**APPLICATION FORM/PROPOSAL TEMPLATE FOR READINESS PACKAGE GRANTS**

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**READINESS PACKAGE GRANT APPLICATION FORM TEMPLATE**

**Application for a Grant to support NIE accreditation through the readiness package**

Submission Date:

**Adaptation Fund Grant ID:**

**Country receiving support:**

**Institution to navigate accreditation process, if already identified:**

**Name of Implementing Entity delivering support:**

**Type of Implementing Entity delivering support (NIE/RIE/MIE):**

1. **Timeframe of Activity**

|  |  |
| --- | --- |
| Expected start date of support |  |
| Completion date of support |  |

1. **Experience participating in, organizing support to, or advising other NIE candidates**
2. Describe the support provided for accreditation through readiness grants from the Adaptation Fund to developing countries and/or entities seeking to use the Fund’s Direct Access modality (*please list only up to five of the most recent and add any others as an annex to this template*).

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| --- | --- | --- | --- | --- | --- |
| Year support started | Year support ended | Climate Fund (source of grant) | Type of support provided | Outcome of the support | Country/institution supported |
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1. Describe any other type of support provided outside the grants from the Adaptation Fund to other national, sub-national and/or local entities relevant to the AF accreditation process.

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| --- | --- | --- | --- | --- | --- |
| Year support started | Year support ended | Climate Fund (source of grant) | Type of support provided | Outcome of the support | Country/institution supported |
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1. **Proposed activities to support NIE accreditation**
2. Describe the initial exchange that took place with the candidate entity and with the DA e.g., state with who (director, committee, DA etc.). Also state when the discussion took place and state what conclusions were arrived at. e.g., briefly state what issues the identified candidate NIE(s) is likely to face considering its experience managing project finance, its institutional capacity and experience implementing and managing the full climate change or development finance project life cycle, and its competency for transparency, self-investigative powers and anti-corruption measures.
3. Describe results of the self-assessment done by the candidate NIE or assessment done by intermediary on suitability of the candidate/nominated NIE to meet the accreditation criteria. Confirm whether any candidate NIE staff took the AF online course on accreditation and explain how the learning outcome from taking this course has been incorporated into the proposal. (The AF accreditation course can be found [here](https://www.adaptation-fund.org/document/e-course-on-direct-access-unlocking-adaptation-funding/)).
4. Briefly justify why the nominated NIE candidate is best suited to meet the accreditation criteria.
5. Provide a list in chronological order of occurrence, of the main components/steps that would be implemented to address the NIE candidate gaps/challenges, the activities to be undertaken, and the requested budget to support accreditation of the NIE candidate. An example is provided within the table in italics

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| --- | --- | --- | --- | --- |
| Component | Proposed support activities to address Gap/Challenge | Expected Output of the Activities | Tentative completion date | Requested budget for component (USD) |
| *Developing polices and manuals* | *Updating environmental and social policy* | *Updated E&S policy* | *April 2021* | *00,000* |
| *Developing management operational manual for project appraisal*  | *Manual for project quality at entry review* | *May 2021* |  |
| *Developing policy and procedures for internal control*  | *Policy outlining the institution internal control framework* | *July 2021* |  |
| *Subtotal for component* | *00,000* |
| *Component 2* |  |  |  |  |
|  |  |  |  |  |
|  | *Subtotal for component* |  |
| Total Project/Programme Cost |  |
| Project/Programme Cycle Management Fee charged by the Implementing Entity (Maximum of 8.5%) |  |
| **Total Grant Requested (USD)\*** |  |

**\*Please provide a detailed budget (*with budget notes including a note of how the management fee will be used*) attached as an annex to the application**

1. **Justification of project activities**

Provide a description of each identified NIE candidate gap/challenge and explain the status core, current processes and procedures within the NIE candidate regarding the identified gap/challenge and explain how the activities to be undertaken would address the identified gaps/challenges to advance accreditation of the NIE candidate. For new policies, procedures and institutional structures that need to be newly established, also provide a timeframe for demonstrating their effective operation and submission of evidence to the Accreditation Panel (AP), including responding to feedback from the AP. (*for missing policies, manuals and institutional structures, please list and explain each one individually*)

1. **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 |
|  |  |  |  |  |  |
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1. **Record of request of support on behalf of the government**

Provide the name and position of the government official who is the Designated Authority of the Adaptation Fund in the NIE candidate country and indicate date of endorsement. The letter of endorsement from the Designated Authority should be attached as an annex to the application.

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| --- | --- |
| *(Enter Name, Position, Ministry)* | Date*: (Month, day, year)* |