours, as well as newsletters, local radio, journalist visits, and websites. This includes necessary equipment (e.g. overhead projectors, printing materials, student booklets etc.) and training required for this component.
Community development	This includes the recruitment of community development extension officers, necessary equipment (e.g. GPS, tape measures etc.), and training required for this component. This further includes village meetings, village land use planning exercises, village 3D models, the development of village regulations and the development and implementation of village development plans.
Ecotourism	This includes the promotion of local villagers as tourism guides, the production of materials about the biodiversity of the protected areas and promoting cultural excursions to local villages to observe their livelihoods.
Sector policy development	This includes scoping of available and existing policies and regulations in the country that are conservation-related, natural resource and protected area management, livelihood development, and other policies that may impact the protected area and its adjacent areas. It may also include research and analysis, including stakeholder consultations, in the improvement of policies, should the current be in need of updating as the situation in the area or the country requires; or the development and formulation of a new policy in response to an arising and urgent need.

Note: honorariums are not allowed for Civil Servants including patrol fees.

b. Activities that cannot be supported

Law enforcement	This includes all enforcement activities, including (i) road checkpoints and ranger stations; regular patrolling, community patrols; mobile units, monthly law enforcement meetings, databases and transboundary meetings. This includes necessary equipment (e.g. GPS, digital cameras, camping gear etc.) and training required for this component.
Habitat and species management	This includes management of forest fires, including village meetings, prescribed burning and fire-fighting activities, reforestation interventions and the removal of invasive species. It also includes special protection measures for the management of species. This includes necessary equipment (e.g. fire-fighting equipment, nursery materials etc.) and training required for this component.

<p>Wildlife research and monitoring</p>	<p>This includes all research on significant fauna and flora groups deemed important to the management of the AHP. It is recommended to include villagers in the research, if they are not deemed a subsequent threat to the researched species. This research and monitoring include participatory research on rare species e.g. crocodiles or gibbons, research on fisheries, and research on pollution. This includes necessary equipment (e.g. binoculars, field guides) and training required for this component.</p>
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E. When will small grants be granted?

Small grants will be granted during the 2019-2022 program period which are divided into 3 call for proposals (CfP). Each CfP cycle has a duration of approximately 3 months starting from the submission of the proposal to the cooperation contract. Following is the period of CfP for each cycle.

Cycles of Call for Proposal SGP Indonesia



F. Who Can Obtain SGP Indonesia's Small Grants Support?

Small Grants can be accessed by local or national **Civil Society Organizations** in the form of Foundations/Associations or Universities /Research Institutions that have: (1) Memorandum of Understanding (MoU) with the Directorate General of Conservation of Natural Resources and Ecosystems (Dirjen KSDAE), Ministry of Environment and Forestry (KLHK); **or** (2) Cooperation Agreement with the Authorities of GLNP/TNWK; **or** (3) Letter of Recommendation from the Heads of the Authorities of GLNP/WKNP during the submission of the Cooperation Agreement.

G. What is the Value and Activity Time Duration of Small Grants?

Small Grants will be given between EUR 20,000-100,000, or equivalent to IDR 300,000,000 - 1,500,000,000, with a work period between 6-12 months.

Grantees are required to provide a self-help contribution of at least 20% of the total grant submitted in cash or in kind.

H. How to Submit a Small Grant Proposal?

Proposals can be submitted by parties who meet the criteria by targeting the themes of the activities mentioned earlier.

How to submit a Small Grant proposal is as follows:

1. Compile technical proposals and budget proposals in English in accordance with the format of the Small Grants proposal along with the attachment of supporting documents;
2. Attach the KSDAE MoU **or** Cooperation Agreement with the Authorities of GLNP/WKNP **or** Recommendation Letter from the Heads of the Authorities of GLNP/WKNP during the Cooperation Agreement submission process;
3. Submit proposals through gramms web application (Grant Management and Monitoring System) to Penabulu Foundation in accordance with the deadline for receiving Small Grant proposals that have been set in each cycle;
4. Willing to register the proposing organization to the Authorities of GLNP/WKNP as a prospective proponent;
5. Submit a proposal to SGP Indonesia email address: sgp-acb@pgm.penabulu.id

I. What are Stages of Small Grants Proposal Selection?

Activity	Schedule
Submission Proposal Call for Small Grants Proposals of the SGP IDN Cycle 3	July 19 – Sept 1 2021
Training and Workshop on Proposal Writing Training SGP IDN Cycle 3	July 22 – 24, 2021 (WKNP) July 26 – 28, 2021 (GLNP)
Coaching Clinic for Proposal Development	August 2 – 16, 2021
Virtual Workshop and Consultation on GramMS for Proponents	August 18, 2021 (GLNP) August 19, 2021 (WKNP)
Deadline to submit of the Small Grants Proposals SGP IDN Cycle 3	September 1, 2021
Proposal Administrative Review	
Administrative Review Process by SP	September 3 – 16, 2021
Submit Administration Review Result to KKH	September 17, 2021
Proposal substantial review	
Proposal substantial review by NWT	September 20 – October 5, 2021
Submit Substantive Review Report	October 8, 2021

Proposal substantial review by ACB	October 11 – 19, 2021
Substantive review by ACB sent to KKH	October 21, 2021
Endorsement Letter by NSC	October 25 – November 5, 2021
Grant Validation process of SGP IDN Cycle 3	November 8 – 25 2021
Grant Agreement signing on SGP IDN Cycle 3	November 29 – December 13, 2021
Project Start of SGP IDN C.3	Desember 1, 2021
Phase 1 transfer of funds to selected partners	November 16 - 29, 2021

J. What are the Small Grants Proposal Assessment Criteria?

The assessment of a proposal is based on two selections. The first level is administrative selection and the second level is substantial selection. Administrative selection will be carried out by Penabulu Foundation as a Service Provider, while substantial selection will be carried out by the National Working Team (NWT) and the ASEAN Center for Biodiversity (ACB). Each criterion at each stage of the selection can be seen in the following table.

Stage of Selection	Criteria
Administrative Selection	<p>The completeness of the proposal submission documents becomes the basic criteria for obtaining SGP Indonesia Small Grants.</p> <p>Documents to be provided:</p> <ol style="list-style-type: none"> 1. Memorandum of Understanding (MoU) from KSDAE or Cooperation Agreement from the Authorities of GLNP/WKNP or Recommendation Letter from the Heads of the Authorities of GLNP/WKNP during the Cooperation Agreement submission process; 2. Substance and budget proposal in English in accordance with the template provided by SGP Indonesia; 3. Organizational Self-Assessment Form and Pre-Grant Inquiry Form in accordance with the template provided by SGP Indonesia; and 4. Official institutional documents such as SK Kemenkumham/Notarial Deed/Registered Certificate and/or similar documents. <p>If the proposal proponent does not meet the administrative selection criteria as mentioned above, the proposal will be rejected immediately.</p>

<p>Substantial Selection</p>	<p>Criteria for assessing substance proposals consist of two parts, namely (1) the quality of the substance proposal, and (2) the quality of the budgeting (cost effectiveness).</p> <p>A. The quality criteria for the substance proposal include:</p> <p>The Suitability of the Strategy contained in the Proposal with Cycle 3 of SGP Indonesia's Thematic Area. The suitability of the intended strategy is:</p> <ul style="list-style-type: none"> (a) responsive to the SGP Indonesia's thematic areas; Biodiversity Conservation including strengthening the governance (co-management) of national parks and The Community Livelihood Improvement Program (livelihood improvement) including Ecotourism. (b) contribute to the indicators of SGP Indonesia's success; (c) support national park management planning; (d) impacts on livelihood improvement in the work area; (e) ensuring the sustainability of project results (achieving outcomes); and (f) ensuring the continued active participation of all stakeholders after the project ends (exit strategy). <p>1. Proposal Content. The assessment will review: (a) the clarity of the problem statement; (b) overall objectives, specific objectives/outcomes, outputs and key activities are clearly connected; (c) alignment between organizational capacity and staff capacity in supporting project achievement; (d) explain the approaches and methodologies related to organizing/increasing the capacity of project participants (the community), monitoring</p>
	<p>and evaluation system, and the sustainability of the parties' engagement actions after the project ends.</p> <p>2. Relevant Organizational Capability and Experience. Criteria include organizational experience in managing similar projects, field experience, relevance of staff expertise raised in the project, number of staff and project management competencies and technical implementation, presence of personnel and logistical support in the field, and the availability of financial management systems.</p> <p>3. Gender. The assessment will review issues relating to women and vulnerable groups, as well as the impact of the project on their participation in livelihood improvement actions.</p> <p>B. Quality budgeting criteria (cost effectiveness). These criteria will include: (1) a rational budget submission, (2) a comparison between proportional staff costs and activities, (3) 20% (in-kind) cost sharing, (4) overhead of no more than 6.75% of total project cost.</p>

K. How are small grant proposals submitted?

Small Grant Proposals and related documents can be sent via:

- Web Application: **Grant Management and Monitoring System** (GraMMS)
- Send email to sgp-acb@pgm.penabulu.id, with subject: **Small Grant Proposal_Name of the Proponent Organization**

For further information, please visit our website on <https://bit.ly/PGM-SGP1IDN>, or you can be able to call:

SGP Indonesia Secretariat

c/o. Adi Nugroho (Chief Grant Management)
Paul Mario Ginting (Grant Assistance)
Dinnie Indirawati (Administration Officer)

Penabulu Foundation,

Kompleks Palapa, Jl. Palapa 2 Nomor 4,
Pasar Minggu, Jakarta Selatan, Indonesia
phone #: +6281 2372 7050 Email:
sgp-acb@pgm.penabulu.id

L. Reference (*see our website*)

- a. Collaborative Management Plan GLNP and WKNP
- b. Logframe of SGP-Indonesia
- c. Intervention Activities for SGP Indonesia

M. Annexes

- a. Annex – 01 Proposal Template
- b. Annex – 02 Key Project Personnel
- c. Annex – 04 Logical Framework
- d. Annex – 05 Activities Cost Milestone – Ms Excel
- e. Annex – 06 Plan of Operation
- f. Annex – 06 Organizational Self-Assessment
- g. Annex – 07 Pre-Grant Inquiry

The above attachments can be downloaded at the following website link: <https://bit.ly/PanduanCfP3>



**PENABULU FOUNDATION
GRANT MANAGEMENT**

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