

**PROTECTED AREAS TRUST**

 Co-financing a world class National Protected Areas System in Guyana that protects nature and improves lives

**GRANT APPLICATION FORM**

**FOR FUNDING FOR A PROTECTED AREA**

**PART 1: NOTES TO APPLICANTS**

*An Application must be made to the Board of Trustees of the Protected Areas Trust (PAT) for funding for a protected area.*

In accordance with the Protected Areas Act, 2011 (Section 105), the Trust Fund may pay for the following costs:

1. *the costs incurred by the Trust Fund to carry out its functions including staff salaries, board meetings, office expenses, trustee expenses, and professional services including audit, accounting, financial and investments, and legal services;*
2. *the costs incurred by the Protected Areas Commission (PAC) to carry out its functions including staff salaries, board meetings, office expenses, scientific and other studies and assessments, professional services including audit, accounting, financial and investments, and legal services and implementation of the system plan;*
3. *the costs of a national protected area including staff salaries, equipment and maintenance, office expenses, implementation and enforcement of management plans*[[1]](#footnote-1)*;*
4. *the costs of implementation and enforcement of a management plan for an Amerindian protected* area[[2]](#footnote-2);
5. *the costs of any evaluation carried under section 111, which states that: ‘The Minister may appoint a professional and independent evaluator to evaluate the performance of the Board of Trustees including the extent to which the funding allocations made by the Board of Trustees have achieved the objectives of the national protected areas system’.*

**\*Kindly note that the major donors to the PAT have both earmarked their contributions specifically for:**

* 1. **Kaieteur National Park (KNP)**
	2. **Shell Beach Protected Area (SBPA)**
	3. **Kanuku Mountains Protected Area (KMPA)**
	4. **Kanashen Amerindian Protected Area (KAPA)**

**and therefore funding from the PAT is currently limited to activities associated with the Protected Areas listed above.**

*All applications should be submitted to the Executive Director/Secretary to the Board of Trustees of the PAT*

Executive Director

**Note: A separate application is required for each Protected Area**

**Protected Areas Trust**

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**PART 2: PROJECT OVERVIEW/SUMMARY**

*Please fill in the information below:*

|  |  |
| --- | --- |
| Project Title   |  |
| Project Location/Protected Area |  |
| Management Authority for Protected Area Head of Management Authority (full legal name)Technical Project CoordinatorHead of Finance/Finance Coordinator |  |
| Address of ApplicantTelephoneEmail |  |
| Endorsement by Protected Areas Commission Board of Directors *(please state endorsement date)* |  |
| Protected Area Approved Management Plan *(please state name and date approved)* |  |
| Collaborating Partners |  |
| Implementation Period |  |
| Project Goal |  |
| Target beneficiaries - approximately how many people and area (of protected area) will benefit from this Grant? |  |
| Total Budget Requested (in words and number) |  |

**PART 2: PROJECT PROPOSAL**

*Your Grant Proposal should state/contain the following:*

|  |
| --- |
| 1. Project Description/Justification*Short and concise introductory section that gives an overview of the project, goals and objectives, target beneficiaries, key outcomes, and geographical locations that will benefit from this Grant. Also include, a description and justification for the request for funding activities within the specified time-frame in line with the approved management plan.*  |
| 2. Project Implementation*The approaches (where relevant) to be applied, key personnel, institutional strengthening as well as the logframe and work programme (included below) and monitoring and evaluation should be stated.**The sustainability criteria of the outcomes should also be clearly stated.*Logframe and Work Programme, including Implementation Schedule*A logframe of the activities to be completed including proposed budget for each activity, expected outputs, and indicators. It should also clearly highlight the section of the system plan or the management plan, as relevant, where these activities are outlined.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Management Plan Objectives*  | *Activities* *(in order of priority)* | *Time-frame (by wk, mth or, quarter as appropriate)* | *Key Performance Indicators (KPI)* | *Assumptions* | *Summary of funds requested GYD* |
|  |  |  |  |  |  |

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| 3. Detailed Budget and proposed Disbursement Schedule for funds *Can be presented in one table or separately, but must be stated in order of priority*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Detailed Budget* | *Unit*  | *Unit Cost* | *Disbursement 1 No. Units* | *Disbursement 1 - Total* | *Disbursement 2 No. Units* | *Disbursement 2 - Total* | *Grand Total GYD* | *Notes* |
|  |  |  |  |  |  |  |  |  |

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**PART 4: DOCUMENTS REQUIREMENT**

*Kindly attach the following to your Application:*

* A copy of the system plan for the PAC, ormanagement plan for the protected area as approved by the Board of Directors of the PAC in accordance with Section 76 of the PA Act, 2011, including supporting evidence that your management plan is approved.

*\* If a management plan for a specific protected area was previously submitted to the PAT, a copy of the relevant section (s) of the management plan would be acceptable.*

* Letter of Endorsement by PAC Board stating amount of funds requested and purpose of request.

*All applications must have the information above included before the Grant Review Committee can consider them. Further information may be requested if the PAT deems it necessary.*

*Failure to provide all required information will result in the delay in processing requests.*

**PART 5: DECLARATION**

We/I hereby declare that the information provided in this application is true and accurate to the best of my knowledge.

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Name (in script) Designation

Signature Date

**HECKLIST FOR Screeningest MADE TO the PATF**

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Name (in script) Designation

Signature Date

**HECKLIST FOR Screeningest MADE TO the PATF**

**AFTER YOU APPLY**

1. The PAT Secretariat will conduct an initial screening of your application to ensure all the required information is submitted, and may request any outstanding information before your application can be reviewed by the Grant Review Committee.
2. Your completed application will be evaluated by the Grant Review Committee. Any additional information/clarification that the Grant Review Committee deems necessary will be requested.
3. The Grant Review Committee will make a recommendation to the Board of Trustees on what aspects or if all of your request can be favourably considered and tranches of disbursement to be made to a particular request.
4. The Board of Trustees will consider your request for funding from the PATF and make a decision.
5. You will be duly notified of the PAT’s decision on your Application.
1. A management plan shall be approved by the Board of the PAC before it is submitted to the Board of Trustees for funding (PA Act, 2011, Section 76). [↑](#footnote-ref-1)
2. On publication of a notice in the *Gazette*, an Amerindian protected area becomes eligible to apply for funding from the Protected Areas Trust Fund (PA Act, 2011, Section 40). [↑](#footnote-ref-2)