APPLICATION PROCESS AND REVIEW
CRITERIA FOR LEARNING GRANTS

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Learning grants under Medium-Term Strategy 2018-2022

- Available to NIEs up to US$150,000 per project (amount does not count towards the country cap)
- NIEs with a status as “accredited” and a AF-funded project under implementation
- Project at mid-point into implementation (for projects with a duration of under 4 years at least 1PPR submitted)
- Endorsement by Designated Authority of the learning grant application
- Activities to be funded need to be above and beyond the mandatory KM component under the project
Eligibility criteria

- To transfer knowledge between NIEs or from NIEs to the wider adaptation community or to develop knowledge and guidelines through partnerships.

**Mandatory requirements**

- **Must** be an accredited national implementing entity of the Adaptation Fund and have an accreditation status of “Accredited”.
- **Must** submit together with the application form detailing information on the proposed activities, a letter of endorsement by the Designated Authority to the Adaptation fund in support of the learning grant application.
- **Must** have and AF-funded project under implementation that has reached midpoint.

**Eligible activities:** knowledge platforms, lessons learned, country exchanges, partnerships with other institutions, adaptation financing workshops, resource centers, knowledge sharing events, country exchanges, learning courses.
Submitting the learning grant application

- Use **project proposal materials** outlined in the **instructions for applying for learning grants**, including application forms and templates available for download on the AF website (available in English, Spanish, and French).

- Submit proposals **twice a year**, for consideration at the respective bi-annual Board meetings (March/October).

- Proposals must be accompanied by **DA endorsement letters**.
Take note! Key elements of the proposal

| PROJECT INFORMATION | • Provide name of country seeking funding  
|                     | • Specify name of national implementing entity  
|                     | • Fill the grant amount requested from the AF for this proposal |
| TIMEFRAME OF ACTIVITIES | • Enter the expected project start date and completion dates in month and year format (DD/MM/YYYY)  
|                     | • For learning grants the date of first disbursement by the NIE towards an activity related to the grant is considered the start date of the project |
| PROPOSED LEARNING ACTIVITIES | • Briefly explain the main objective of the learning grant (in 100 words or less)  
|                     | • Proposal should be able to provide a clear description of the proposed learning activities to the most vulnerable communities  
|                     | • Provide a clear breakdown of activities with a logic flow and corresponding budget with budget notes indicating the breakdown of costs at the activity level |
| IMPLEMENTING ENTITY CERTIFICATION | • Provide name and signature of NIE coordinator and date of signature  
|                     | • Provide project contact person’s name and telephone number |
| LETTER OF ENDORSEMENT | • Describe how the scaled-up activities will enhance climate resilience further to the current or completed project/programme  
|                     | • Should be evidence-based including reference to any recommendations from MTE/PCR etc |
Budget arrangements

- Submitted budget Must not exceed US$150,000 per project

- Budget can include an Implementing Entity Management Fee $\leq 8.5\%$ of the total project or programme budget before the fee
Timeline of the review process

Submission of the proposal
- to the AFB Secretariat by proponents at deadline **9 weeks before AFB meeting**

Screening and initial technical review

Transmission of Initial Technical Review findings to the proponent

Revision by proponents

Submission of Revised proposal by proponents

Review of the revised proposal

1.5-2 weeks

Document preparation for PPRC

2 weeks

Document with technical review submitted to the PPRC

1 week

AFB Makes final decision on proposal at the AFB meeting

1 day

PPRC makes recommendation on each proposal at its meeting

1 day
Contracting by the AFB – The legal agreement

PROJECT SCALE-UP GRANT AGREEMENT

(Support for the development of a scale-up plan for the [Project]/[Programme] [Project/Programme Title])

In [Country])

between

THE ADAPTATION FUND BOARD

and

[IMPLEMENTING ENTITY]
Resources

Application forms & eligibility criteria:
https://www.adaptation-fund.org/knowledge-learning/learning-grants/call-learning-grants/

E-courses for learning grants
• 18’ training courses
• Offers guidance on ways to fill out a grant proposal
• Available in English, French and Spanish
• Inclusive of a case study
• https://www.adaptation-fund.org/document/adaptation-fund-learning-grants-training/
THANK YOU!

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