



ADAPTATION FUND

## **Request for assistance to design and develop scaling-up pathway for Adaptation Fund projects/programmes**

The application template should be completed and transmitted to the Adaptation Fund Board Secretariat by email or fax.

The overall goal of project scale-up grants is to increase the readiness of accredited national implementing entities (NIEs) to expand<sup>1</sup> or replicate<sup>2</sup> quality projects that are based on country needs, views and priorities, in order to reach more people and/or broaden project/programme effectiveness to help vulnerable communities in developing countries adapt to the adverse effects of climate change.

Please type in the responses using the template provided. The instructions in the annex to the template provide guidance to filling out the template.

Complete documentation should be sent to:

The Adaptation Fund Board Secretariat  
1818 H Street NW  
MSN N7-700  
Washington, D.C., 20433  
U.S.A  
Fax: +1 (202) 522-3240/5  
Email: [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org)

---

<sup>1</sup> Expansion in this context refers to extending organizational structures and/or service provision such as geographical expansion or expanding the population reached.

<sup>2</sup> Replication in this context refers to implementing effective or good practices in other settings. Such practices could be new or innovative ones.

**A. PROJECT INFORMATION**

Date of receipt:

Title of Adaptation Fund project/programme to be scaled-up:

Adaptation Fund Grant ID:

Country:

Implementing Entity:

Execution Entity (if applicable):

Amount of Financing Requested (in U.S Dollars Equivalent):

**B. BACKGROUND (Maximum 200 words)**

--

**C. Timeframe of Activity**

Expected start date of activity	
Completion date of activity	

**D. Type of support requested**

**D.1. Describe the goal of the proposed scale-up. (Maximum 100 words)**

--

**D.2. What is the expected output from use of the proposed grant for project scale-up?**

--

**D.3. Provide a brief description of the project components that will be scaled-up, including a description of the scaling-up approach. (Maximum 200 words)**

--

**D.4. Provide a brief rationale/justification for the proposed project/programme scale-up and scaling-up strategy, including any supporting evidence. (Maximum 200 words)**

--

**D5. Have you identified potential source(s) of funding to implement the scaled-up project/programme? Please list.**

--

**D6. Using the table below, provide a breakdown of activities or outline/roadmap of the activities that will be followed to achieve the expected output mentioned in D.2. In the case in which a scaling-up plan/strategy is the output, include a breakdown of the activities leading up to delivery of the plan/strategy. Please add more rows or delete as necessary.**

Types of Activities	Description of proposed activities (please provide short description)	Expected outputs	Tentative timeline (completion date)	Requested budget summary per output* (USD)
Execution costs requested***				
Total project costs				
Implementing entity management fee requested**				
<b>Total Grant Requested (USD)</b>				

\*Please also provide a detailed budget with budget notes, indicating the break-down of costs at the output level. Where an Implementing Entity (IE) management fee and/or execution costs (ECs) have been requested, the budget must include a simple budget breakdown of the IE management fee and ECs.

\*\*The Project Execution Costs requested should be at or below 9.5 per cent of the total project/programme budget (including the fee). In the event that the NIE is also the execution entity for the proposed activities, then the costs should be at or below 1.5 per cent.

\*\*\*The Implementing Entity Management Fee requested should be at or below 8.5 per cent of the total project/programme budget before the fee.

**E. Implementing Entity**

This request has been prepared in accordance with the Adaptation Fund Board's procedures

Head of Implementing Entity	Signature	Date (Month, day, year)	Implementing Entity Contact Person	Telephone	Email Address

**F. Record of endorsement on behalf of the government**

Provide the name and position of the government official, Designated Authority (DA) of the Adaptation Fund, and indicate date of endorsement. The DA endorsement letter must be attached as an annex to the request.

<i>(Enter Name, Position, Ministry)</i>	<i>Date: (Month, day, year)</i>
---	---------------------------------