

## **Inquiry:**

Grant seekers are advised to write a brief letter of inquiry to determine if the trust fund's present interests and funds permit consideration of the request. The letter should include:

- Purpose for which funds are being requested
- Environmental problems the project will address
- Information about the organization or individual conducting the project
- Estimated budget and duration for which funds are requested
- Contact information of the main grant seeker
- All government grant seekers have to route their proposals through the Gross National Happiness commission

## **Grant Cycle:**

After receiving the letter, trust fund staff may ask the grant seeker to submit a formal proposal using prescribed application forms.

- Proposals must be submitted by **31 December (for spring meeting) and 31 May (for fall meeting)** for review by the Technical Advisory Panel
- Proposals recommended by the Technical Advisory Panel will be submitted to the Board for funding approval
- Proposals must address one or more of the trust fund's strategic funding objectives
- Funding decision-making will occur at semi-annual meetings of the management board
- The trust fund's fiscal year is 1 July through 30 June

## **Eligibility:**

Agencies of the Royal Government, local NGOs, grassroots communities and Bhutanese individuals are eligible for support.

- Proposals received directly from grass roots communities are desired
- When submitted by government and NGOs, proposals that enhance community involvement in conservation will be prioritized
- Co-financing is desired, but trust fund support should not displace other donor funding
- Individual grants should not exceed the Ngultrum equivalent of \$300,000
- A grant should not exceed three years
- Discretionary research grants are available at the trust fund secretariat.

## **Grant Application Format:**

### **1.0 Project title:**

### **2.0 Grantee:**

### **3.0 Funding sought from BTFEC:**

#### 4.0 Co-funding:

#### 5.0 Total Project Cost:

#### 6.0 Grant period:

#### 7.0 Starting date:

### **Second Page of the grant proposal shall have an executive summary.**

The main format will be as follows:

#### **1.0 Grant Justification**

- i) Background
- ii) Problem to be addressed
- iii) Pre-grant situation
- iv) Post grant situation
- v) Target beneficiaries

#### **2.0 Logical Framework**

<b>Program Objective</b>	<b>Expected Program measurement</b>	<b>Impact evaluation or process</b>	<b>Specification of possible program inputs</b>	<b>Specification and level of outputs</b>	<b>Expected program indicator</b>	<b>Specification of implementation</b>	<b>Specification Area</b>	<b>Program Risks</b>

#### **3.0 Work Plan and Financial Requirement**

	Quantity			Unit Cost	Budget		
	Y1	Y2	Y3		Y1	Y2	Y3
Objective 1							
Input 1							
Input 2							
Objective 2							
Input 1							
Input 2							

The grant proposal should provide a breakdown of activities and estimate of budget required for each activity for the entire grant period. For instance if an activity X is to be implemented for five years the total grant allocated could be broken up into five annual budgets. If the activity X can be implemented in three years then the total grant has to be broken up into three annual budgets, even though the life of the project may be for five years. The table above must be filled in.

#### **4.0 Human Resources, Staff and Administrative Requirement**

The type and level of human resources needed to implement the grant proposal have to be stated. Availability of such resources also has to be reflected. Any shortfall must be pointed out and remedial measures to deal with the shortfall suggested.

Implementation of the grant proposal invariably will involve administration. Descriptions are necessary for the administrative set up and staff organization that will cause an effective implementation of the grant proposal. Besides technical staff, the number and type of administrative, account and other support staff required implementing the project activities, their availability, shortfall of such staff and measures that will be adopted to deal with the shortfall should be described.

#### **5.0 Implementation Arrangement**

The grant proposal shall describe how proposed activities will be implemented. If this involves coordination, describe how and who will coordinate. Any collaboration mechanism, if required, should be included.

#### **6.0 Project Monitoring, Review, Reporting and Evaluation**

The monitoring and review mechanism should be spelled out as well as who will report what, at what frequency and to whom. Implementation of the grant proposal will be evaluated, and an implementation completion report will be written by the grantee using the format given in Annexure E.