



# THE GLOBAL ENVIRONMENT FACILITY SMALL GRANTS PROGRAMME (Barbados and the OECS)

## INTRODUCTION TO THE GEF SGP PROJECT PROCESS

The Global Environment Facility Small Grants Programme (GEF SGP) exists to address global environmental problems at the community level. Its objectives are to achieve environmental sustainability, alleviate and reduce poverty, and develop capacity. Projects are approved to address environmental problems, create business opportunities which can generate employment and income, and build capacity for sustainability of these projects. All projects are approved with the long-term in mind and are considered an investment in communities. Projects approved must contribute to the outcomes as stated in the Country Programme Strategy (CPS) for that country.<sup>1</sup>

**The programme gives one guarantee**, that is, once GEF SGP expresses an interest in a project concept, the group is assured that they will be given assistance until they are successful in receiving the grant. GEF SGP also gives technical advice throughout all subsequent phases of the project cycle.

For those groups that do not have the capacity to develop a Full Grant Proposal, GEF SGP offers a Planning Grant to a maximum of US\$5,000. Full Grants are available to a maximum of US\$50,000. As a result of the GEF's co-funding requirements, funded projects can exceed US\$100,000 with cash and in-kind contributions from multiple donors, including the grantee, government, and the private sector.

To assist groups with developing and implementing projects, GEF SGP has appointed a **National Focal Person (NFP)** in each country, whose responsibilities include giving technical assistance to groups when requested. Decisions on projects are made in each country by a volunteer group called the **National Focal Group (NFG)** with members from Community Based and Non-Governmental organisations, the government, the private sector, academia and the media. Groups that need specific technical expertise can also receive assistance from the **Centre for Resource Management and Environment Studies (CERMES) at the University of the West Indies (UWI) and the Food and Agricultural Organisation of the UN (FAO/UN)**, through existing Memoranda of Understanding. GEF SGP can also recommend other potential donors who are members of the sub-regional CBO/NGO Donor Network.

---

<sup>1</sup> A copy of all the Country Programme Strategies(CPSs) can be viewed at <http://boecs.org/sgp/>



## BASIC CRITERIA FOR FUNDING OF PROJECTS

**(All projects must meet these basic criteria to be considered for grant from the Global Environment Facility Small Grants Programme (GEF SGP). Project proponents who expect to have problems in meeting these criteria should contact the National Focal Person in their country and the GEF SGP sub-regional office)**

**Contribution to the outcomes in the Country Programme Strategy (CPS):** Projects should contribute to the outcomes in the CPS. CPSs can be accessed from the GEF SGP website at <http://sgp.boec.org> or by contacting the National Focal Person (NFP) for your country or the GEF SGP sub-regional office in Barbados.

**Contribution to GEF SGP Objectives:** All projects should contribute to the GEF SGP objectives of environmental sustainability, poverty alleviation and/or reduction and capacity development.

**Community participation:** There should be evidence of genuine community consultation and participation in project development, implementation, management, and monitoring and evaluation.

**Legitimacy of the organisation:** The organisations submitting projects should be legitimate and should represent a community need, issue or challenge.

**Business Viability:** Projects with business components are required to prove their viability by completing a business plan template which can be requested from the NFP in your country or from the GEF SGP sub-regional office in Barbados.

**Sustainability of the project outcomes:** The project outcomes must be sustainable and as a result the means of making the outcomes sustainable must be clearly identified in the project proposal.

**Technical and human capacity:** Project proponents must demonstrate that they have access to the required technical and human capacity or know how to access such expertise. If this is a problem, project proponents are asked to contact the NFP in their country and/or the GEF SGP sub-regional office in Barbados.

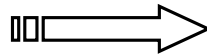
**Co-funding:** All budgets should have in-kind and cash co-funding from the grantee or other co-funders like the government, the private sector, other donors, individuals and others. If grantees are having problems in raising co-funding they are asked to contact the GEF SGP Barbados office.



## STEPS IN RECEIVING A PLANNING GRANT AND A FULL GRANT

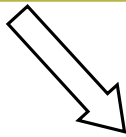
**PROJECT CONCEPT**

- (i) Request a project concept form (hard or electronic copy) from the National Focal Person (NFP) in your country or from the GEF SGP sub-regional office in Barbados (SRO).
- (ii) Complete and submit the form to the NFP and the SRO.
- (iii) The group will receive a response in 4 to 6 working days.



**PLANNING GRANT**

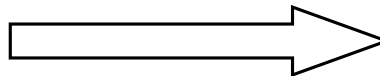
- (i) A planning grant application form is sent to the group.
- (ii) The group completes and submits the planning grant application to the NFP and the SRO.
- (iii) Decision in 5 to 10 days and the group will have a maximum of 3 months to prepare a Full Grant Project Proposal.
- (iv) Preparation and signing of contract & transfer of funds.



### FULL GRANT APPLICATION PROCESS

**FULL GRANT**

- (i) Once the group qualifies for a full Grant, a Full Grant Application Form is sent to them.
- (ii) During the preparation of the Full Grant Proposal the group can seek assistance from the NFP and the SRO and can even request assistance from the UWI & FAO/UN through the SRO.
- (iii) The proponent is encouraged to request assistance from the NFP or the SRO during the project development phase.
- (iv) Submit the project proposal to the NFP and the SRO for review.



**DECISION**  
**(within 6 weeks of receipt of a complete project proposal)**

- (i) Proposal is reviewed, and if all conditions are met, approved by the NFG and sent to the SRO by the NFP.
- (ii) Decision is reviewed by the Sub-regional Steering Committee.
- (ii) Grantee is notified of the decision.
- (iii) Preparation and signing of contract between the grantee and the United Nations Office for Project Services.
- (iv) Development of a monitoring and evaluation plan for submission to GEF SGP.
- (iv) Transfer of funds to grantee.