**CONCEPT PAPER SUBMISSION AND INFORMATION**

**A.**  **General Guidelines**

Concept papers submitted for review must be signed by the organization’s authorized representative with her/his name in print on the cover page of the concept paper.

For the first solicitation cycle, concepts must be e-mailed to inspire@gerryroxasfoundation.org no later than December 1, 2022 at 5:00 P.M. (PST).

No additions or modifications will be accepted after the submission date. Incomplete submission shall mean non-processing or significant delays in the review of the application.

Schedules for succeeding solicitations will be announced in the GRF website: [www.gerryroxasfoundation.org](http://www.gerryroxasfoundation.org). Interested organizations can visit the site regularly for announcements.

**B.** **Concept Paper Template (maximum number of pages: 15)**

I. General Information

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| --- | --- | --- |
| Name of Organization |  | |
| SEC Registration No. |  | |
| Office Address |  | |
| Email Address |  | |
| Contact Number |  | |
| Date established |  | |
| Brief Organizational Profile |  | |
| Board of Trustees | Please enumerate names and position of BOT or similar governing body | |
|  | Name | Contact No./Email Address |
|  |  |  |
|  |  |  |
|  |  |  |
| Contact Person/s | 4.1 Name, position in the organization, address, phone, email | |
| 4.2 Name, position in the organization, address, phone, email | |

II. Project Information

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| --- | --- |
| Project Title |  |
| Bioregion Focus |  |
| Project Timeframe |  |
| Target Beneficiaries |  |
| Project Partners  (Identify potential multi-stakeholder partners) |  |

III. Project Description

3.1 Project Background. *Importance of the Bioregion and FMA. Describe the biodiversity values and/or mitigation potential of the Bioregions and/or FMA. Overall objectives and goals for the project*

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3.2 Situation Model. Challenge(s) to be addressed. *Identify the current issues to be addressed in the Bioregion and*  *FMA.*

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3.3 Proposed responses or measures to address the challenges(s) identified above. *Describe the strategies or interventions to be implemented*.

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3.4 Planned Activities and Outcomes (maximum of 10 rows, 1 activity per row; detailed steps for each set of activities are not required at this stage)

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| --- | --- |
| Proposed Activities | Expected |
| *Example: CSO Capacity building* | *Enhanced competencies of proponent NGO in ….* |
|  |  |
| *Threatened Species interventions / Habitat management* |  |

3.5 Indicative Budget. *Cost summary may be changed and rationalized in final full proposal.*

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| --- | --- |
| CATEGORY | BUDGET |
| Salaries |  |
| Employee Benefits |  |
| Consultants (Legal, Organizational, Technical, ADR, government processes) |  |
| Travel and Transportation |  |
| Equipment and Supplies |  |
| Other Direct Costs |  |
| **TOTAL FUNDING REQUEST** |  |
| Cost Share |  |
| **TOTAL PROGRAM COST** |  |

3.6 Describe what makes your concept unique and innovative and how it can catalyze partnerships and collaborations for sustained natural resource security and governance in your target area.

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3.7 Describe your communication strategies to engage the stakeholders and media in your selected Bioregion.

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3.8 Have you implemented similar projects to the one being proposed? Do you have experience in working in or leading a consortium of NGOs before? Please describe briefly.

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3.9 Are there unique circumstances, immediate threats, other matters you wish INSPIRE to

know? (Optional)

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