

APPLICATION SAMPLE: SMALL GRANTS PROJECT THROUGH DIRECT ACCESS MODALITY

The following document is an application sample to guide proponents of Small Grants to understand how to include innovation within their proposal, and how to fill out each of the sections of the proposal.

The examples presented here are short versions taken from real proposals to illustrate the main aspects each section should cover.

For more information on how to apply and complete a proposal you can access material on the Adaptation Fund website:

<https://www.adaptation-fund.org/apply-funding/innovation-grants/>

To apply to an Innovation Small Grant, visit:

<https://www.adaptation-fund.org/apply-funding/innovation-grants/>



ADAPTATION FUND

NAVIGATING THE APPLICATION SAMPLE

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PART I: PROJECT INFORMATION

Project Information

Fill out the requested information details on the project.



Example:

Country: Honduras

Title of the project: Improving adaptive capacities of the water sector through rainwater catching systems

Name of national implementing entity: Central American Bank for Economic Integration (CABEI)

Executing entity: Secretaría de Recursos Naturales Ambiente (MiAmbiente+)

Amount of financing requested: 247,500 USD

A strong proposal will:

Name the project, main actors, country of execution, and amount requested to fully achieve the project

Guidance: A project proposal must be clear on the adaptation challenge to be addressed, the objective(s), what the project will deliver when, how and by whom. Clear baselines, milestones, targets and indicators should be included to ensure progress and results can be measured.

PART I: PROJECT INFORMATION

Project Background and Context

Provide brief information on the problem the proposed project is aiming to solve. Outline relevant climate change scenarios according to best available scientific information. Outline the economic social, development and environmental context in which the project would operate.

Introduce the project:

- The adaptation challenge
- The problem to solve
- The solution



Give context:

- Economic
- Social
- Developmental
- Environmental



Direct link to
PART I:
**Project
objectives**

- Focus on a high level challenge and how it is important in the context of your location.
- Set the scene with a well described challenge, and a clearly identified problem.
- Prepare the reader for the next section: Details on the actions you will take in this project.



Example: Digital Education in Armenia

Developing countries face a lack of climate adaptation initiation and uptake, despite facing climate change.

Adaptation challenge faced

Influencers working at highest Government's ranks and leading organizations are not able to generate critical mass of efforts necessary for initiation, design and implementation of adaptation resilient initiatives.

Identified problem

The proposed solution

The potential of young generation should be deployed through political empowerment and equipping them with necessary knowledge and skills to act as "change makers" and introduce "think of climate first" approach.

Direct action they will take to deliver against the solution

We will deliver a digital education platform designed with a high engagement to bring the youth closer to climate adaptation in Armenia.

A strong proposal will:

- Clearly outline the challenge and problem
- Link the innovative solution to the problem

Read the full proposal from [Armenia](#)

Background = Adaptation challenges in your area

Adaptation innovation is defined as the "application of physical tools, structures, processes, knowledge, and skills with the aim of building resilience and adapting to climate change". Innovation includes the renewing, advancing or changing the way things are done. Seek a challenge that will allow this application of innovation, to ensure you have the right basis for an innovation project.

PART I: PROJECT INFORMATION

Project Objectives

List the main objectives of the project. The objectives have to be aligned with the [Adaptation Fund Results Framework](#).

What will the project achieve?

- The actions taken in the project
- The changes the project will deliver



Build on information from the project background and context.

Clear objectives are:

- Specific (simple, sensible, significant)
- Measurable (meaningful, motivating)
- Achievable (agreed, attainable)
- Relevant (reasonable, realistic and resourced, results-based)



Example: Natural farming in India

The overall objective is to enhance the adaptive capacity of vulnerable communities to climate change in two districts.

Technology translation

Evidence base generated:
Learning and dissemination

Process innovation

Specifically, the proposed project will address the following objectives:

- i) Validate Zero Budget Natural Farming (ZBNF) as an innovative adaptation measure
- ii) Awareness generation, capacity building of farmers on techniques and process involved in Zero Budget Natural Farming
- iii) Policy advocacy on Zero Budget Natural Farming

Overarching objective clearly stated

A strong proposal will:

- Have high level, ambitious objectives
- Link objectives to the Adaptation Funds Expected Results
- Cover both innovation, and knowledge transfer from the innovation process

Read the full proposal from [India](#)

The Adaptation Fund expected results for Small Innovation Grants are:

1. **New innovations promoted and accelerated:** Development of innovative adaptation practices, tools and technologies encouraged and accelerated, and
2. **Evidence base generated:** Evidence of effective and efficient adaptation practices, products and technologies generated as a basis for implementing entities and other funds to enable scaling up.

PART I: PROJECT INFORMATION

Project Components & Financing

Fill out the table presenting the relationships among project components, activities, expected concrete outputs, and the corresponding budgets to accomplish them. Indicate also the budget for execution costs and project cycle management fee.

List the major parts of the project, keeping the text strategic and high level, the description comes later in the form.



Direct link to
PART II, Section A



Example: Urban water points in Chile

Project components	Expected concrete outputs	Expected outcomes	Amount (USD)
1. Improve emergency urban distribution of water	Implement and test new water points	Adaptation to water shortages	
2. Promote Innovation	Testing of designs Showcase of activities	An innovation that can be scaled	
3. Sensitize locals on water efficiency	Built in education Interactive information	Up skilled community	
Project execution cost			
Total project cost (Sum of all the above costs)			
Project cycle management fee			
Amount of financing requested (Total of the project cost and the management fee)			

Read the full proposal from [Chile](#)

Adaptation Fund Definitions:

PROJECT COMPONENTS. The division of the project into its major parts; an aggregation of set of activities.

EXPECTED CONCRETE OUTPUTS. The product, capital goods and services which result from a development intervention relevant to the achievement of outcomes.

EXPECTED OUTCOMES. The change in conditions, or intended effects of an intervention, usually brought about by the collective efforts of partners. Outcomes are achieved in the short to medium term.

AMOUNT (US\$). Indicate grant amounts in US dollars by project components.

PROJECT / PROGRAMME EXECUTION COST. The main items supported by the Adaptation Fund for project management including consultant services, travel and office facilities, etc. Please note that project execution costs should not be more than 9.5% of the total budget requested, before the implementing entity fees. In the case of an implementing entity acting as the executing entity for a project, execution costs are capped at 1.5% of the total budget requested, before the implementing entity fees. The project cycle management fees should not be more than 8.5% of the total budget requested. For more information on these fees, see document "

[Administrative and execution costs: Analysis of current rules and comparison of practices with other funds](#)". Please see document "

[AF Results Framework and Baseline Guidance – Project level](#)"

TOTAL PROJECT COST. This is the sum of all project components requesting Adaptation Fund Board approval.

IMPLEMENTING ENTITY PROJECT CYCLE MANAGEMENT FEE. This is the fee that is requested by an Implementing Entity for project cycle management services.

AMOUNT OF FINANCING REQUESTED. This amount includes the total project cost plus the project cycle management fee.

PART I: PROJECT INFORMATION

Projected Calendar

Indicate the dates of the following milestones for the proposed project/programme.

Adaptation Fund Definitions:

- **START OF PROJECT IMPLEMENTATION.** The date on which project becomes effective.
- **PROJECT CLOSING.** Project closing is set as six months after Project Completion. This is the date on which Implementing Entity completes disbursement from the grant and may cancel any undisbursed balance in the grant account.
- **TERMINAL EVALUATION.** The date on which the Implementing Entity completes the final evaluation report, normally two months after project completion but in any case, no later than nine months after project completion.

Example table:

Milestones	Expected Dates
Start of Project Implementation	January 2021
Project Closing	December 2021
Terminal Evaluation	March 2022

List all key milestones

Define dates



PART II: PROJECT JUSTIFICATION

Section A

Describe the project components, particularly focusing on the concrete adaptation activities of the project, and how these activities contribute to climate resilience.

Describe the project:

- Main elements
- Its climate adaptation
- How it contributes to climate resilience
- How it improves people's lives



Increase:

- Adaptation
- Resilience



Decrease:

- Vulnerability

- Highlight the important elements of the project, listing each element clearly
- Link them to climate adaptation and the improvement of people's lives and the area, in general
- Do not repeat the project description (PART I)



Example: Urban water points in Chile

Project components:

Component 1: Improve urban distribution/accumulation of water during emergencies

Component 2: Promote innovation and sensitize local community on efficient use of water

Adaptation:

Adaptation to drought through water management

Resilience strengthened and vulnerability reduced:

Component 1:

- Emergency water relief vehicles have easy access
- Easy community access to water

Component 2:

- Gathering best practices for dissemination
- Information about water scarcity and usage

The adaptation element of the project is explained

Increased resilience and decreased vulnerability, described against each component

No description needed, as it is already in PART I of the application

The main elements of the project are numbered and clearly listed

A strong proposal will:

- Give more detail on each component
- Link the components to adaptation and resilience

Read the full proposal from [Chile](#)

Adaptation Fund Operational Policies and Guidelines: A concrete adaptation project is a set of activities aimed at addressing the adverse impacts of and risks posed by climate change. The activities shall aim at producing visible and tangible results on the ground by reducing vulnerability and increasing the adaptive capacity of human and natural systems to respond to the impacts of climate change, including climate variability.

The project activities should align with its overall goal and objectives hence ensuring the cohesion of the components among themselves.

PART II: PROJECT JUSTIFICATION

Section B

Describe how the project provides economic, social and environmental benefits, with particular reference to the most vulnerable communities, and vulnerable groups within communities, including gender considerations. Describe how the project will avoid or mitigate negative impacts, in line with the Environmental and Social Policy of the Adaptation Fund.

List the benefits and beneficiaries of the project



Cover:

- Economic
- Social
- Environmental



Include:

Engagement and empowerment of vulnerable communities

- Describe the distribution of benefits to the expected beneficiaries with reference to vulnerable communities, households and individuals. And, [if applicable] minority or indigenous groups.
- Consultation that have already been carried out with stakeholders (specially potentially affected ones) should be included and highlighted here.



Example: Antigua & Barbuda water plant

The project addresses the general matter of food security in the country. It provides benefits and opportunities for:

- Farming communities who are vulnerable due to a compromised water source with salt
- Farming communities who are made vulnerable through inconsistent water supply
- Barbudans, as an isolated and vulnerable community

The project also provides indirect benefits to other primary and vulnerable stakeholders including:

- Women who sell agricultural produce
- Impoverished urban communities who depend on public market affordability

Benefits can be further expanded under the following headings:

Economic, Social, and Environmental

Other beneficiaries include women and impoverished communities

The full proposal further outlines the details of the benefits in relation to economic, social and environmental aspects.

Direct beneficiaries are the farming communities

A strong proposal will:

- Clearly detail the benefits link to communities
- Clearly link benefits to the groups highlighted by the Adaptation Fund
- Ensure 'on the ground', real benefits

The Adaptation Fund Environmental and Social Policy Principles: Benefits can be considered around these principles: Access and Equity, Marginalized and Vulnerable Groups, Human Rights, Gender Equality and Women's Empowerment, Core Labour Rights, Indigenous Peoples, Conservation of Biological Diversity, Climate Change adaptations, Pollution Prevention and Resource Efficiency, Public Health, Physical and Cultural Heritage, Lands and Soil Conservation.

PART II: PROJECT JUSTIFICATION

Section C

Describe how the project encourages or accelerates development of innovative adaptation practices, tools or technologies and/or describe how the project helps generate evidence base of effective, efficient adaptation practices, products or technologies, as a basis for potential scaling up.

Describe the project in terms of:

- Innovation
- Learning capture



Describe:

- the innovation process that is used
- the assumed outcome/s of the process
- other outcomes that may occur [including potential for scaling]

- Innovation can be a new development, an existing practice in a new context, or a revival adapted for modern usage.
- Innovation can be a process, method, technology, or implementation.



Example: Digital Education in Armenia

The innovation process:

Bringing an existing technology and concept [online digital education] to a new context of up-skilling youth on climate adaptation in Armenia.

Digital education is widely available, the innovation comes from its deployment in this new context.

Link to Section E:
Learning and dissemination

Highlighting the innovation process:
The innovation pathway steps of this project are detailed

Blending online and in-person education sprints allow wide dispersal of knowledge, and focus local learning. Events also allow cross fertilization of ideas and concepts to create new climate change adaptations, that maybe future innovations.

This is diffusion innovation, where an existing technology [digital education] is repurposed and diffused into a different context [Youth in Armenia]. If successful, it will lead to the development of novel solutions, which may result in new innovations.

A strong proposal will:

- Describe how its actions are innovative
- Describe the type of innovation that is happening

Read the full proposal from [Armenia](#)

Adaptation innovation criteria:

Different or Better. The proposed idea must be an improvement over existing solutions or a new solution.

Delivers Value/Solves an Adaptation Problem. The proposed idea must address a specific and sizable adaptation problem to the target beneficiaries.

Cross-scale policy and acceleration potential. It is critical that replication and scale up potential are embedded in a project design from the beginning.

Doable/Practical. Capacity, commitment, and track record of the proposal developers are also crucial in determining whether the idea can be realized and further developed into a successful venture.

PART II: PROJECT JUSTIFICATION

Section D

Confirm whether the project meets relevant national technical standards, where applicable, such as standards for environmental assessment, building codes, etc., and is in line with the Environmental and Social Policy of the Adaptation Fund.

- List the standards that the project relates to
- List the policies that the project relates to



Section F

Risks are outlined and described in detail in Section F

- List the relevant policies and laws, giving details for each on of how the project meets it / works with it.
- Risks do not need to be identified here, they will be covered in section F.

Example: Pilot Thermo Solar Desalination Project in Dominican Republic



For each policy and plan a description is given as to how the policy or strategy is supported by this work.

The Program is aligned with the National Development Strategy, which states that the Dominican Republic "fairly and effectively manages the risks and protection of the environment and natural resources and promotes adequate adaptation to climate change" as one of its four pillars. Among the 29 actions mentioned in this pillar, fresh water receives particular attention (FIN, 2012). In addition, the project is aligned with the 2030 Development Agenda of the Nations.

All these policies point to the implementation of several strategies, such as the restoration of protective ecosystems, the custody and management of water resources and the achievement of universal access to water (Dominican Republic, 2010).

The project describes its alignment to the following plans and policies:

- The National Development Strategy
- The National Environment Policy
- The National Climate Change Policy.
- The Provincial Development Plan [2017]
- The National Plan for Adaptation to Climate Conditions
- The Environmental and Social Policy of the Adaptation Fund

Guidance: Standards provide a reliable basis for different stakeholders to align and share the same expectations set by their ruling authority/government. They provide a framework for achieving common goals. For the proposal, define which national standards are directly related to the project and compare how the project will allow to achieve their goals, and how it frames itself within this framework.

PART II: PROJECT JUSTIFICATION

Section E

Describe the learning and knowledge management component to capture and disseminate lessons learned (if applicable).



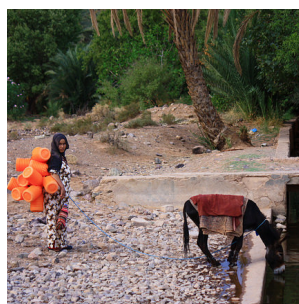
Describe how you will:

1. Capture learning
2. Share learning



Link to
PART II, Section C

Learning should be embedded into the project. Part of the innovation cycle is that learnings are captured and evaluated continually, so the innovation can quickly adapt as needed, to the local context and assist uptake.



Example: Oases zones in Morocco

The learning transfer model used consists in a combination of a “learning by doing” and a “learning by seeing” method.

Local knowledge capture and dissemination:

- Opening the oases zones for learning visits
- Sending reports to regions that face similar environmental challenges
- Making all information openly accessible
- Establishment of a Local Water Council

National and international knowledge capture and dissemination:

- National University research supported
- A national close out seminar to present the results of the study and lessons learned
- Use of the *Adaptation Fund Community of Practice* for knowledge share

Learning methodology is described

Further details can be given on methods used to embed learning

A strong proposal will:

- Have a continual learning element
- Know how it will share learnings with others
- Be open with its findings

Local learning opportunities are described

National learning and dissemination opportunities are described

Read the full proposal from [Morocco](#)

Knowledge capture might be in the form of:

- Continual learning through the project, e.g.: process log retained, or regular feedback from stakeholders
- Staged knowledge capture, e.g.: reporting or visits to the innovation site
- Lessons learnt, e.g.: reflection at the end of each project phase

Knowledge dissemination can be:

- **Local** e.g. through events, information, or shared forums
- **National** e.g. through communications, information share, expositions, site visitation programmes
- **International** e.g. through the Community of Practice reporting to the Adaptation fund, international showcases

PART II: PROJECT JUSTIFICATION

Section F

Provide an overview of the environmental and social impacts and risks identified as being relevant to the project. Describe how the project will engage, empower and/or benefit the most vulnerable communities and social groups, including gender considerations, in line with the Environmental and Social Policy of the Adaptation Fund.

- Carry out a risk assessment of the project



Focus on risks that are:

- Environmental
- Social
- Cumulative
- High impact

- Review the risks against the AF Environmental and Social Policy Principles
- Describe all risks, even potential ones (direct, indirect, transboundary, and cumulative impacts)

Example: Thermo Solar Desalination Project in Dominican Republic

Checklist	Assessment carried out	Potential impacts and risks
Compliance with the Law	The program complies with the relevant national laws, regulations and policies; and complies with the country's relevant legal framework for water management and use, environmental protection and local rural development.	Risk: Very low Potential impact: High No current or potential risks related to compliance with the law.
Access and equity	The intervention logic of the project is to provide benefits in the most vulnerable communities, with fair and equitable access to activities, equipment, resources, and training throughout the planning and execution phases.	Risk: Low Potential impact: Very high Reducing access and equality would be detrimental to the project, however, interventions guarantee access and equity to sensitive groups, especially women.
Marginalized and vulnerable groups	The program focuses on marginalized and vulnerable groups and aims to help them improve their living conditions and quality of life. The project will be careful not to exclude (by action or omission) Dominicans of Haitian descent and Haitian immigrants.	Risk: Low Potential impact: Very high Marginalised communities must be protected, the project observes environmental and social safeguards.
Human rights	The Program respects the fundamental rights of people in the areas subject to intervention: Through participatory approaches, people and communities will be consulted to avoid any impact on human rights.	Risk: Very Low Potential impact: Very high All program activities within the framework of international and national human rights.

Create your checklist in alignment with your project

Assess the risk for each area of the checklist

Provide a level of risk, and impact if that risk were to occur.
Risk mitigation is outlined

A key to reduce risks is to involve of stakeholders where the project will take place, and include their views in the proposal.

Identify target groups and consider how this innovation will change their life styles, further consider:

- Land restrictions
- Commitment to continue the sustainability of the project
- Access to information and understanding of this information
- Possible political risks
- Natural hazards that could compromise the project

PART II: PROJECT JUSTIFICATION

Section G

Provide justification for funding requested, focusing on the full cost of adaptation reasoning.

Justify why you need the project funds and how they will be used to innovate in climate adaptation.



**Part III,
Section E**
Budget
breakdown

The proposal should demonstrate that the project activities adapt against climate change and increase resilience of a specific system or communities. This will be carried out under the funding provided by the Adaptation Fund.



Example: Antigua & Barbuda water plant

The budget requested for this project is US\$ 250,000.

It is fully funded by the Adaptation fund to ensure all support is funneled into the adaptation innovation.

Benefits are as listed in section B above.

The future economic benefits of carrying out this project are:

- Future proofing.
- Post Disaster redevelopment.
- Vulnerable community revival.
- Wider social impact.

Without this funding the locations access to water may remain transient, causing food shortages to vulnerable communities and disproportionate wealth distribution towards larger farms that can afford water in times of drought.

Budget listed.
Adaptation Fund
is the sole donor

Link to section B:
Benefits

A strong proposal
will:

- Describe the strategic outcomes from the project
- Show how Adaptation Fund money will have a positive impact

Each strategic
benefit should
have a
description in the
proposal.

Statement of the
ultimate aim of
this funding, and
what may
happen without
it.

Guidance and tips:

Think about a baseline scenario where no funding is given, versus a scenario with the grant. How will this change the adaptation panorama in your country, and promote innovative practices?

PART III: IMPLEMENTATION ARRANGEMENTS

Section A

Adequacy of project management arrangements.



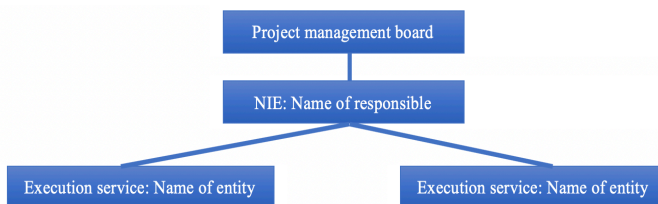
Describe how the project will be managed:

- Provide an organizational chart of the NIE and the execution stakeholders
- List who provides each execution service (this should not be the NIE)

The implementation arrangements should include:

- A clear description of the roles and responsibilities of the implementing entity, as well as any executing entity or organizations/stakeholders that are involved in the project.
- If necessary, provide a full organization chart showing how they report to each other.

Example:



Full organizational chart

Description of the organizational chart

The Project Management Board (PMB) will be responsible for making management decisions for the project. In addition, the board will:

- Undertake project assurance (monitoring and evaluation);
- Ensure performance improvement; and
- Ensure accountability and learning.

Definition of services provided

The following implementation services will be provided:

- Overall coordination and management of NIE functions and responsibilities, and the facilitation of interactions with related stakeholders;
- Oversight of portfolio implementation and reporting on budget performance.

A strong proposal will:

- Describe implementation entities
- Clearly define their roles and responsibilities

Guidance: Implementing entities should generally not provide execution services. On an exceptional basis, and at the written request by the recipient country, involving designated authorities in the process, and providing rationale for such a request, they may be authorized to do so. In such case, the responsibility for these services have to be stipulated, their budget estimated in the fully developed project document, and covered by the execution costs budget of the project. When an entity intends to serve both as the implementing entity and the executing entity for a project, the same rules as above apply, and the execution costs are capped at 1.5% of the total budget requested, before the implementing entity fees.

PART III: IMPLEMENTATION ARRANGEMENTS

Section B

Monitoring and evaluation (M&E) arrangements including budgeted Monitoring & Evaluation plan.

A budgeted Monitoring and Evaluation plan

in compliance with



- Adaptation Fund Monitoring
- Evaluation guidelines (provided the grant size)

The Monitoring and evaluation arrangements should:

- Enumerate actors involved
- Breakdown deliverables: what do they entail & who is in charged

Example:

The project will be monitored through the set of M&E activities, budget of which is provided below. The monitoring will be carried out by the dedicated project coordinator and will be based on targets and indicators set in the Project Results Framework.

Following reports and evaluations will be developed throughout the project:

Monitoring Plan (MP) – the NIE and the Division for Regional Planning and Development of the city would be in charge of approval

Quarterly Status Reports (QSR) – submissions will be delivered at the end of each operating quarter. QSRs will present how the indicators identified in project results framework are executed, what challenges it faces during the execution process and identify any constraints.

External Audit Report (EAR) – based on the periodic financial statements, an external audit report will be prepared in accordance with Regulations set by the implementing entity.

Define who will be in charge

Breakdown deliverables

Display budgeted Monitoring & Evaluation plan

Deliverable	Responsible	Cost
Monitoring plan, quarterly status reports, final report	Project Coordinator	2,000 USD
External Audit Report	External Auditor	1,000USD

Guidance: See section on reporting process requirements in the AFB/EFC.7/4.Rev.2 document “[Annual Performance Report](#)”. See also the “[AF Evaluation Framework](#)”, the “[AF Results Framework and Baseline Guidance – Project level](#)” and the “[Guidelines for Project and Programme Final Evaluation](#)” documents.

PART III: IMPLEMENTATION ARRANGEMENTS

Section C

Provide a simple results framework for the project proposal, including milestones, targets and indicators.



Include a Results Framework, that is realistic.
It must offer quantifiable expected results

- Whenever possible, the indicators and targets should be disaggregated by sex.

Example:

Result	Indicator	Baseline	Milestone	Means of verification
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Component 1: Improvement of water availability

Outcome 1.1: Build pilot of "Rainwater catching system"	Number of rainwater catching systems installed	There are no concrete adaptation measures currently being implemented in the project areas	10	Quarterly and final reports
	Number of people benefited from the new infrastructure	0	3000	

Component 2: Knowledge sharing

Outcome 2.1: Increase training programmes on water conservation	Numbers of trainings delivered (50% women)	0	4 (50% of recipients will be women)	Trainings and workshops delivered
Outcome 2.2: Local campaigns	Number of communication campaigns	0	6	Number of campaigns launched

Describe outcome components

Define how they will be measured

Provide a mean to verify the results

Guidance: More guidelines on preparing the project results framework, including a list of standard Adaptation Fund indicators, can be found in the "[AF Results Framework and Baseline Guidance – Project level](#)" document.

PART III: IMPLEMENTATION ARRANGEMENTS

Section D

Demonstrate how the project aligns with the Results Framework of the Adaptation Fund.

The project should:

- Align with the Fund's results framework
- Contribute to the Fund's overall objective and outcomes outlined



Fill out the table provided in the “[Request for Project Funding](#)” document

- Not every project outcome will align directly with the Fund's framework but at **least one** outcome and output indicator from the Adaptation Fund's Strategic Results Framework must be included at the project design stage.

Example:

Project Objective (s)	Project Objective Indicator (s)	Fund Outcome	Fund Outcome Indicator	Grant Amount (USD)
Improving adaptive capacities of the water sector	Development of water sectors' services responsive to evolving needs from changing and variable climate	Outcome 4: Increased adaptive capacity within relevant development and natural resource sectors	4.1. Development sectors' services responsive to evolving needs from changing and variable climate	130,000 USD

Project Outcome (s)	Project Outcome Indicator (s)	Fund Output	Fund Output Indicator	Grant Amount (USD)
Outcome 1.1. Build pilot of a rainwater catching system	<ul style="list-style-type: none">• Number of rainwater catching systems constructed• Number of people benefited for new infrastructure (gender disaggregated)	Output 4: Vulnerable development sector services and infrastructure assets strengthened in response to climate change impacts, including variability	4.1.2. N° of physical assets strengthened or constructed to withstand conditions resulting from climate variability and change (by sector and scale)	120,000 USD

Contributes to the Fund overall objective of adaptation

Align with the Fund outcomes and outputs

Guidance: The Adaptation Fund utilized OECD/DAC terminology for its results framework. Project proponents may use different terminology, but the overall principle should still apply.

PART III: IMPLEMENTATION ARRANGEMENTS

Section E

Include a budget, including a budget on the Implementing Entity management fee use, and an explanation and a breakdown of the execution costs.

The proposal should include a **budget**



Break-down of costs at the activity level



Part II, Section G
Justification of funding requested

- The table presentation style is open to the proponent preference, as long as a full breakdown is presented with each component and their respective output and activity.

Example:

Activity	Unit	No. of Unit(s)	Unit Cost	Total USD
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Component 1: Knowledge Sharing

Training programmes on water conservation	Training	4	1,000	4,000
Project video	Video	1	2,500	2,500

Breakdown of each component by activity

All costs included

A strong proposal will:

- Describe the monetary cost of each activity
- Show how the money requested will be invested

Guidance and tips: Project budgeting allows for a full control of the project and a tracking of its development. Likewise, it prevents unnecessary cost from arising.

PART III: IMPLEMENTATION ARRANGEMENTS

Section F

Include a disbursement schedule with time-bound milestones.

The proposal should include a **disbursement schedule**



Including time-bound **milestones** relative to project inception and the annual reporting requirement

- The table presentation style is open to the proponent preference, as long as a full disbursement schedule for each milestone is considered.

Example:

Include all time-bound milestones

Schedule disbursement	Upon signing agreement	Inception workshop	6 months after projects starts	Grand Total (USD)
Schedule date	January 2021	March 2021	June 2021	
Project funds (Components 1-3)	72,000	62,000	72,000	206,000
Project Implementing Entity Fee	1,000	0	7,500	8,500
Project Execution Cost	12,000	0	15,000	27,500
TOTAL	85,000	62,000	94,500	241,500

Describe schedule disbursement

Populate the costs over the disbursement schedule

Guidance and tips: Using milestones will allow for a more accurately estimate of time and a better budgeting for each development stage within the project.

PART IV: ENDORSEMENT BY THE DESIGNATED GOVERNMENT AUTHORITY FOR ADAPTATION FUND AND CERTIFICATION BY THE IMPLEMENTING ENTITY

Section A

Record of endorsement by designated government authority.



Provide the:

- Name
- Position
- Government office of the designated government authority, and
- Indicate date of endorsement

- If it is a regional project/programme, list the endorsing officials all the participating countries
- Remember to attach the endorsement letter to the proposal
- As the illustrative example table:

Name, Position, Ministry	Date: Month, day, year
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Full details provided and attached to proposal

Section B

Implementing Entity Certification.



Provide the:

- Name and signature of the Implementing Entity Coordinator
- Date of Signature
- Project Contact Person's details

- Remember to attach the endorsement letter to the proposal
- As the illustrative example table:

I certify that this proposal has been prepared in accordance with guidelines provided by the Adaptation Fund Board, and prevailing National Development and Adaptation Plans (.....list here.....) and subject to the approval by the Adaptation Fund Board, commit to implementing the project/programme in compliance with the Environmental and Social Policy of the Adaptation Fund and on the understanding that the Implementing Entity will be fully (legally and financially) responsible for the implementation of this project/programme.

Name & Signature

Implementing Entity Coordinator

Date: (Month, Day, Year)

Telephone and E-mail:

Project Contact Person:

Telephone and E-mail:

Full details provided and attached to proposal

Guidance: Each Party shall designate and communicate to the secretariat the authority that will endorse on behalf of the national government the projects and programmes proposed by the implementing entities. Add as many participating governments if a regional project/programme