

COMPETITIVE GRANT APPLICATION PACKAGE

A. PROJECT DESCRIPTION

The Palau Protected Areas Network Fund announces grant opportunity to PAN Member States interested in submitting applications for conservation awards. This opportunity will support existing efforts of respective State's PAN program to effectively conserve marine and/or terrestrial conservation areas. These awards are funded through the Competitive Grants Program and managed by the Protected Areas Network Funds.

Projects should address one or more of the following areas of focus:

- **Monitoring and Special Studies**
- **Tourism Management**

Projects should seek to involve local expertise and know-how in the design and implementation of the project, and should build monitoring and evaluation – including time-bound milestones for performance/results into the project.

B. AWARD INFORMATION

PAN Fund may reject any or all proposals or waive minor irregularities. PAN Fund reserves the right to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application. Applicants should include an anticipated start date after **May 6, 2019** and the period of performance.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

This is a limited competition opportunity. **Only PAN States with approved management plan are eligible to apply for this funding opportunity.** Applicants should be aware that their applications are subject to further review from a panel of reviewers from various conservation organizations.

Other items of note:

- Only applicant with approved concept note can participate in the full application process.
- Grants cannot be used to procure assets.
- Grants cannot be used to hire personnel.
- Grants cannot be used to support administrative cost and indirect costs.

C.2 Cost Sharing or Matching

Providing cost sharing, matching, or cost participation is not an eligibility requirement for this opportunity announcement.

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Application Package

Applicants can find electronic forms and application package on www.palaupanfund.org under the Competitive Grants Program. Please note that there are two forms (1) Concept Note Form, (2) Application Form. All sections of the electronic forms must be completed for your grant to be considered. PAN Fund can consider submission in other formats (i.e. in Palauan language, in a video format) provided all information are presented following the information requested on the electronic forms.

Complete applications must include the following:

I. Concept Note Form

Project Title: *Insert descriptive title of proposed project)*

Project Description: *Provide general overview of the proposed project, including operational timeframe (start date and end dates) and the overall general objective of the proposed project including expected outcomes, key indicators of achievements, main activities of the proposed projects and how the project will benefit other PAN States, sites, beneficiary population and PAN System-wide Strategic Plan*

Proposed Budget: *Provide a summary of what the funding will be used for and the total proposed budget for this project*

Name of Organization: *PAN Member State*

Name of Contact Person: *PAN Coordinator*

Email Address:

Name of Authorized Official: *Governor*

Date:

II. Application Form (for applicants with approved concept note)

Purpose: *Describe what the project will accomplish*

Inputs: *resources provided; financial and physical resources committed to program activities*

Activities: *What is done to produce the output; utilization of resources to generate products and services*

Objectives: *Describe what your organization hopes to accomplish with the project*

Outcomes: *Who will benefit/ uses of services; the level of performance or achievement that occurred because of the activity or services your organization provided*

Impact: *Long-term, widespread change; indicate changes in outcome that are directly attributable to a program*

Results and Results Indicator: *Are used to evaluate whether or not the activity achieved the intended objectives or results.*

Outputs: Products and services delivered; tangible plans, measurements, tracking processes and status report that pertain to planning, managing and closing the project itself

Planned Activities: Describe the activities that will take place to meet the objectives.

Associated Tasks: Describe the task associated with each activity.

Timeframe: Provide the timeframe; start and end date

Responsible Party: Identify who is responsible for activities and associated tasks.

Planned Budget: State budget description and amount for expense

D.2 Submission Dates and Times

Concept notes are due no later than 12:00 p.m. **April 6, 2019**. Full applications are due no later than 12:00 p.m. **May 6, 2019**. Applications will be submitted electronically to Ms. Jovalyn Ilong Koshiba, Grants Officer at jkoshiba@palaupanfund.org.

D.3 Ineligible Projects

PAN Fund will not consider funding request for the following:

- Projects exclusively intended for conventional large scale urban management and conventional (non-nature based) infrastructure construction (i.e. stabilization of coastlines with seawalls, storm-water control, retention ponds, etc.);
- Projects to decontaminate or mitigate the impacts of toxic substances;
- Projects involving the financing of environmental impact assessment projects for industrial or a civil/governmental enterprise such as dams, waste water, sawmill etc.;
- Projects linked to a legislative program or public project with a development component related to the environment (large-scale agricultural, commercial fisheries or forestry projects);
- Project which requires financing on a multi/year basis with no alternative sources of financing;
- Projects presented by a Corporation/Company exclusively for the purpose of profit, even though the project may be an environmental project;
- Projects for individual profit or benefit;
- Projects where a conflict of interest has arisen;
- Activities that should be part of the regular cost of doing business, such as environmental protection equipment and treatment facilities, and conservation practices associated with development, that should be borne by the shareholders of the developer;
- Activities that should rightfully be funded by the business enterprise as part of the cost of protecting the environment impacted by a proposed development;
- Projects that are rightfully the responsibility of government for funding, such as those required of industrial and infrastructure monitoring and regulatory activities under State and National Laws.

E. APPLICATION REVIEW INFORMATION

Criteria

Evaluators will judge each application individually against the following criteria, listed below in order of importance, and not against competing applications.

Quality of Project Idea (35 points)

Applications should be appropriate in the context of PAN, and should exhibit originality, substance, precision, and relevance to the area of focus on the project description. PAN Fund prioritizes innovative and creative approaches rather than projects that simply duplicate or add to existing efforts. This does not exclude from consideration projects that clearly build off existing projects in a new and innovative way.

Project Planning/Ability to Achieve Objectives (25 points)

A strong application will include a clear articulation of how the proposed project activities contribute to the overall project objectives, and each activity will be clearly developed and detailed. Objectives should be ambitious, yet measurable, results-focused, and achievable in a reasonable time frame. Applications should address how the project will engage relevant stakeholders and should identify local partners as appropriate.

Institution's Record and Capacity (15 points)

PAN Fund will consider the past performance of applicant. Applications should demonstrate an institutional record of successful projects, including responsible fiscal management and full compliance with all reporting requirements for past grants.

Cost Effectiveness (10 points)

PAN Fund strongly encourages applicants to clearly demonstrate project cost-effectiveness in their application. Cost-sharing or other examples of leveraging other resources is not required and does not need to be included in the budget. Inclusion in the budget does not result in additional points awarded during the review process. Budgets should have no overhead and administration costs. Each budget item should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the project activities.

Multiplier/Inclusion Effect (15 points)

Applications should clearly delineate how elements of the project will have a multiplier or inclusion effect. A good multiplier/inclusion effect is a program that will have a positive impact beyond the direct beneficiaries or project that will benefit at least one or more PAN State (e.g. monitoring & special studies project involving two PAN State).

F. AWARD INFORMATION

F.1 Award Notices

PAN Fund will provide a separate notification to applicants on the result of their full applications. Successful applicants will receive a notice of award. The notice of Competitive Grants award signed by the PAN Funds representative. A countersigned award letter by the Governor of a PAN State is the sole authorizing document in addition to the certification signage from the PAN Coordinator. If awarded, the notice of award will be provided to the Governor of each PAN State.

F.2 Administrative and National Policy Requirements

The applicant/recipient of the award must comply with all applicable terms and conditions, in addition to the laws of the Republic of Palau.

F.3 Reporting

Applicants should be aware that Competitive Grants awards will require financial and programmatic reporting. Templates currently utilized by PAN States for base funding is the required form for the financial reports and programmatic reporting and must be submitted following the reporting timelines outlined in the grant agreement. Narrative progress reports should be compiled according to the objectives, outcomes, and outputs as outlined in the approved application.

Please note: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future competitive grants. PAN Fund reserves the right to request any additional programmatic and/or financial project information during the award period.

G. CONTACT INFORMATION

For assistance with the grant applications and technical issues related to application forms and submission, please call 488-3863 or email Ms. Jovalyn Ilong Koshiba, Grant Officer at jkoshiba@palaupanfund.org