**Grant Proposal on**

*(Title of the Project)*

**for**

**Bhutan Trust Fund for Environmental Conservation**

**Submitted by**

*(Name of the agency)*

**Section I: Project Information**

|  |  |
| --- | --- |
| Project Title |  |
| Submitted by |  |
| Fund request from BTFEC | Nu. |
| Fund as Co-finance (if any) | Nu. |
| Co-financed by  | (Name of the co-financing agency/cies) |
| Total Project cost (BTFEC + Co-finance)  | Nu. |
| Project Period  | Specify start and end date |
| Proponent details | Institution/Agency:Project Manager: 1. Name:
2. Telephone/Mobile number:
3. Email address:
 |

**Section II:**

1. **Relevance to BTFEC Royal Charter Program Objects (tick relevant objects)**

|  |  |  |
| --- | --- | --- |
| 1. | Preserving biological diversity |  |
| 2. | Enabling human-wildlife co-existence  |  |
| 3. | Mitigating and adapting to climate change |  |
| 4. | Addressing adverse impacts of development on the environment  |  |

1. **Relevance to priority thematic outcomes decided in annual stakeholder consultation meeting (tick relevant outcome/s)**

|  |  |  |
| --- | --- | --- |
| **Thematic Area I –** | **Environmental Research, Development, Innovation & Education.** *Examples: Internships and scholarships, prioritized research agenda (nitrogen pollution, integrated conservation, timber utilization), climate curriculum, incubation centers, species conservation, etc.* |  |
| **Thematic Area II –** | **Climate Adaptation and Mitigation.***Examples: Decarbonizing, gender inclusion, urban spaces, green construction, 24/7 clean and safe drinking & reliable irrigation water, water masterplan, emission reduction, renewable energy and waste management, geo hazards, etc.* |  |
| **Thematic- Area III** | **Biodiversity Conservation.***Examples: HWC mitigation, conservation of endangered and threatened species, forest fire, invasive species management, pests and diseases, etc.* |  |
| **Thematic- Area IV** | **Enhancing Private Sector Investment.***Examples: Social and environmental friendly enterprises, knowledge transfer and technology adoption, etc.* |  |

**Section III: Proposal plan**

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| 1. **Executive Summary:**

*Note: An abstract of the project highlighting its main purpose and outcomes (limit to 500 words)* |
| 1. **Rationale**

*Note: Explain the reasons why this project is necessary and what change or improvement the project can bring. This section will include* * 1. **Introduction**
* *The significance of the landscape and the importance of its resources to the surrounding ecosystem, including the human population.*
* *Contribution to national plans and priorities.*
	1. **Problem Statement**
* *The environmental issues and concerns that have negatively impacted or have a high probability of future impacts on the environment and human livelihoods*
* *What caused the issues*
* *How have the issues impacted or would impact the environment and human livelihoods*
 |
| 1. **Project Plan**

The project plan would include the following:* ***Project goal****: What the project ultimately aims to achieve.*
* ***Project outcome****: Short or long-term change the project would bring.*
* ***Project output****: Visible and tangible results achieved after implementing an activity or number of activities.*
* ***Project activity****: Interventions to achieve the outputs.*

 |
| 1. **Project Beneficiaries**
* *Explain how the project would provide direct/ indirect benefits to the target area.*
* *Explain on how the project caters to the needs of women, men, girls, and boys.*
 |
| 1. **Project implementation capacity**
	1. **Human resources and administrative requirements**
* *Describe the availability of human resources that are needed to implement the proposed activities.  Any shortfall has to be pointed out and remedial measures to deal with the shortfall have to be suggested.*
* *Explain the administrative setup that would support and facilitate in the smooth implementation of the project activities. Any shortfall has to be pointed out and remedial measures to deal with the shortfall have to be suggested.*

**BTFEC will consider financing the overhead cost of up to 10% of the total project cost. The need for the administrative cost will be stringently reviewed before its consideration.*** 1. **Financial management**
* *Describe the financial management capacity and the responsibilities (accounting, financial reporting and auditing arrangements) that will be put in place to guarantee oversight of the grant funds. Any shortfall has to be pointed out and remedial measures to deal with the shortfall have to be suggested.*
	1. **Implementation arrangements**
* *Describe the arrangements for implementation, especially if the grant is part of a larger project. If it involves coordination among multiple agencies or institutions (stakeholders), indicate who will be responsible for overall coordination and how this will work.*
	1. **Past experiences**
* *Mention past experiences in implementing projects and explain how such experiences will help you manage project implementation.*
	1. **Monitoring & Evaluation**
* *Explain the M&E capacity of the proponent and the institutional arrangements for M&E*
	1. **Project Closure**
* *Closing a project is an activity by itself. Therefore, explain the steps to finally end the project to ensure proper handing-taking, payments, documentation, etc. so that no project-related issues arise later. An Implementation Completion Report (ICR) needs to be submitted to BTFEC.*
 |
| 1. **Sustainability of the Project**
* *Describe the post-project arrangements, so that the project will not come to an abrupt end. Identify agency/community/individual etc. who should be responsible and accountable to ensure that the intended sustainability aspirations are achieved.*
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**Section IV: Results Framework**

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| **Project Goal:** |
| **Project Outcome 1**:  |
|  | **Output indicator/s** | **Baseline** | **Target** | **Means of verification** | **Lead Implementing agency** | **Collaborator(s)** |
| **Output 1.1** |  |  |  |  |  |  |
| *Activity 1.1.1:* |
| *Activity 1.1.2:* |
| *Activity 1.1.3:* |
| **Output 1.2** |  |  |  |  |  |  |
| *Activity 1.2.1* |
| *Activity 1.2.2:* |
| **Project Outcome 2**:  |
|  | **Output indicator/s** |  |  | **Means of verification** |  | **Implementing agency** |
| **Output 2.1** |  |  |  |  |  |  |
| *Activity 2.1.1:* |
| *Activity 2.1.2:* |
| **Output 2.2** |  |  |  |  |  |  |
| *Activity 2.2.1:* |  |
| *Activity 2.2.2:* |  |
| *Activity 2.2.3:* |  |

**Section V: Project Work Plan and Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Outcome***(As in the Results  Framework)* | **Output***(As in the Results  Framework)* | **Activity***(As in the Results  Framework)* | **Work Plan & Semi-Annual Budget** |
| **Year I** | **Year II** | **Year III** | **Qty** | **Unit Cost** | **Amount** |
| **Semi Annual I (Nu)** | **Semi Annual II (Nu)** | **Semi Annual I (Nu)** | **Semi Annual II (Nu)** | **Semi Annual I (Nu)** | **Semi Annual II (Nu)** |
|  | Output  | Activity  |  |  |  |  |  |  |  |  |  |
| Output  | Activity  |  |  |  |  |  |  |  |  |  |
| Activity  |  |  |  |  |  |  |  |  |  |
|  | Output | Activity  |  |  |  |  |  |  |  |  |  |
| Activity  |  |  |  |  |  |  |  |  |  |
| Activity  |  |  |  |  |  |  |  |  |  |
| **Total budget semi-annually** |  |  |  |  |  |  |  |  |  |
| **Total project budget** |  |  |

**NB: Detail budget breakdown of each activity should be attached.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Sub-activity** | **Budget breakdown** | **Total Amount** |
| Eg. Drinking water supply | Consultation  |  |  |
| Procurement of materials |  |
|  |  |
|  |  |
|  |  |  |  |
|  |  |  |  |

**Section VI: Environment and Social Safeguards**

To the safeguards listed below indicate if the proposed project would cause any implications on any of the safeguards. (Answer Yes/No/Not applicable against the safeguard checklist)

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Yes/No/Not applicable)** | **Remedial Measures (Explain)** |
| 1. **Environment and Social**
 |  |  |
| 1.1. Is the project likely to pose threats to forests and natural habitats? |  |  |
| 1.2. Would the project have negative effect on the conservation of biological diversity? |  |  |
| 1.3.  Would the project result in the generation of waste that cannot be recovered, reused or disposed of in an environmentally and socially sound manner? |  |  |
| 1.4. Would the project have potential threats to land and soil degradation? |  |  |
| 1.5. Does the project have negative effect on physical and cultural resources/Heritages? |  |  |
| 1.6. Would the project have environmental and social impacts that could affect indigenous people or vulnerable groups? |  |  |
| 1.7. Would the project activities result in involuntary resettlement? |  |  |
| 1.8. Would the project activities result in potential risk to public health? |  |  |
| 1.9. Would the project consider adequate measures to consider Human rights principles. |  |  |
| 1.10. Would the project activities have adverse effect on the poverty alleviation? |  |  |
| 1.11.  Is the project likely to directly or indirectly increase social inequalities? |  |  |
| 1.12.  Would the project pose a risk of introducing invasive species? |  |  |
| 1.13. Would the project involve the application of pesticides which will have negative effect on the environment and human health? |  |  |
| 1.14 Would the project result in significant greenhouse gas emissions? |  |  |
| 1.15 Is the project likely to directly or indirectly increase environmental and climate vulnerability? |  |  |
| 1.16 In the event of disasters, would the project management be able to manage the disaster? |  |  |
| 1.17 Would the project pose potential transboundary threats? |  |  |
| 1.18 Do all the proposed activities results in the defined outputs with optimal utilization of resources? |  |  |
| 1.19 Do all the proposed outputs and activities fulfill legal and regulatory requirements? |  |  |
| 1. **Gender Equity**
 |  |  |
| 2.1.  Is the project likely to significantly impact gender equality and women’s empowerment? |  |  |
| 2.2. Is the proposed project likely to have impacts that could affect women’s and men’s ability to use, develop and protect natural resources? |  |  |
| 1. **Fraud and Corruption**
 |  |  |
| 3.1.  Does the project have measures to prevent mismanagement of financial resources? |  |  |
| 3.2.  Does the project have a proper Procurement system in place? |  |  |
| 3.3.  Does the project have a commitment from the top management in terms of efficient and transparent Governance and Operational system? |  |  |
| 3.4. Would the project facilitate equal opportunity and accessibility in all aspects (project implementation, benefits, participation, etc.). |  |  |
| 1. **Others** (which are not covered above)
 |  |  |
| 4.1.  |  |  |
| 4.2. |  |  |

**Section VII: Documents required**

List the legal documents required for the implementation of the project activities (clearances).

1.

**Section VIII:**

1. Annexures
2. References