



Guidelines for Long-term Financing Funding Requests

PART I – APPLICATION PROCEDURES

The Global Conservation Fund (GCF) finances the creation, expansion and long-term management of protected areas¹ in the world's biodiversity hotspots, high-biodiversity wilderness areas and important marine regions.²

A significant portion of GCF funds is allocated toward financing the long-term sustainability of protected areas. This is primarily accomplished through the capitalization of mechanisms to cover the recurrent costs of protected area management, such as endowments and trust funds. GCF has technical expertise in designing and establishing such vehicles and intends to work closely with grantees in this regard.

Submission Requirements

Prior to submitting proposals for long-term financing grants, applicants should carefully review the “Long-term Financing Vehicles – Conditions to Funding” document attached hereto as Annex A. This document can also be found in the publications section of www.conservation.org/gcf. This annex sets forth conditions that must be satisfied to qualify for GCF long-term financing grants, including specific matching fund requirements.

All approved applicants with an annual operating budget of \$25 million or less will be required to complete a brief accounting questionnaire and submit copies of their most recent annual *audited* financial statements. If a proposal is time sensitive, applicants should request and complete this questionnaire as part of the application process, thereby shortening the period between project approval and grant disbursement.

GCF recognizes that some information and documents requested below may be less developed or unavailable for certain projects. Please respond to the information requests below to the extent possible. Where information is unavailable, please explain plans for further development of the long-term financing vehicle. Questions regarding long-term financing proposal submissions should be addressed to GCF Grant Director Chris Stone at c.stone@conservation.org.

Proposal Review

GCF analysts draw on a variety of resources in assessing proposals, including legal and financial experts, donor organizations engaged in the region, partner organizations and experts with knowledge/experience in a particular region as well as independent research. When necessary, follow-up questions will be submitted to applicants.

GCF conducts due diligence on all projects that undertake land acquisition (e.g., land purchase, title transfers, easements, etc.). Applicants are advised to consult the GCF Guidelines for Land

¹ GCF recognizes protected areas as those sites with legal recognition of protection and with biodiversity conservation as a goal.

² For more information regarding marine and terrestrial biodiversity hotspots and wilderness areas, visit www.conservation.org

Acquisition Funding, in order to ensure that their project meets the general conditions that must be satisfied for GCF to finance a land acquisition.

Long-term financing grant proposals are reviewed on a rolling basis. Grant proposals for long-term financing should not exceed 15 pages in length (excluding appendices). All applicants that have previously received funding from GCF in connection with the project for which GCF long-term funding is being sought should so indicate.

Proposals should be submitted in English to GCF Grant Director Chris Stone at c.stone@conservation.org.

PART II – PROPOSAL FORMAT

1. Project Summary: Proposals should provide at the outset a one to two paragraph executive summary of the project. This should include the following:

- Amount of funds requested
- Type of financing mechanism to be created or description of existing financing mechanism to be used
- Brief description of the protected area(s) to be supported by the financing mechanism and whether GCF funds have been used to support the creation/expansion of the area(s).

2. Protected Area(s): Long-term financing mechanisms supported by GCF may fund the annual recurring costs of one or more protected areas. Please note that if the protected area(s) have been previously supported through GCF implementation funds this section may be brief.

Proposals must include the following:

- Geographic location of the protected area(s) to be supported. Include at least one basic map, outlining the location site(s) at the country level, and detailed site-level map(s) highlighting relevant boundaries, surrounding land use, and adjacent or nearby protected areas.
- A description of the biodiversity value of the area(s), focusing on presence of globally threatened and restricted-range species³, key habitat features, and ecological functions.

3. Activities to be Funded: A description of the long-term management activities to be funded. Please describe the current management of the areas and the capacity to implement required activities. If a GCF planning or implementation grant was issued, describe the activities funded to date and how they have impacted design of the protected area strategy.

- Personnel and staff salary costs
- Equipment and Maintenance, including physical infrastructure to be purchased or maintained on an annual or semi-annual basis.
- Enforcement and surveillance
- Monitoring, evaluation and research
- Community projects, alternative income generation programs, etc.
- Miscellaneous (costs associated with the project that do not fit into the above categories)

Provide an estimate of the total annual cost required to effectively manage the protected area(s). Given these expenses, please provide an estimate of the total required capitalization needed. Please restate the amount of funding requested from GCF. As noted in the document *Long-term Financing Vehicles – Conditions to Funding*, GCF requires matching funds for all long-term financing grants.

4. The Long-term Financing Mechanism: Please provide a clear summary of the proposed long-term financing vehicle or sub-account. We request that applicants review the GCF

³ For more information on threatened species, visit www.redlist.org

document entitled *Long-term Financing Vehicles – Conditions to Funding* to learn more about GCF eligibility requirements for such vehicles. Please describe:

- The proposed fund structure
- Management, oversight and auditing
- Methods for effectively disbursing funds towards the target protected area
- Coordination with other organizations and/or financing mechanisms in the region
- Methods for evaluation of performance and long-term impact(s) of the mechanism

5. Stakeholder Interests: Describe the level and type of stakeholder support.

- Which local, national and international entities will be involved in the project, and what will their roles be? Describe any efforts made to involve local stakeholders.
- Are there any further participatory processes required to ensure the project's long-term success (public consultations, workshops, communication/awareness activities, etc.)?

Describe coordination with other organizations in the region. Discuss the role of local, national and regional government(s) in the project. To what extent are they participating in/supporting the project? Is it anticipated that any new/additional legislation will be required as part of this project and if so, please describe the process.

6. Donor Coordination: Identify all known donor organizations and any other funding sources that are currently, or are projected to, provide long-term funding to the Target Protected Area(s). Identify the type/nature of funding from other donors (grant/loan, revolving/sinking, endowment capital, etc.). Describe how these sources of funds will be jointly applied to support management of the Target Protected Area(s).

7. Budget and Workplan: This section should state the expected cost of development of the long-term financing mechanism (i.e. legal fees, consultancies, workshops, etc.) and a timeline for activities. Please describe how the applicant anticipates financing these costs.

8. Applicant: Applicants should provide the following organizational information: name; type of entity (i.e., tax-exempt, private, governmental, etc.); ownership/control information (i.e., name of parent organization or controlling members); date of formation; and address. Include a brief summary of the organization's mission, operating strategy and scope of activities in the target region. Please provide any additional information such as evidence of registration/accreditation, latest annual budget (including sources of revenue), and relevant experience or activities.

9. Documentation (optional): The following is a list of standard documents that will be requested by GCF before most long-term financing grants can be finalized. While these documents are not required at the time of proposal submission, they may be submitted as appendices if available.

- Articles of Association of Entity
- By-Laws of Entity
- Proof of Tax-Exempt Status
- Proof of U.S. 501(c)(3) status or equivalency
- Appointment of Officers and Directors
- Fund Distribution Policy
- Investment Policy
- Documentation of Official Declaration of target protected area(s)